

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

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

MANAGEMENT ECHELON

<u>POST 25/296</u>	:	<u>DIRECTOR: EMPLOYEE HEALTH AND WELLNESS SERVICES REF NO: G328/2020</u> Cluster: Human Resource Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 057 326 per annum (Level 13) (An all Inclusive MMS Salary Package) Head Office: Pietermaritzburg An undergraduate qualification (NQF 7) as recognised by SAQA Human Resource Management/Public Management/Administration/Industrial Psychology Plus Five (5) years middle/senior management experience in a employee health and wellness management environment Plus A Pre-Entry Certificate for SMS as endorsed by the National School of Government (NSG), (This is a Public service specific training programme which will be applicable for appointment at SMS level) Plus Unendorsed valid Code B driver's license (Code 8). NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/ . Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills Training and Competencies Required: Occupational health and safety and other related Acts, regulations, frameworks, prescripts and directives. Employee health and wellness and other related Acts, regulations, frameworks, prescripts and directives. Human resource and other related Acts, regulations, frameworks, prescripts and directives. Financial management and other related Act, regulations, frameworks, prescripts and directives. National Health Act, regulations, frameworks, prescripts and directives. KwaZulu-Natal Health Acts, regulations, frameworks, prescripts and directives. Public Service Act and regulations. Skills: Human resource management. Project management. Information management. Organising. Influencing. Analytical Motivation Presentation. Computer skills – MS Office suite financial management. Strategic management. Problem solving Communication – written and oral. Negotiation Conflict management. Leadership Planning.
<u>DUTIES</u>	:	Ensure the promotion of health and wellness of workforce and their families: Ensure promotion of physical wellness. Ensure promotion of psycho-social wellness. Ensure promotion of organisational culture conducive to wellness. Ensure promotion of worklife balance. Ensure the provisioning of health and reasonable safe conditions: Ensure provision of occupational health and safety. Ensure provision and sustaining of risk free total environment. Ensure provision of operational risk management and quality assurance. Manage adverse health conditions to reduce their impact on staff productivity: Ensure proper chronic disease management. Ensure mental health management. Ensure injury on duty and incapacity leave management. Ensure occupational health education and promotion. Manage HIV/AIDS, STI's and TB to reduce their burden on service delivery: Ensure the provision of prevention programmes. Ensure the provision of treatment, care and support. Ensure the promotion of human rights and access to justice. Ensure the participation in research, monitoring and evaluation. Ensure the provisioning of transversal support: Ensure the provisioning of advice and guidance on all EHW issues. Ensure the development, implementation, monitoring, evaluation and reviews of policies, procedure manuals and programmes. Ensure the provision of management reports. Ensure the effective, efficient and economical

management of allocated resources of the Directorate: Manage the financial resources. Manage the human resources e.g. attendance, leave management, performance management and development etc. Manage the allocated assets. Manage potential risks and mitigation strategies. Provide strategic management, planning, leadership and direction.

ENQUIRIES : Mr GS Dlamini Tel No: (033) 395 2902

APPLICATIONS : All Applications Should Be Forwarded To: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 R Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower.

FOR ATTENTION : Mr. A Memela

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

CLOSING DATE : 13 November 2020

POST 25/297 : **DISTRICT DIRECTOR REF NO: G323**
Cluster: District Health Services

SALARY : R1 057 326 per annum (Level 13) (An all Inclusive SMS Salary Package

CENTRE : Uthukela Health District Office

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Clinical Health Science. Current registration with the relevant health professional body. A minimum of Five (5) years' experience in middle management level with five (5) years in Primary Health Care **OR** District Health System. Proof of exposure/experience in a clinical programmes and hospital management environment including EMS and FPS. Unendorsed valid driver's license. Computer literacy with proficiency in Microsoft software applications. Recommendations: Post-graduate qualification in Public Health/Master in Business Management. Project Management. **NB:** All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training And Competencies Required: - The incumbent of this post will report to the Chief Director: District Health Services: Head Office, and will be responsible to ensure and account for the delivery of integrated, effective and efficient health service at all levels of care based on the Primary Health Care approach through the District Health System within Umgungundlovu (whichever is relevant). The ideal candidates must: Possess a clear understanding of the challenges facing the public health sector due to poverty, resource limitations and opportunistic diseases such as TB, HIV and AIDS. Have the ability to analyse and interpret complex management data and information to inform decision-making and alignment processes timeously. Have the ability to develop innovative solutions for complex health and other service delivery management problems. Possess strong leadership to – ensure buy-in/support of other organs of state and external stakeholders to accomplish deliverables identified in the Annual Performance Plans of the District, provide strategic direction to Institutions, mediate processes for the allocation of resources to Institutions, build a highly effective and efficient health service delivery team in the District; and reason/present/negotiate the case of the District at departmental management and planning for a, Have the ability to assess and manage the performance of the District Health System and directly

supervise staff. Have the ability to interact effectively and efficiently with a wide range of stakeholders. Have the ability to turn around negative audit findings in the district to be a positive one. Possess a good Knowledge and understanding of universal health coverage. Possess a clear understanding of risk and other management processes and the application thereof to ensure that the decentralized. Management model of the department is performing optimally. Possess knowledge of the governance framework and legislative imperatives set for the area of operation. Be computer literate with a proficiency in MS Office Software applications.

DUTIES

: Based on relevant policy imperatives, provide strategic leadership and ensure the development, implementation, monitoring and evaluation of an Annual District Health Services Delivery Plan. Account in terms of planned initiatives for the delivery of health services in the District. Coordinate and facilitate processes to prioritise health service delivery initiatives and the allocation of concomitant resources amongst health facilities in the District, whilst promoting service delivery equity. Monitor and evaluate health service delivery within the District, identify high risk areas and facilitate timeous corrective action where required. Provide transversal clinical support and other support services to Institutions. Ensure the development of an innovative and human rights sensitive cadre of health workers at all levels. Identify and address transversal health service delivery barriers that cannot be resolved at Institutional and district level and filter those requiring intervention at Provincial level. Facilitate the process of ensuring universal health access (NHI) for Umgungundlovu Health District.

ENQUIRIES APPLICATIONS

: Mr J Mndebele Tel No: (033) 395 3274
 : The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower.

FOR ATTENTION NOTE

: Miss N.S Buthelezi Tel No: (033) 395 2896
 : 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. 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.

CLOSING DATE

: 13 November 2020

OTHER POSTS

POST 25/298

: **HEAD CLINICAL DEPARTMENT (MEDICAL) GRADE 1 REF NO: GS 56/20**
 Component –Obstetrics and Gynaecology

SALARY

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

CENTRE REQUIREMENTS

: Greys Hospital
 : A tertiary qualification (MBChB) or equivalent registered with the Health Professional Council of South Africa (HPCSA) FCOG Registration with the HPCSA as a Specialist in Obstetrics and Gynaecology At least 7 years of appropriate managerial and clinical experience after registration with the HPCSA as a Specialist Proof of current registration with the HPCSA must be attached. Certificate of certificate/proof of work experience (endorsed by Human Resources Department) must be attached. NB: Shortlisted candidates may be subjected to a competency test. Recommendations: Appropriate qualification in Management, e.g. Certificate in Management, Diploma in

Management, MBA, etc. Computer literacy and proficiency in Microsoft Office suite Driver's license Knowledge, skills, Experience and Competencies Comprehensive managerial and leadership skills and competencies to Head the O&G Department at Grey's Hospital and holistically manage all operational and strategic matters of the Department, and coordinate O&G services in "Area 2" Competence and expertise in developing, implementing and monitoring policies, protocols and guidelines applicable to the O&G Department Thorough understanding of financial management and resource allocation and optimization, including budgeting and expenditure control. Sound knowledge of Human Resource Management (incl. EPMDS process and requirements) and disciplinary and grievance management procedures; organization structure, staff development programmes, including career pathing, recruitment and retention Proficiency with computers, Microsoft Office suite, including Outlook, PowerPoint, Excel, etc. Risk management within the Department, including incident management Problem-solving, decision-making and conflict-management proficiency. Excellent communication (verbal and written) and time management skills, punctuality Analytical thinking, Leadership, Clinical and Teaching skills. The ability to work under stress and maintain a good working relationship at all times. Knowledge, understanding and implementation of Batho Pele principles Sound knowledge and experience of relevant ethical and medico-legal matters, including investigating and providing expert opinions for medico-legal cases. Knowledge of relevant legislation, Policies and Regulations of the Department of Health/ DPSA, including, but not limited to, the National Health Act, PFMA, SCM regulations, Children's Act, The Choice on Termination of Pregnancy Act, Promotion of Access to Information Act, Medical Ethics, Epidemiology & Statistics.

DUTIES

: The incumbent will head the O&G Department at Grey's Hospital and manage all operational and strategic matters of the Department, as well as coordinate specialist obstetrics and gynaecology services within "Area 2". Ensure provision of a cost –effective and high quality O&G services 24/7 (outpatient, inpatient, operative and peri-operative care) at Grey's Hospital. Formulate and execute annual operational plans, and a medium- to long-term strategy for the O&G Department, which meets the Department of Health's needs, and develop and manage the O&G Department in line with the strategy. Develop and implement strategies for meeting APP and other set targets, specifically with regards to C/S rates, maternal mortality ratio, BUR and ALOS. Ensure clinical governance within the Department, conducting clinical governance activities that are relevant to the needs of the Department, including PPIP/Morbidity and Mortality meetings on a monthly basis, expeditious Maternal Mortality Review meetings, at least quarterly Clinical Audits, utilization reviews, expansion and enhancement of ESMOE training programme, etc. Good record-keeping, including maintenance of statistics, sterilization register, PPIP data, maternal death review records, etc. Adept personnel management, EPMDS, recruitment and retention, labour relations, conflict management Ensure optimal level of skills and competencies of all staff, incl. sessional medical practitioners, in O&G. Promote and undertake teaching and training (Registrars, Medical Officers, Interns, Nursing personnel, undergraduate students, etc.), including MMed supervision, formal and informal teaching and training, examinations, course-coordination, academic programmes, etc. Design, implement and evaluate Quality Assurance and Improvement Programmes and Projects as may be required. Prudent fiscal and other resource management; ensure that all necessary equipment and other medical/ non-medical resources are available and functional in the O&G Department. Effective risk management, including maintaining a risk register for the O&G Department. Chair and actively participate in relevant committees at Grey's Hospital as may be required, chair at least monthly O&G Departmental meetings Work as part of a team within the Pietermaritzburg Metropolitan Complex Hospitals, including with the Provincial O&G HCD, the DCSTs and EMS. Oversee and ensure maintenance of outreach/inreach/ virtual support programmes in "Area 2" Maintain close liaison with the Department of O&G at the Nelson R. Mandela School of Medicine (UKZN) and other relevant academic facilities. Manage / address client complaints which may arise in the O&G. Provide expert opinion to clinicians in the diagnosis, management and treatment of patients.

ENQUIRIES
APPLICATIONS

: Dr KB Bilenge Tel No: (033) 8973321
: To be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
: Mrs. M. Chandulal

FOR ATTENTION

- NOTE** : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies.hr endorsed certificate of service/work experience c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 56/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).Please note that candidates will not be reimbursed for S&T claims for attending interviews
- CLOSING DATE** : 13 November 2020
- POST 25/299** : **HEAD CLINICAL DEPARTMENT (MEDICAL) GRADE1 REF NO: GS 55/20**
Component: Orthopaedics
- SALARY** : R2 161 416 per annum, (All inclusive package) excluding Commuted overtime (employee must meet the prescribed requirements)
- CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg
A tertiary qualification (MBChB) or equivalent registered with the Health Professional Council of South Africa (HPCSA) Registration with the HPCSA as a Specialist in Orthopaedics At least 7 years of appropriate managerial and clinical experience after registration with the HPCSA as a Specialist Proof of current registration with the HPCSA must be attached. Certificate of certificate / proof of work experience (endorsed by Human Resources Department) must be attached. NB: Shortlisted candidates may be subjected to a competency test. Recommendations Appropriate qualification in Management, e.g. Certificate in Management, Diploma in Management, MBA, etc. Computer literacy and proficiency in Microsoft Office suite Driver's license Knowledge, Skills, Training and Competency Required: Comprehensive managerial and leadership skills and competencies to Head the Orthopaedics Department at Grey's Hospital and holistically manage all operational and strategic matters of the Department, and coordinate Orthopaedics services in "Area 2" Competence and expertise in developing, implementing and monitoring policies, protocols and guidelines applicable to the Orthopaedics Department Thorough understanding of financial management and resource allocation and optimization, including budgeting and expenditure control. Sound knowledge of Human Resource Management (incl. EPMDS process and requirements) and disciplinary and grievance management procedures; organization structure, staff development programmes, including career pathing, recruitment and retention Proficiency with computers, Microsoft Office suite, including Outlook, PowerPoint, Excel, etc. Risk management within the Department, including incident management Problem-solving, decision-making and conflict-management proficiency. Excellent communication (verbal and written) and time management skills, punctuality Analytical thinking, Leadership, Clinical and Teaching skills. The ability to work under stress and maintain a good working relationship at all times. Knowledge, understanding and implementation of Batho Pele principles Sound knowledge and experience of relevant ethical, medico-legal and RAF matters, including investigating and providing expert opinions for medico-legal cases. Knowledge of relevant legislation, Policies and Regulations of the Department of Health/ DPSA, including, but not limited to, the National Health Act, PFMA, SCM regulations, Children's Act, Promotion of Access to Information Act, Medical Ethics, Epidemiology & Statistics.
- DUTIES** : The incumbent will head the Orthopaedics Department at Grey's Hospital and manage all operational and strategic matters of the Department, as well as coordinate specialist Orthopaedics services within "Area 2". Ensure provision of a cost –effective and high quality Orthopaedic service 24/7 (outpatient, inpatient, operative and peri-operative care) at Grey's Hospital. Formulate and execute annual operational plans, and a medium- to long-term strategy for the Orthopaedics Department, which meets the Department of Health's needs, and

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

ENQUIRIES

APPLICATIONS

FOR ATTENTION

NOTE

: Dr KB Bilenge Tel No: (033) 8973321
 : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
 : Mrs. M. Chandulal
 : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies.hr endorsed certificate of service/work experience c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number reference must be indicated in the column provided on the form Z83 e.g GS 55/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).Please note that candidates will not be reimbursed for S&T claims for attending interviews
 : 13 November 2020

CLOSING DATE

POST 25/300

MEDICAL SPECIALIST (PSYCHIATRY) (GRADE 1-3) REF NO: MAD 23/2020 (X1 POST)

SALARY

: Grade 1: R1 106 040 – R1 173 900.per annum
 Grade 2: R1 264 623 – R1 342 230 per annum
 Grade 3: R1 467 651 – R1 834 890 per annum
 The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.

CENTRE

: Madadeni Provincial Hospital

- REQUIREMENTS** : MBChB degree or equivalent qualification Plus M.MED Psych, FC Psych SA or equivalent. Proof of current registration with HPCSA (2020 Receipt). Certificate of current registration with the PHCSA as a Medical Specialist in Psychiatry. Appropriate qualification plus registration with the HPCSA as a Medical Specialist. Medical Specialist **Grade 2**: Appropriate qualification, registration certificate, plus Five (5) years' experience after registration with the HPCSA as a Medical Specialist. Medical Specialist **Grade 3**: Appropriate qualification, registration certificate, plus Ten (10) years' experience after registration with the HPCSA as a Medical Specialist. NB' Registrars who have completed their Specialist training but are awaiting Registration as Specialists with the HPCSA may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa". Knowledge, Skills and Competencies required: Ability to do psychiatric diagnostic interview. Generally physical and neurological examination. Perform appropriate investigations and their interpretation. Clinical protocols development for psychiatric disorders. Psychiatric disability evaluation and report writing. Good interpersonal and communication (written and verbal). Supervisory, conflict resolution and management. Knowledge of national health acts no 61/2003, mental health care act no 17/2002 and basic conditions of employment act 75/1997. Other relevant legislation and policies of the national and provincial health department. The national core standards for the improvement of the quality of health services in South Africa. Principles of general medicine, General adult psychiatry, forensic psychiatry and child adolescent psychiatry.
- DUTIES** : Provide comprehensive Psychiatric services including child adolescent service and forensic on outpatient in patient basis. Ensure effective implementation of the mental health care act no 17/2002. Contribute to clinical governance by developing relevant clinical protocol and enforce adherence to the national core standards for the improvement of quality of health in South Africa. Provide clinical supervision and mentoring of junior staff and the multidisciplinary team as well as their performance appraisal in line with human resource EPMDS policies. Participate in the academic activities of the department including training, teaching and research. Ensure continued professional development.
- ENQUIRIES** : Dr. V.N Khanyile Tel No: (034) 328 8000
- APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940
- FOR ATTENTION** : The Recruitment Officer
- NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.
- CLOSING DATE** : 13 November 2020
- POST 25/301** : **PRINCIPAL NURSING COLLEGE (SINGLE NURSING CAMPUS): PORT SHEPSTONE CAMPUS REF NO: G327/2020**
Cluster KZN College of Nursing
- SALARY** : R949 482 per annum

<u>CENTRE REQUIREMENTS</u>	: Port Shepstone Hospital : Senior Certificate/Grade 12 Plus Current registration (2020) with SANC as a General Nurse Midwife/Accoucher Plus Post -basic qualifications in Nursing Education and Nursing Administration/ Nursing Management/Health Service Management registered with the South African Nursing Council Plus A minimum of 11 (eleven) years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing Plus At least 7 (seven) years of the above period must be recognizable experience in Nursing Education after obtaining post basic qualification in Nursing Education of which three (3) years must be relevant management experience in a Nursing Education Institution Unendorsed valid Code B driver's license (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills Training and Competencies Required: Possess knowledge of the relevant legislation, Acts, Prescripts and Policy Frameworks informing the area of operation. Have excellent communication skills (written & verbal) and presentation skills. In depth knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation, monitoring and evaluation. Sound conflict and decision making / problem solving skills. Willingness to travel. Good research and analytical skills. Good managerial and interpersonal skills.
<u>DUTIES</u>	: Develops an integrated plan for all nurse training programmes in the Campus. Maintains all clinical records and reports of learners. Provides and manages all resources to facilitate learning and teaching. Maintains appropriate nursing standards based on current legislation and guidelines. Manages and controls the Campus Budget. Plans and implements theoretical and clinical instruction and evaluation of learners. Ensures control of discipline and deal with grievances in the Campus. Plans and implements student clinical accompaniment. Formulates and analyses policies and its enforcement. Monitors, evaluates and assesses Performance Management and Development of staff Undertakes quality promotion programmes within the Campus. Develops reviews and implements the strategic plan of the Campus. Plans, facilitates and participates in Curriculum Development initiatives for the implementation of the New Nursing Qualifications. Plan, prepare and implement initiatives towards Campus accreditation for the New Nursing Programmes. Implement new nursing programmes. Liaises with relevant internal and external stakeholders on nursing education issues.
<u>ENQUIRIES APPLICATIONS</u>	: Dr EN Hlongwa Tel No: (033) 264 780 : All applications should be forwarded to: Port Shepstone Nursing Campus Private Bag X719, Port Shepstone 4240 OR Hand Delivered to Port Shepstone Hospital
<u>FOR ATTENTION NOTE</u>	: Mr P Mtshali : 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.
<u>CLOSING DATE</u>	: 13 November 2020

POST 25/302 : **CHIEF EXECUTIVE OFFICER REF NO: G302/2020**
Cluster District Health Services

SALARY : R869 007 per annum (Level 12) (An all Inclusive MMS Salary Package)
CENTRE : Charles Johnson Memorial Hospital
REQUIREMENTS : A degree/advanced diploma in a health related field, Registration with relevant professional council. A degree/diploma in health management or a degree/advanced in a management field. At least 5 (five) years' management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's license (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Recommendations: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management, change management people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES : Job Purpose: To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership, to improve operational efficiency within the health establishment, to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health.

ENQUIRIES : Mrs P Mbatha Tel No: (034) 299 9100
APPLICATIONS : The District Director: KZN Department of Health Private Bag X2052 Dundee 3200 or Hand Deliver to: 34 Wilson Street, Dundee 3000.
FOR ATTENTION : Mr NP Shezi Tel No: (034) 299 9110
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. 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.

- CLOSING DATE** : 13 November 2020
- POST 25/303** : **DEPUTY MANAGER NURSING REF NO: PSH 41/20 (X1 POST)**
- SALARY** : R843 618 per annum. Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)
- CENTRE** : Port Shepstone Regional Hospital
- REQUIREMENTS** : Educational Qualification:- Matric/Grade 12 Degree/Diploma in General Nursing, Midwifery Registration with the South African Nursing Council as a registered nurse/Midwife Proof of current registration with SANC for 2020 Degree/Diploma in Nursing Administration/management A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level in a hospital environment Attach proof of working experience endorsed by Human Resource Department/ Employer N.B: (Proof of experience and / or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience). Recommendation Valid Driver's license Microsoft Computer Literacy Knowledge, Skills And Experience_Leadership, management, planning, organizing, problem solving, decision-making and coordinating skills Clinical competencies and policy formulation skills Knowledge of nursing care delivery approaches Knowledge of relevant acts governing healthcare service delivery Good verbal and written communication skills Conflict management / sound labour management skills Mentorship and supervisory skills Good analytical, report writing and presentation skills Knowledge and ability to interpret regulations, resolutions, policies and legislations governing nursing and healthcare service delivery.
- DUTIES** : Provide guidance and leadership towards the realization of strategic goals and objectives of the nursing and midwifery division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs and services. Advocate and ensure the promotion of nursing ethos and professionalism, including Batho Pele Principles & Patients' Rights Charter. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to nursing and midwifery care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources (human resources, budget, finance, infrastructure, buildings, consumables, supplies& pharmaceuticals) in accordance with relevant directives and legislation.
- ENQUIRIES** : Ms BC Ndlovu Tel No: (039) 688 6208
- APPLICATIONS** : Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240
- FOR ATTENTION** : Mr. ZM Zulu
- NOTE** : Application for employment (Z83). Certified copy of Identity document. Certified copy of Matric, Nursing qualification. Detailed Curriculum vitae. NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications
- CLOSING DATE** : 20 November 2020

POST 25/304 : **DEPUTY MANAGER NURSING (LEVELS 1&2 HOSPITALS) REF NO: PMMH/DMN/01/2020 (X1 POST)**

SALARY : R843 618. Per annum (all-inclusive package-consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules).Other Benefits: In-Hospitable Area Allowance (8% of basic salary).

CENTRE REQUIREMENTS : Prince Mshiyeni Memorial Hospital
: Basic R425 qualification (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Certificate of registration with SANC as a Professional Nurse. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA).Proof of current registration as a Professional Nurse with SANC. Proof of Computer literacy (MS office suite). Valid Driver's License. Experience: a minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/ recognizable experience at management level. Recommendation: Diploma/ Degree in Nursing Administration Knowledge, Skills, Training And Competencies (Determined according to the Middle Management Competency Framework) Feeder Competencies/Applying Technology/ Budgeting and Financial Management/Citizen Focus and Responsiveness/Diversity Management/ Impact and Influence/Communication and Information Management/ Managing Interpersonal Conflict and Resolving Problems/ Networking and Building Bonds/Problem Solving and Decision Making/ Developing Others/ Team Leadership/ Project Management/ Applied Strategic Thinking.

DUTIES : Establish the strategic direction of the nursing component to ensure alignment with its business plan. Ensure implementation of NCS, IPC and Quality in the nursing component Provide guidance and leadership towards the realisation of strategic goals and objectives of the department. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programmes. Advocate and ensure the promotion of nursing ethos and professionalism. Advocate and encourage the implementation of clinical governance principles Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care Utilise information technology and other management information systems to manage nursing information for the enhancement of service delivery.Manage quality improvement of nursing care. Advocate, initiate and monitor prevention of medico-legal suits Manage financial resources and consumable resources for the designated areas. Manager Human Resources in the relevant designated areas. Manage Nursing research, both professional and nursing practice development. Ensure collaboration between nursing and medical sub-directorates. Implement auditing and monitoring, and evaluation processes within the institution. Ensure the implementation & monitoring of health priority programmes.

ENQUIRIES APPLICATIONS : Mr GBCTE Khawula Tel No: (031) 907 8506
: To be forwarded to: The Human Resource Manager Prince Mshiyeni Memorial Hospital; Private Bag X07; Mobeni; 4060.

FOR ATTENTION NOTE : Mrs. J Murugan
: Due To Financial Constraints, No S&T will be paid to candidates attending interviews.

CLOSING DATE : 16 November 2020

POST 25/305 : **MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 61 /2020**
Orthopaedics Department

SALARY : Grade 1: R821 205.per annum (All inclusive salary packages)
Grade 2: R938 964.per annum (All inclusive salary packages)
Grade 3: R1 089 693 per annum (All inclusive salary packages)
(This inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department

CENTRE : Ngwelezana Tertiary Hospital

REQUIREMENTS

: Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Practitioner, **Grade 1:** An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach an evaluation certificates from the South African Qualification Authority (SAQA) to their applications. **Grade 2:** An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Minimum of 5 years relevant experience after registration with HPCSA in respect of South African qualified employees who performed Community service. Minimum of 6 years relevant experience after registration with HPCSA in respect of Foreign Qualified employees whom they are not required to perform Community Service. Attach proof of working experience endorsed by Human Resource Department/Employer. Applicants in possession of a foreigner qualification must attach an evaluation certificate from the South Africa Qualifications Authority (SAQA) to their qualification. **Grade 3:** An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Minimum of 10 years relevant experience after registration with HPCSA in respect of South African qualified employees who performed Community Service. Minimum of 11 years relevant experience after registration with HPCSA in respect of Foreign Qualified employees whom they are not required to perform Community Service. Attach proof of working experience endorsed by Human Resource Department/Employer. Applicants in possession of a foreigner qualification must attach an evaluation certificate from the South Africa Qualifications. Extensive medical and Anaesthetic knowledge and sound clinical skill. Knowledge of health care system and medical ethics. Knowledge of relevant acts, policies and regulations of the departmental of health. Good team building and problem solving. Awareness of cross-cultural differences. Concern for excellence.

DUTIES

: Provision of quality patient centred care for all patients within anaesthetics unit. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department provision of afterhour's services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, units rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meeting, workshops and training courses as directed by the Head of Departmental. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning.

ENQUIRIES

: Dr P.D Rollinson Tel No: (082) 474 9246

APPLICATIONS

: Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block.

FOR ATTENTION

: Mr M.P Zungu

NOTE

: Application must be submitted on the Application for Employment Form (Form Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed the column provided on the form Z83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

CLOSING DATE : 13 November 2020 (Late applications will not be accepted)

POST 25/306 : **MEDICAL OFFICER (INTERNAL MEDICINE) GRADE1-3 REF NO: MO/INTMED 02/2020 (X1 POST)**

SALARY : Grade 1: R821 205 – R884 670.per annum (all-inclusive packages)
Grade 2: R938 964 – R1 026 693.per annum (all-inclusive packages)
Grade 3: R1 089 693 – R1 362 366.per annum (all-inclusive packages)
All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules Other Benefits In-Hospitable Area Allowance (18% of basic salary) Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into performance contract for commuted overtime.

CENTRE REQUIREMENTS : Prince Mshiyeni Memorial Hospital – Internal Medicine
: MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner (Independent Practice Medical Practitioner).Proof of current registration as a Medical Practitioner with HPCSA.Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA).Experience: Medical Officer Grade 1:No experience required The appointment to **Grade 1** requires 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 2:** 5 years appropriate experience as a Medical Practitioner 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 recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 3:** 10 year's registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Knowledge, Skills, Training And Competencies Sound clinical knowledge, competency and skills in a clinical domain. The ability to work under supervision within a large team environment Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain Ability to teach; guide junior staff within the department. Key Performance Areas to execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted to the Department. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to Medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice .Assist with clinical audits. Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained.

ENQUIRIES APPLICATIONS : Dr S Chinasamy Tel No: (031) 907 8265
: Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060.

FOR ATTENTION NOTE : Mrs TZ Makanya
: Please note that due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE : 13 November 2020

POST 25/307 : **MEDICAL OFFICER GRADE 1-3 REF NO: PMMH/MO/O&G 02/20 (X1 POST)**

SALARY : Grade 1: R821 205 – R884 670 per annum (all-inclusive packages)
Grade 2: R938 964 – R1 026 693 per annum (all-inclusive packages)
Grade 3: R1 089 693 – R1 362 366 per annum (all-inclusive packages)
Consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules. Other Benefits: In-Hospitable Area Allowance (18%

of basic salary): Commuted overtime (conditions apply)/the incumbent in the post would be required to enter into a performance contract for compulsory commuted overtime.

CENTRE REQUIREMENTS

: Prince Mshiyeni Memorial Hospital
: MBChB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Proof of current registration as a Medical Practitioner with HPCSA. Experience: Medical Officer **Grade 1**: No experience required the appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Medical Officer **Grade 2**: 5 years appropriate experience as a Medical Practitioner 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 recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Medical Officer **Grade 3**: 10 year's registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Knowledge, Skills, Training And Competencies Sound clinical knowledge, competency and skills in a clinical domain. The ability to work under supervision within a large team environment Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain Ability to teach; guide junior staff within the department.

DUTIES

: To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted to the department. Assist in the preparation and implementation of guidelines and protocols .Participate in academic and training programmes. Sound clinical knowledge with regard to Obstetrics and Gynaecology. Ability to deal with all emergencies. Knowledge of ethical medical practice. Assist and participate with clinical audits; participate in academic meetings Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained.

ENQUIRIES APPLICATIONS

: Dr NR Maharaj Tel No: (083) 797 8111 or Tel No: (031) 907 8111
: To be forwarded to: The Human Resource Manager Prince Mshiyeni Memorial Hospital Private Bag X07, Moben, 4060.

FOR ATTENTION CLOSING DATE

: Mrs J Murugan
: 13 November 2020

POST 25/308

MEDICAL OFFICER GRADE 1, 2, 3 REF NO: CL 04/2020 (X1 POST)

SALARY

: Grade 1: R821 205 – R884 670 per annum (All-inclusive package)
Grade 2: R938 964 – R1 026 693 per annum (All-inclusive package)
Grade 3: R1 089 693 – R1 362 3660 per annum (All-inclusive package)

CENTRE REQUIREMENTS

: Clairwood hospital
: Matric/Grade 12 Certificate, MBChB degree or equivalent qualification Plus, Proof of current registration with HPCSA as a Medical Practitioner, Certificate of registration with HPCSA as a Medical Practitioner, Certificate of service from Current/previous employers stamped by HR must be attached. Medical Officer **Grade 1**: Experience: No experience required. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner

with a recognized foreign health professional council, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 2:** Experience: 5 years relevant experience after Registration with the HPCSA as a Medical Practitioner .Foreign candidates require 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 3:** Experience: 10 years relevant experience after registration with HPCSA as a Medical Practitioner. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, whom it is not required to perform Community Service, as required in South Africa. Knowledge of current health legislations and policies at public institutions. Knowledge national quality standards relating to primary health care. Sound knowledge of national TB programme and ARV programme including STIs and PMTCT. Sound knowledge of Pediatrics would be an added advantage. Good research and presentation skills. Information management and quality assurance programmes. Ability to function with Multidisciplinary team. Sound knowledge and clinical skills Excellent human, communication and leadership skills. Good team building and problem solver. Good communication and interpersonal skills. Willingness to teach and supervise junior staff.

DUTIES : Clinical responsibility including examine, investigate, diagnose, and oversee treatment of patients. Provision of quality patient centered care. Maintain a high quality clinical service by providing regular in-service training for nurses and clinical personnel. Maintain accurate record and appropriate health records in accordance with the legal and ethical considerations and continuity of patient care. Hands over critically ill patients to the doctors on call after hours and on the weekends. Provide preventive health interventions and measures to promote health care. Undertake continuing medical education and professional development and study professional literature to keep abreast with current medical practice. Performance of required administrative duties. Facilitation of staff training and on-going medical education. Collaboration with medical practitioners and other health care workers in neighboring health institutions.

ENQUIRIES : Dr. B.G Mabaso Tel No: (031) 451 5181
APPLICATIONS : Applications may be sent to: Attention: Human Resource Department, Clairwood Hospital, Private Bag X04, Mobeni 4060 or Hand deliver: 1 Higginson Mobeni 4060

NOTE : The contents of this Circular must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal workplace. Directions to candidates: The following documents must be submitted: Application for Employment form (Z83). Obtainable from any government Department or from website – www.kznhealth.gov.za. Certified copies of highest educational qualifications and I.D (Not copies of certified copies) and certified copies must not be older than 3 months, Curriculum Vitae, Driver's License {if required} Contactable and verifiable references must be included in the C.V The reference number must be indicated in the column provided on the form Z83 application form e.g. CL:06/2018 N.B: Failure to comply with the above instructions will disqualify applicants. Applicants are advised that due to large number of applications anticipated, individual applications will not be acknowledged. Should you not receive a response within six (6) weeks after closing date the application must be considered unsuccessful. People with disabilities should feel free to apply for the posts. The appointment is subject to positive outcomes obtained from the NIA to the following checks (security clearance, credit records, qualifications citizenship and previous experience verifications) This Department is equal opportunity, affirmative action employer, whose aim is to promote representatively in all occupational classes of the department.

CLOSING DATE : 13 November 2020

POST 25/309 : **PHARMACY SUPERVISOR REF NO: CL 05/2020 (X1 POST)**

SALARY : Grade 1: R821 205 – R871 590 per annum (All-inclusive package)
CENTRE : Clairwood hospital
REQUIREMENTS : Bachelor's Degree in Pharmacy. Registration with South African Pharmacy Council as a pharmacist plus Current registration with South African Pharmacy Council as a Pharmacist. Five years appropriate experience after registration as a Pharmacist. Certificate of service endorsed by the HR Department must

be attached. Knowledge of pharmaceutical services, policies and legislations, including the Essential Drug List (EDL), Pharmacovigilance and National Drug Policy. Excellent communication and computer skills (MS Office and Rx), project and time management skills. Appropriate clinical and theoretical knowledge. Commitment to service excellence, good supervisory, analytical and team building skills. Knowledge of Public Service Acts, policies and procedures pertaining to stock control. Sound planning organizing and administrative skills. Experience in ward pharmacy and pharmacy stores. Good communication, team building and problem solving skill.

DUTIES : Provide comprehensive pharmaceutical services to patients, wards and Departments. Engage in effective communication with all stakeholders to ensure that a high quality service is rendered and requirements for audits are met. Comply with the requirements for Good Pharmacy Practice and the scope of practice for a pharmacist as laid down by the South African Pharmacy Council. Maintain accurate and appropriate patient records in line with the legal requirements. Be responsible for cost effective and efficient procurement, storage, distribution, control and security of Pharmaceutical stock and equipment. Develop, implement and monitor adherence to standard operating procedures and policies for all aspects of the pharmaceutical services, in accordance with the applicable legislations, regulations and Good Pharmacy Practice. Compiling reports for submission to pharmacy manager. Management of resources in the pharmacy. Assist in co-ordination of Pharmacy and Therapeutics and Antibiotic Stewardship. Identify training needs for pharmacy staff and co-ordinate training. Provide support to clinics and wards at Clairwood Hospital. On call duty and overtime when required.

ENQUIRIES : Miss G Desai Tel No: (031) 451 5106
APPLICATIONS : Applications may be sent to: Attention: Human Resource Department, Clairwood Hospital, Private Bag X04, Mobeni 4060 or Hand deliver: 1 Higginson Mobeni 4060

NOTE : The contents of this Circular must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal work place. Directions to candidates: The following documents must be submitted: Application for Employment form (Z83). Obtainable from any government Department or from website - www.kznhealth.gov.za. Certified copies of highest educational qualifications and I.D (Not copies of certified copies) and certified copies must not be older than 3 months, Curriculum Vitae, Driver's License {if required} Contactable and verifiable references must be included in the C.V The reference number must be indicated in the column provided on the form Z83 application form e.g. CL:06/2018. N.B: Failure to comply with the above instructions will disqualify applicants. Applicants are advised that due to large number of applications anticipated, individual applications will not be acknowledged. Should you not receive a response within six (6) weeks after closing date the application must be considered unsuccessful. People with disabilities should feel free to apply for the posts. The appointment is subject to positive outcomes obtained from the NIA to the following checks (security clearance, credit records, qualifications citizenship and previous experience verifications) This Department is equal opportunity, affirmative action employer, whose aim is to promote representatively in all occupational classes of the department.

CLOSING DATE : 13 November 2020

POST 25/310 : **MEDICAL OFFICER (UROLOGY) (GRADE 1-3) REF NO: MAD 22/2020 (X1 POST)**

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 3660 per annum
 The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.

CENTRE : Madadeni Provincial Hospital
REQUIREMENTS : MBChB degree or equivalent qualification plus, proof of current registration with HPSCA (2020 Receipt). Certificate of current registration with HPCSA as a Medical Practitioner. Proof of current and previous work experience endorsed by HR (Certificate of Service). Experience: Medical Officer **Grade 1**: No experience required from South African qualified employees. One (1) year

relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 2**: Five (5) years' relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Six (6) years' relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 3**: Ten (10) years' relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Eleven (11) years' relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills and Competencies required: -Sound knowledge of clinical and patient management skills, human resource management, and information management and quality assurance programs. Current health and public service legislation, regulation and medical ethics. Good communication skills. Punctuality at work when on duty.

DUTIES

: Clinical/administrative duties/responsibilities for the urology and basic surgical principles. Implement quality standards and practices and treatment protocols to ensure correct and effective management of patient. Examination, diagnosis and treatment of patients in UROLOGY OPD clinics, casualty, theatre and wards. To identify health care needs and communicate these to seniors for development of policies, methods and procedures. Facilitation of staff training and on-going medical education. After- hours participation in call rosters mandatory.

**ENQUIRIES
APPLICATIONS**

: Dr. Seedat I.A.K Tel No: (034) 328 8000
: All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 13 November 2020

POST 25/311

: **MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NKAH 18/2020 (X2 POSTS)**
Department: Medical Component

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 3660 per annum
Other Benefits: Other Benefits: Fixed Overtime (Conditions apply), 18% in-hospitable allowance.

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. 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.). African males are encouraged to apply.

- CLOSING DATE** : 13 November 2020
- POST 25/312** : **DEPUTY DIRECTOR: OCCUPATIONAL HEALTH AND WELLNESS REF NO: G329/2020**
Cluster: Human Resource Management Services
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11) (An all Inclusive MMS Salary Package)
: Head Office: Pietermaritzburg
: A relevant tertiary qualification at NQF Level 7 Plus 3– 5 years' appropriate management experience Plus Unendorsed valid Code B driver's license (Code 8).All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills Training and Competencies Required: Knowledge of a wide range of core management aspects e.g. people management and leadership, human resources management, and public finance management. Deep knowledge and application of policies and legislative framework applicable to the Health sector and government in general. Knowledge of key stakeholders within the OHS. Knowledge and experience in OHS standards and protocols. Project Management. Computer Literacy. Management Development Training. Verbal and non - verbal communication skills. Ability to interact with various stake holders. Public Speaking and presentation. Financial Management. Project Management.
- DUTIES** : Manage the development of Departmental policies and strategies on occupational health and safety: Advocate for policy reviews and implementation. Target opinion leaders at all health service delivery levels on the need for policy development and implementation. Conduct policy impact assessment and practicability. Facilitate the capturing of policy changes. Manage the provision of expert advice to all managers in the department at all levels ensuring compliance requirement to OHSA: Establish and participate in occupational health and safety fora to enhance dissemination of information and on the spot advice. Ensure safety drills. Produce OHS protocols and guidelines. Establish health and safety committees at all levels in the department. Manage the mobilisation of practical inter-sectoral allies to ensure health assessment programme of ex- miners: Plan and manage social mobilization interventions to raise awareness. Create a database for all ex-miners. Produce communication and social mobilization plans ensuring awareness for the ex-miners programme. Manage the utilisation of all resources allocated to the subcomponent: People management. Equipment management. Finance management. Furniture management Manage and coordinate occupational health and safety programme in the Department.
- ENQUIRIES APPLICATIONS** : MR GS Dlamini Tel No: (033) 395 2902
: Should Be Forwarded To: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 Or Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower
- FOR ATTENTION NOTE** : Mr. A Memela
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously

certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

- CLOSING DATE** : 13 November 2020
- POST 25/313** : **DEPUTY DIRECTOR: EMPLOYEE WELLNESS REF NO: G330/2020**
Cluster: Human Resource Management Services
- SALARY** : R733 257 per annum (Level 11) (An all-inclusive salary package)
- CENTRE** : Head Office: Pietermaritzburg
- REQUIREMENTS** : An appropriate Bachelor Degree in Human/Social/Behavioral Sciences Registration with the relevant professional body Plus Relevant experience in counselling and wellness management Plus A minimum of three to five (3 - 5) years supervisory experience Plus Unendorsed valid Code B driver's license (code 08). Knowledge, Skills, Training And Competencies Required:- Knowledge: Public Service Act/Regulations, Skills Development policies and strategies Departmental/Provincial Policies (Public Service Act and Regulations, Basic Conditions of Employment Act, Public Finance Management Act) Broad knowledge of Legislation, Policy and Practices Understanding HRM practices in the Public Service Public Service reporting procedures and work environment Labour Relations Act Understanding of research and policy development processes Research and gathering of information Interpretation of legislation, policies and statistics knowledge of relevant HIV and AIDS related legislation, policies and regulations knowledge of the National Strategic Plan for RSA, HIV and AIDS, STI's and Integrated Employee Health and Wellness Framework, structure and functioning of the Department, EHWP Policies Occupational Health and Safety Act_Skills: Interpretation and application of policies/legislation. Research, policy formulation and supervisory skills. Problem solving and analytical thinking Strategic planning and co-ordination. Computer skills Financial Management. Team building .Excellent communication (verbal, written and networking). Project management. Presentation and facilitation skills. Motivation/leadership skills. Negotiation skills, Analytical, creative and innovative thinking. Counselling, confidentiality and code of ethics, Decision making, Change / diversity management.
- DUTIES** : Manage Wellness Programmes:-Initiate, participate and provide strategic direction and leadership in the implementation and promotion of Employee Health and Wellness (EHWP) Programmes and interventions. Ensure the provision of Research and advice on EHWP quality standards, policy matters and best practice, and ensure that the quality standards and policy directives are implemented and promoted at all times. Manage the planning processes of EHWP. Ensure compliance to the Employee Health and Wellness Framework. Conduct investigations and report thereon. Facilitate workshops and co-ordinate departmental programs. Monitor implementation by the Regions. Manage HIV / AIDS: Provide strategic and operational leadership of all aspects of the HIV and AIDS programme, inclusive of prevention, care and support, and ARV treatment. Design implementation plans and guidelines for advocacy and awareness programmes in accordance with the Department's strategic plan. Research on advocacy and awareness interventions to improve services and make recommendations for action. Monitor and evaluate implementation of advocacy programmes and develop strategies to address implementation gaps. Develop and coordinate mechanisms to provide support, guidance and technical assistance to the programme.Ensure the promotion of health and wellness of workforce and their families: Ensure promotion of

physical wellness. Ensure promotion of psycho-social wellness. Ensure promotion of organizational culture conducive to wellness. Ensure promotion of work-life balance. Develop policies and strategies aimed at improving service delivery: Analyze and interpret legislation and existing frameworks in respect of service delivery imperatives. Ensure the review and development of effective policies and strategies. Develop best practices in respect of policy matters. Ensure implementation of policies and strategies. Provide advice and guidance to management regarding the interpretation and implementation of policies. Ensure the effective, efficient and economical management of allocated resources of the Division: Manage the human resources. Manage the allocated assets. Provide training, advice and guidance to staff. Manage EPMSD. Manage potential risks and mitigation strategies.

**ENQUIRIES
APPLICATIONS**

: Mr GS Dlamini Tel No: (033) 395 2902
 : Should Be Forwarded To: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand delivered to: 330 Langelibalele Street Natalia Building, Registry, Minus 1:1 North Tower.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 13 November 2020

POST 25/314

: **ASSISTANT MANAGER NURSING REF NO: UMZ 04/2020 (X1 POST)**

SALARY

: R614 991 per annum Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet Prescribed requirements) plus 12% rural allowance

**CENTRE
REQUIREMENTS**

: Umzimkulu Psychiatric Hospital
 : Senior Certificate /Matric or equivalent qualification plus, Diploma/Degree in Nursing or Equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years of the period referred to above must be appropriate / recognisable experience after obtaining the Diploma in Post Basic Psychiatric Nursing Science. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Current registration with South African Nursing Council (2020 SANC receipt). Provide proof of previous & current experience endorsed and stamped by Human Resources Component not Service Certificate Z-17. Knowledge, Skills, Training & Competencies required: Knowledge and skills of nursing care procedures, nursing statutes and other relevant legal framework, Nursing Act, Health Act, Occupational health and Safety Act, Labour Relations Act, Public Service regulations, Patient's Right Charter, Batho Pele Principles. Knowledge of National Core Standards, Ideal Hospital Realisation and Infection prevention and control programmes. Excellent communication Skills (written and verbal). Strong leadership, interpersonal skills, conflict management skills, problem solving skills and decision making skills. Presentation skills. Demonstrate basic understanding of Human Resources Management and Financial Management policies and practices. Knowledge of forensic psychiatric nursing. Ability to

		prioritise issues and other related matters and to comply with time frames. Mentorship, supervisory and change management skills. Recommendations: Diploma/Degree in Nursing Administration. Proof of computer literacy (.MS Office software application). A valid driver's license.
<u>DUTIES</u>	:	To support and supervise the delivery of quality nursing care to patients in psychiatric nursing units , Forensic Psychiatric unit as well as medical and isolation units. Work weekdays and weekends as per service delivery needs. Facilitate the implementation of health priority programmes. Manage resources allocated to the nursing units in an economically, efficient and effective manner. Supervise formulation of standard operation procedures for nursing services. Coordinate the activities and projects of the multidisciplinary health team in provision of safe practices in managing psychiatric cases. Develop Standard Operation Procedures that are in line with the current infection prevention and control practices as well as national core standards. Develop / establish and maintain constructive working relationship with nursing and other stakeholders. Participate in clinical governance and risk management activities. Improve quality of care through reduction of patient and public complaints, patient safety incidents and waiting times. Ensure that accurate reliable statistics and reports are generated. Monitor and evaluate effectiveness of the nursing staff development, infection control and quality assurance and information management practices in the hospital against set standards with view to identify gaps and address problems timeously. Investigate and write reports on adverse events and develop action plans for gaps identified. Conduct nursing audits in order to monitor the quality of care. Deal with labour Relations issues pertaining to the units that you supervise. Contribute and participate in clinical governance structures.
<u>ENQUIRIES</u>	:	Mr MK Mbewu Tel No: (039) 2590 310 EXT: 101
<u>APPLICATIONS</u>	:	All applications should be forwarded to The Human Resource Manager Umzimkulu Hospital Private Bag X 514 Umzimkulu 3297.
<u>FOR ATTENTION</u>	:	Mr EN Bangani
<u>NOTE</u>	:	Directions to candidates: The following documents must be submitted: Application for employment form (Z83 fully completed), which is obtained at any government department or from the website: www.kznhealth.gov.za Certified copies of Identity documents, Grade 12 certificate or other required tertiary qualification certificate, recent comprehensive Curriculum Vitae, specifying all qualifications and experience must be attached, proof of previous and current experience endorsed & stamped by HR.NB: Certified copies should not be older than three months, not copies of certified copies & faxed, emailed applications will be accepted due to COVID -19 national disaster period & candidates will be expected to provide certified copies on the date of the interview. The reference number must be indicated in the column provided on the form Z83, e.g. UMZ 02/2020. Failure to comply with the above instruction will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note that pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken. Applications in possession of 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. This department is an equal opportunity, affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. Please note that the target group in terms of Employment Equity Target for this post is an Indian Male/Female. People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	13 November 2020
<u>POST 25/315</u>	:	<u>ASSISTANT MANAGER NURSING (SPECIALTY/ PAEDIATRICS & NEONATAL) REF NO: ANM/PAEDS&NEO 01/20 (X1 POST)</u>
<u>SALARY</u>	:	R614 991 – R692 166 per annum other Benefits: Home Owner Allowance (conditions apply) 13 th Cheque (conditions apply) Medical Aid (Optional) in-hospital Area Allowance (8% of basic salary)
<u>CENTRE</u>	:	Prince Mshiyeni Memorial Hospital

<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Paediatrics & Child Nursing Science', with duration of at least 1 year, accredited with the SANC. Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Experience: A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate /recognizable nursing experience in the specialty after obtaining the one (1) year post basic qualification in 'Paediatrics & Child Nursing Science' At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Certificate of Registration with the SANC (General Nursing and relevant post basic qualification). Proof of current registration with the SANC (2020). Appropriate/recognizable management experience in a nurse component; attach proof endorsed by your HR Manager. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and its impacts on service delivery. Demonstrate effective communication with patients, supervisors and other members of the multi-disciplinary team. Ensure clinical nursing practice by nursing team (unit) in accordance with the scope of practice and standards as determined. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by management. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to Ensure proper nursing care in the unit. NB: Must be prepared to work shifts; includes weekends and public holidays.
<u>DUTIES</u>	:	Manage and co-ordinate the implementation of holistic, comprehensive, specialized nursing care in the Paediatrics and Neonatal unit in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the Paediatrics and Neonatal. Manage, supervise, guide staff and keep records and statistics as required. Manage assets, consumables, and services effectively. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Maintain professional growth and ethical standards. Provide relief services within the team and provide after hour cover and work shifts as required. Participation in training and research. Provision of support to nursing services. Maintain professional growth / ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient.
<u>ENQUIRIES</u>	:	Ms CB Zondo Tel No: (031) 907 8508
<u>APPLICATIONS</u>	:	should be posted to The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeeni, 4060.
<u>FOR ATTENTION</u>	:	Mrs TZ Makanya
<u>NOTE</u>	:	NB: Please note that due to financial constraints, there will be no payment of S&T Claims.
<u>CLOSING DATE</u>	:	13 November 2020
<u>POST 25/316</u>	:	<u>ASSISTANT MANAGER NURSING (M & E) REF NO: CL 03/2020 (X1 POST)</u>
<u>SALARY</u>	:	R562 800 – R652 437 per annum
<u>CENTRE</u>	:	Clairwood hospital
<u>REQUIREMENTS</u>	:	Senior Certificate/Grade 12, Basic R425 qualification (i.e Degree/Diploma in General Nursing and Midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse, Minimum of eight (8) years appropriate or recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least three (3) years of the period referred above must be appropriate / recognizable experience at management level. Proof of current registration (2020) with SANC as a Professional Nurse. Proof of current and previous work experience endorsed by Human Resource Department (Certificate of Service). Recommendation:

Valid Driver's License code 8 or 10. Knowledge of public service policies Act and regulations. Knowledge of SANC rules and regulations. Good communication leadership, interpersonal and problem solving skill. Ability to function well within the team. Conflict management and negotiation skills. Decision making and problem solving skills. Skill in organising and supervising. Knowledge of Batho Pele and Patient's Rights. Knowledge of current health and public service legislation and policies. Sound clinical knowledge, experience in respective disciplines. Excellent human relations, communication skills, leadership and team building skills. Ability to develop policies. Sound negotiation, planning, organising, decision making and conflict management skills. Financial Management.

DUTIES : Implement the M & E Framework at facility level. Plan and coordinate implementation and monitoring of data quality and assurance in service delivery. Ensure the development, review and maintenance of institution policies and protocols. Consult within the multi – disciplinary health team, organisations and special interest groups when dealing with community health issues and needs. Disseminate information on pandemic, nutritional disease, maternal and infant morbidity and mortality and other common disease. Participate in multi-disciplinary quality assurance task teams. Participate in peer review based on the agreed upon quality assurance monitoring indicators and tools. Facilitate the setting, review and update of patient care standards, policies and procedures. Advocate the right of patients and improvement of health care. Develop and implement quality improvement plan. Implement the nursing act and regulations, code of ethic and professional practice of the South Africa Nursing Council. Analyse staffing needs and develop a plan to meet the needs. Allocate nursing personnel in different units. Monitor the implementation of the EPMDS. Compile and control duty roaster, leave schedules and attendance register. Participate in development of the business plan and promote or identify ways of containing health care costs without compromising standards. Motivate for relevant material resources. Manage and control assets.

ENQUIRIES : Dr. O Francis Tel No: (031) 451 5180
APPLICATIONS : Applications may be sent to: Attention: Human Resource Department, Clairwood Hospital, Private Bag X04, Moberi 4060 or Hand deliver: 1 Higginson Moberi, 4060.

NOTE : The contents of this Circular must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal workplace. Directions to candidates: The following documents must be submitted: Application for Employment form (Z83). Obtainable from any government Department or from website – www.kznhealth.gov.za. Certified copies of highest educational qualifications and I.D (Not copies of certified copies) and certified copies must not be older than 3 months, Curriculum Vitae, Driver's License {if required} Contactable and verifiable references must be included in the C.V The reference number must be indicated in the column provided on the form Z83 application form e.g. CL:06/2018, N.B: Failure to comply with the above instructions will disqualify applicants. Applicants are advised that due to large number of applications anticipated, individual applications will not be acknowledged. Should you not receive a response within six (6) weeks after closing date the application must be considered unsuccessful. People with disabilities should feel free to apply for the posts. The appointment is subject to positive outcomes obtained from the NIA to the following checks (security clearance, credit records, qualifications citizenship and previous experience verifications) This Department is equal opportunity, affirmative action employer, whose aim is to promote representatively in all occupational classes of the department.

CLOSING DATE : 13 November 2020

POST 25/317 : **OPERATIONAL MANAGER NURSING (PHC) REF NO: NGWE 62/2020**
Khandisa Clinic

SALARY : Grade 1: R562 800 per annum, Plus 8% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)

CENTRE : Ngwelezana Tertiary Hospital
REQUIREMENTS : Diploma/Degree in General Nursing that allows registration with South African Nursing Council as a Profession Nurse in General Nursing. One year post

basic qualification in Primary Health Care Nursing. Current registration with the SANC as a Professional Nurse. A minimum of 9 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, At least 5 years of the period referred above must be appropriate/recognizable experience in Primary Health Care Unit after obtaining post basic qualification in Primary Health Care Nursing. Proof of working experience (certificate of service) endorsed by Human Resource. Recommendation: Managerial skills Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills.

DUTIES

: Provide effective and professional leadership within clinic. Oversee a provide a safe therapeutic environment in the allocated clinic that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable. Conduct compliance audits regularly. Establish effective communication between clinic and hospital, other health professionals and relevant stakeholders. Compile reports as means of reporting regularly. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Assist in development and implementation of quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the clinic. Oversee the improve quality care through reduction of patient complaints. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention policies are implemented by clinics. Manage and supervise effective utilization of all the resources e.g. human, financial material. Develop, monitor and evaluate staff in terms of EPMDS. Exercise control over discipline, grievance and all labour relations issues. Attend to meetings and workshops as directed. Adhere to correct channels of communication as per the hospital organogram. Perform other duties as assigned by the supervisor and hospital management. Ensure implementation of NCS, Ideal Clinic and other departmental initiatives including provincial priorities. Design operational plan on implementation of CBM within given population. Ensure implementation of DHMIS and SOP in order to produce quality data.

ENQUIRIES APPLICATIONS

: Mrs B.J Kubheka Tel No: (035) 901 7224
 : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block.

FOR ATTENTION NOTE

: Mr M.P. Zungu
 : Application must be submitted on the Application for Employment Form (Form Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed the column provided on the form Z83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

CLOSING DATE

: 13 November 2020 (Late applications will not be accepted)

POST 25/318 : **OPERATIONAL MANAGER GR1 (SPECIALTY) CARDIAC CATHETERIZATION LABORATORY REF NO: GS 59/20 (X1 POST)**
Component – Nursing

SALARY : R562 800 per annum + 13th cheque, medical-aid (optional), Homeowners allowance (employee must meet the prescribed requirements)

CENTRE REQUIREMENTS : Greys Hospital, Pietermaritzburg
Senior Certificate or Equivalent Diploma/Degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife A Post–basic nursing qualification in Critical Care Nursing science or Operating Theatre 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 specialty. Recommendation: At least 3 years of experience in a supervisor’s capacity will be an advantage. Knowledge, Skills, Training and Competency Required Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC Rules and Regulations. Sound knowledge of scope of practice. Good communication, leadership, interpersonal and problem solving skills Knowledge of Code of Conduct and Labour Relations Ability to function well within a team Conflict management and negotiation skills Decision making and problem solving skills. Skills in organizing, planning and supervising Knowledge of Batho Pele Principles and Patients’ Rights Charter.

DUTIES : Ability to provide professional leadership.Co-ordinate optimal, holistic and specialized nursing care provided within the set standards and a professional/ legal framework. Provision of Quality Nursing Care through the implementation of Standards, Policies and Procedures coupled with supervision and monitoring the Implementation thereof. To develop and ensure implementation of Nursing Care Plans. To participate in Quality Improvement Programs and Clinical Audits. Attend Mortality Meetings Monthly and ensure that avoidable factors are addressed. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patient’s Rights Charter principles. Provide a safe, therapeutic environment as laid down by the Nursing Act. Occupational Health and Safety and all other applicable prescripts. To monitor that appropriate immediate care to all patients that have been admitted to the Coronary Care Unit and the Cardiac Catheterization Laboratory. Manage patients needing treatment in the Cardiac Catheterization Laboratory. To develop and ensure implementation of Cardiac Catheterization policies and procedures. To develop and ensure implementation of Coronary Care policies and procedures. To assess, plan and monitor the care of patients requiring critical care monitoring and interventions. 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 a Coronary Care Unit and the Cardiac Catheterization Laboratory. Implementation and management of Infection Prevention and Control protocols. Develop risk management strategies to mitigate factors that can harm patients including implementation of IPC guidelines and protocols. Monitor, report and investigate any patient safety incident and develop control measures. Participate in performance reviews i.e. EPMDS as well as student progress reportsParticipate and ensure implementation of National Core Standards, National Health Priorities, Quality Improvement initiatives including national priority program plans. Develop risk management strategies to mitigate factors that can harm patients including implementation of IPC guidelines and protocols. Monitor, report and investigate any patient safety incident and develop control measures. Participate in performance reviews i.e. EPMDS as well as student progress reports Participate and ensure implementation of National Core Standards, National Health Priorities, Quality Improvement initiatives including National Priority Program Plans. Initiation and performance of research is optional

ENQUIRIES APPLICATIONS : Mrs KT Mckenzie Tel No: (033) 897 3331
Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.

**FOR ATTENTION
NOTE**

: 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 59/20. 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

: 13 November 2020

POST 25/319

: **ASSISTANT MANAGER NURSING: MONITORING AND EVALUATION REF
NO: NKAH 19/2020**
Department: Monitoring and Evaluation

SALARY

: R562 800 – R633 432 per annum, 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% In-hospitable area allowance

**CENTRE
REQUIREMENTS**

: Nkandla District Hospital
: Senior Certificate / Grade 12. Degree/Diploma in nursing that allow registration with the SANC as a Professional Nurse and Midwife. Proof of registration with SANC as General Nurse and Midwife. A minimum of eight (8) years appropriate /recognisable experience in nursing after registration as professional nurse with SANC in General nursing of which at least three (3) years of this period referred to above must be appropriate/recognisable experience at a management level. Current SANC receipt (2020). 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. Recommendations Quality Assurance and/or Infection Prevention and Control in a Health Care environment will be an added advantage. A valid code EB (08) drivers license Experience in the monitoring and evaluation environment will be an added advantage Knowledge, Skills, Attributes and Abilities Ability to implement National Core Standards. Knowledge of Batho Pele and Patients' Rights. 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 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 and problem solving.

DUTIES

: Administer and facilitate the implement of an integrated and evaluation framework fully aligned to National, Provincial and Departmental performance reporting requirements. Participate in peer review based on the agreed upon quality assurance monitoring indicators and tool. Co-ordinate the drawing of institutional plans which are aligned to annual performance plan and district health plan. Analyze data obtained from sources 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 planning, monitoring and evaluation support to all departments in the institution as well as feeder facilities (clinics). Develop budget estimates for the planning, monitoring and evaluation unit as well as efficient management of resources allocated to the Planning, Monitoring and Evaluation unit. Ensure implementation of the total quality management framework. Enforce compliance to legislative prescripts in all

units within the facility jurisdiction. Co-ordinate staff training and initiative for ensuring service excellence. Oversee quality, communication, infection prevention and control. Implement the monitoring and evaluation framework at facility level.

**ENQUIRIES
APPLICATIONS**

: Dr. JN Ikwegbue Tel No: (035) 8335001
: 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.

**FOR ATTENTION
NOTE**

: Mrs. SG Masikane
: 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 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. 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. 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.)

CLOSING DATE

: 13 November 2020

POST 25/320

: **MEDICAL SPECIALIST SESSIONAL GRADE1-3 (ENT) REF NO:
SPEC/SESS ENT 01/2020 (X1 POST)**

SALARY

: Grade 1: R532 - R553 280 per annum
Grade 2: R608 - R632 320 per annum
Grade 3: R706 - R734 240 per annum

**CENTRE
REQUIREMENTS**

: Prince Mshiyeni Memorial Hospital – ENT
: MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of SA as a Medical Specialist (HPCSA) Proof of current (2020) registration as a Medical Specialist with HPCSA. Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Experience: Medical Officer
Grade 1: Medical Specialist **Grade 1:** No experience required Medical Specialist **Grade 2:** 5 years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist. Medical Specialist **Grade 3:** 10 year's registration experience as a Medical Specialist after Registration with HPCSA as a Medical Specialist. Knowledge, Skills, Training and Competencies Sound clinical knowledge, competency and skills in a clinical domain. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently. Knowledge of current Health and Public Service Legislation, regulations and Policies.

DUTIES

: to execute prescribed duties and functions proficiently while maintaining the standard of patient care consistent with aims and objectives of the institution. Offer a comprehensive quality care service to patients to work within the prescripts of current guidelines, protocols and policies to perform duties in accordance with departmental allocations.

ENQUIRIES

: Dr M Aung Tel No: (031) 907 8317

APPLICATIONS : Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060.

FOR ATTENTION NOTE : Mrs TZ Makanya
: Please note that due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE : 13 November 2020

POST 25/321 : **CLINICAL PROGRAMME COORDINATOR: COMMUNICABLE DISEASES REF NO: UMG01/77/20**

SALARY : Grade I: R444 276 – R500 031 per annum PLUS 8% Rural allowance Benefits: 13th Cheque, home owner's allowance, and Medical aid optional [Employee must meet prescribed conditions

CENTRE REQUIREMENTS : Umgungundlovu District Office
: Matric (National Senior Certificate), Bachelor's Degree/National Diploma in Nursing Current registration with the South African Nursing Council. A minimum of 7 years appropriate /recognizable nursing experience after registration as a Professional Nurse of which 5 years of the period must be appropriate/recognizable experience in primary Health care environment. Valid Driver's License. Computer literacy with a proficiency in MS Office Software applications. Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, Skills, Training And Competencies Required:- Notifiable Medical Conditions Surveillance, Expanded programme of Immunization info software programme, Epidemiology, Project management skills, Strong interpersonal, communication and presentation skills, Basic Financial Management, An understanding of the challenges facing the Public Health Sector.

DUTIES : Monitor and evaluate the implementation of the CDC Programme. Manage determination of clinical protocols and practices to treat outbreak of communication diseases in the district. Ensure establishment of a series of indicators and reporting system which will enable the monitoring and rapid response to specific communicable diseases. Oversee the monitoring of the district expanded programme for Immunization (EPI) to ensure that known disease strain are eliminated. Ensure that internal and external role player are adequately empowered to treat every known threat by communicable diseases.in conjunction with external role players, determine monitoring and reporting indicators of communicable diseases. Ensure effective and timeous response to all communicable diseases. Coordinate the implementation of epidemic preparedness and response. Monitor and evaluate all surveillance systems, develop and implement necessary interventions. Co-ordinate training with regard to all CDC programme, advocacy policy and guidelines across the district .Render advisory service of senior management on communicable diseases matters. Ensure the effective and efficient utilization of resources.

ENQUIRIES APPLICATIONS : Mr SW Mbambo Tel No: (033) 897 1000
: 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). Human Resource Practices

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

CLOSING DATE : 20 November 2020

POST 25/322 : **OPERATIONAL MANAGER NURSING REF NO: UMZ 05/2020 (X1 POST)**

SALARY : R444 276 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet Prescribed requirements) plus 12% rural allowance

CENTRE : Umzimkulu Psychiatric Hospital

REQUIREMENTS : Senior Certificate /Matric or equivalent qualification plus, Diploma/Degree in Nursing or Equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Current registration with South African Nursing Council (2020 SANC receipt). Provide proof of previous & current experience endorsed and stamped by Human Resources Component not Service Certificate Z-17. Knowledge, Skills, Training & Competencies required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Demonstrate basic understanding of Human Resources Management and Financial Management policies and practices. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit.

DUTIES : To supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (e.g. inter- sectoral and multi – disciplinary team). Participate in the analysis, formulation and implementation of nursing guidelines, practices standards and procedures. Manage and monitor proper utilization of human resource, financial and physical resources. Participate in planning, organising and monitoring of objectives of the unit in line with strategic and operational plan of the institution. Ensure compliance to professionalism and ethical practices. Comply with EPMDs. Deal with grievance and staff discipline in terms of laid down policies and procedures. Ensure compliance to National Core Standards and Infection Prevention and Control policies. Formulate quality improvement programmes and projects to improve quality of care. Provide safe therapeutic environment as laid down by the Nursing Act, Occupational health and Safety Act and all other applicable prescripts. Display a concern for patients promoting advocating and facilitating proper treatment and care in ensuring that the unit adheres to principles of Batho Pele. Manage complaints and patients safety incidents according to departmental policy.

ENQUIRIES : Mr MK Mbewu Tel No: (039) 2590 310 EXT: 101

APPLICATIONS : All applications should be forwarded to The Human Resource Manager Umzimkulu Hospital Private Bag X 514 Umzimkulu 3297

FOR ATTENTION : Mr EN Bangani

NOTE : Directions to candidates: The following documents must be submitted: Application for employment form (Z83 fully completed), which is obtained at any government department or from the website: www.kznhealth.gov.za Certified copies of Identity documents, Grade 12 certificate or other required tertiary qualification certificate, recent comprehensive Curriculum Vitae, specifying all qualifications and experience must be attached, proof of previous and current experience endorsed & stamped by HR. NB: Certified copies should not be older than three months, not copies of certified copies. The reference number must be indicated in the column provided on the form Z83, e.g. UMZ 02/2020. Failure to comply with the above instruction will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note that pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken. Applications in possession of 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. This department is an equal opportunity, affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. Please note that the target group in terms of Employment Equity Target for this post is an Indian Male/Female. People with disabilities are encouraged to apply.

CLOSING DATE

: 20 November 2020

POST 25/323

: **OPERATIONAL MANAGER NURSING GR 1 (GENERAL) REF NO: GS 58/20 (X1 POST)**

Component – Nursing: Surgical Ward

SALARY

: R444 276 per annum + 13th cheque, medical-aid (optional), Homeowners allowance (employee must meet the prescribed requirements).

CENTRE

: Greys Hospital, Pietermaritzburg

REQUIREMENTS

: Senior Certificate or equivalent Diploma/Degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse 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

: 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, and 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 58/20. 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 : 13 November 2020

POST 25/324 : **OPERATIONAL MANAGER GENERAL STREAM – GYNAECOLOGY CENTREPORT SHEPSTONE REGIONAL HOSPITAL REF NO: PSH 40/20 (X1 POST)**

SALARY : R444 276 per annum. Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

CENTRE REQUIREMENTS : Port Shepstone Regional Hospital
 : Matric certificate. Degree/Diploma certificate in General Nursing and midwifery Current registration with South African Nursing Council as a registered nurse and midwife/accoucher. Current SANC Receipt for 2020. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a General Nurse and midwife in a hospital environment. Attach proof of working experience endorsed by Human Resource Department/ Employer N.B: (Proof of experience and/or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience). Knowledge, Skills and Experience Leadership, management, planning, organizing and co-ordination skills. Knowledge of relevant Acts, prescripts, policies and procedures governing health care service delivery. Clinical competencies and policy formulation Sound knowledge of nursing care delivery approaches and scope of practice in the areas under their control Sound knowledge of priority programs clinical guidelines, protocols, policies and procedures Good communication, interpersonal, negotiation, decision-making, problem-solving, conflict management, counseling, teaching, mentorship and supervisory skills. Basic financial management skills Knowledge of Code of Conduct, Labour Relations and related policies.

DUTIES : Ensure adequate supervision of staff and provision of quality patient care in an efficient and cost-effective manner on night duty Facilitate and strengthen implementation of health care service delivery policies, procedures, clinical guidelines, protocols, plans and strategies aimed at achieving service excellence Participate and ensure implementation of National Core Standards, National Health Priorities, Ideal hospital and maintenance realization, Batho pele principles, quality improvement initiatives including national priority program plans. Identify staff training needs, ensure that effective development takes place and monitor performance thereof. Ensure that KZN priority objectives are met Demonstrate effective communication with staff, patients, colleagues and clinicians including report writing and presentation Ensure effective and efficient management and utilization of resources including staff, material, financial, etc. Exercise control of discipline, grievance and labour relations in terms of laid down policies and procedures. Participate in analysis, formulation, implementation and review of hospital and unit standard operating procedures, standards and procedures Take charge ship of hospital after hours in the absence of senior management Ensure efficient data flow and information management Maintain client and staff satisfaction through setting and monitoring of service standards Application for employment (Z83). Certified copy of Identity document. Certified copy of Matric, Nursing qualification. Detailed Curriculum vitae.

ENQUIRIES : Mrs TG Mkhize Tel No: (039) 688 6117or Ms NC Radede Tel No: (039) 688 6000

APPLICATIONS : Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240.

FOR ATTENTION : Mr. ZM Zulu

NOTE : NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications

CLOSING DATE : 13 November 2020

POST 25/325 : **CLINICAL PROGRAM COORDINATOR (TRAINING CENTRE) PORT SHEPSTONE REGIONAL HOSPITAL REF NO: PSH 39/20 (X1 POST)**

SALARY : R444 276 per annum. Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

CENTRE REQUIREMENTS : Port Shepstone Regional Hospital
: Matric/Senior Certificate Diploma in General Nursing and Midwifery & Registration with the SANC as a General Nurse and Midwife or Accoucher One year qualification in nursing education At least 7 years' experience as a professional nurse and midwife Current SANC receipt for 2020 Attach proof of working experience endorsed by Human Resource Department/ Employer N.B.: (Proof of experience and / or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience and grading). Recommendation A one year qualification in nursing administration would be an added advantage Knowledge, Skills And Experience Knowledge of Public Service Policies, Acts and Regulations Knowledge of SANC Acts, rules and regulations Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks Good communication skills – verbal and written Good leadership, interpersonal, problem-solving, conflict management, decision-making, coordinating and negotiation skills Good facilitation skills Knowledge and experience in implementation of Batho Pele Principles and Patients' Rights Charter, Code of Conduct and Labour Relations Knowledge of National core Standards and other relevant public service programmes. Responsibilities / Kra's Plan and coordinate clinical placements jointly with Nursing Education Institution (NEI) Organise training of preceptors in consultation with NEI/HEI Organise and chair monthly clinical Coordination meetings Supervise and monitor schedule of work of all preceptors Manage clinical placements electronically using relevant software; record keeping of clinical training outcomes and nurse competence Maintain compliance with south African Nursing council (SANC) and CHE requirements with regard to clinical training Develop and monitor a quality assurance system for clinical training Develop and implement standard Operating procedures in relation to clinical training Assist college staff with planning for clinical assessments Application for employment (Z83). Certified copy of Identity document. Certified copy of Matric, Nursing qualification. Detailed Curriculum vitae.

ENQUIRIES : Mrs TG Mkhize Tel No: (039) 688 6117 or Ms NC Radede Tel No: (039) 688 6000

APPLICATIONS : Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240.

FOR ATTENTION NOTE : Mr. ZM Zulu

NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

CLOSING DATE : 13 November 2020

POST 25/326 : **CLINICAL PROGRAMME COORDINATOR (HIV/AIDS) REF NO: ETH 18/2020 (X1 POST)**

SALARY : Grade 1: R444 276 per annum. 13th Cheque, home owner's allowance, employer's contribution to pension and Medical aid optional (Employee must meet prescribed conditions)

CENTRE REQUIREMENTS : EThekweni District Office
: Grade 12 (senior certificate) Standard 10 or (Vocational National Certificate). Degree/Diploma in General Nursing & Midwifery. Current registration with SANC as General Nurse. A minimum of 7 years appropriate/ recognizable nursing experience as a General Nurse. Valid Driver's License (code EB). Certificate of Service for previous and current work experience endorsed and stamped by HR Office must be attached. Recommendations: Supervision

or management experience in a HAST unit. NIMART Training and Proof of Computer literacy. Knowledge, Skills, Training and Competence required: Report writing abilities. Financial management skills. Knowledge of District health system. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. Ability to work under pressure and meet tight deadlines. Understanding of the challenges facing the public health sector. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. Computer literacy with a proficiency in MS Office Software applications.

DUTIES : Ensure that clinical audits are conducted at a Sub-District level. Provide support, guidance and mentoring to health facilities with an aim of improving quality of patient care. Ensure Programme integration into Sukuma Sakhe Objectives. Compile monthly, quarterly and annual reports and forward to Supervisor and respective Provincial Managers; Ensure HAST programmes implementation (ART/ CCMT/ HTS and HIV integration in the district. Analyze emerging health practices and trends and introduce remedial action in conjunction with health care specialists. Plan, organize and conduct community rallies and events that convey health messages and practices which support health programme strategies. Participate in the formulation of the District HAST operational and business plans. Monitor resources allocated for ART/CCMT/ HTS. Participate in activities aimed at fully integrating HIV and AIDS programmes to the main stream of PHC services. Facilitate and hold district HAST quarterly meetings. Support facility and sub- district HAST meetings. Facilitate and conduct regular meetings with NGOs supporting the programme with the assistance of the HIV and AIDS trainer Coordinating trainings and updates for NGOs and Health Care Workers. Promote preventive and promotive health services through community structures and organizations. Work in close collaboration with other stakeholders to implement the HAST programme. Ensure implementation and monitoring of integrated TB and HIV information systems in the district. Support implementation of COVID 19 activities.

ENQUIRIES APPLICATIONS : Ms ES Mbambo Deputy Director Clinical & Programmes Tel No: (031) 2405313
: Direct your application quoting the relevant reference number to: The Human Resource Manager Ethekwini District Office, 83 King Cetshwayo Highway, Mayville, Durban, 4000 or be posted to: The Human Resource Manager, Ethekwini District Office, Private Bag X 54138, Durban, 4000.

NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driving License – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

CLOSING DATE : 16 November 2020

POST 25/327 : **OPERATIONAL MANAGER NURSING (GENERAL) (NIGHT DUTY) REF NO: MAD 20/2020 (X3 POSTS)**

SALARY : Grade 1: R444 276 – R500 031 per annum plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CENTRE : Madadeni Provincial Hospital

- REQUIREMENTS** : Operational Manager Nursing. Basic R425 Degree/Diploma in General Nursing midwifery A minimum of 7 years appropriate / recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. Proof of current registration with SANC (2020) Certificate of service from previous and current employer endorsed and stamped by H.R. Knowledge, Skills and Competencies required: - Leadership, management, planning organizing and co-ordination skills. Knowledge of relevant acts, prescripts, policies, and procedures governing health care service delivery especially the forensic unit. Sound knowledge of nursing care delivery approaches and scope of practice in the areas under their control. Sound knowledge of priority programs clinical guidelines, protocols, policies and procedures and best practices in nursing care service delivery. Good communication, interpersonal, negotiation, decision making, problem solving, conflict management, counselling, teaching, mentorship and supervisory skills. Knowledge of code of conduct, labour relations and related policies.
- DUTIES** : Ensure adequate Coverage and Supervision of staff in all units to allow provision of quality patient care in an efficient and cost effective manner. Facilitate and strengthen implementation of health care services delivery policies, procedures, clinical guidelines, protocols, plans and strategies aimed at achieving service excellence. Promote implementation of Batho Pele principles, Patients' rights charter and acceptance professional/clinical-ethical standards within the applicable legal framework. Participate and ensure implementation of norms and standards, National Health Priorities and quality improvement initiatives including national priority program plans. Ensure a safe environment for both patients and staff at night. Identify staff and students training needs, ensure that effective development takes place and monitor performance thereof. Demonstrate effective communication with staff, patients, colleagues, clinicians and other stake holders including report writing and presentation. Ensure effective efficient management and utilization of resources including staff, material, financial etc. Exercise control of discipline, grievance and labour relations in terms of laid down policies and procedures. Ensure effective data management at night. Ensure all night services are coordinated.
- ENQUIRIES** : Ms. Z.E Gumede Tel No: (034) 328 8137
- APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940.
- FOR ATTENTION** : The Recruitment Officer
- NOTE** : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.
- CLOSING DATE** : 13 November 2020

<u>POST 25/328</u>	:	<u>SESSIONAL MEDICAL SPECIALIST: GRADE 1/2/3: REF NO: HRM 42 – 01 POST</u> Directorate: Dept. of Orthopaedics – 16 hours per week
<u>SALARY</u>	:	Grade 1: R442 624 per annum Grade 2: R505 856 per annum Grade 3: R587 392 per annum
<u>CENTRE REQUIREMENTS</u>	:	King Edward VIII Hospital (KEH) Grade 1 0-5 years' experience Grade 2 5-10 years' experience Grade 3 (10 years or more)MBCHB or equivalent Plus Registration Certificate with the HPCSA as a Specialist in Orthopedics Surgery Plus, Annual renewal certificate with HPCSA (2020/2021), Proof of current and previous work experience endorsed by HR (certificate of service) Knowledge, Skills, Training And Competencies Required: Sound clinical and surgical knowledge and experience in the Orthopedics Surgery, Knowledge of current Health and Public Service Legislation, Regulations and policy including medical ethics, epidemiology and statistics, Good communication, leadership, decision making and clinical skills, Ability to teach doctors, students and participate in continuing professional development.
<u>DUTIES</u>	:	Provide safe, ethical and high quality of care through the development of standards and risk assessments in the area of Clinical and customer care (patient perspective) in the respective specialty, Provide a full package of services including complex Orthopedics cases, Develop, maintain and audit the correct implementation of clinical protocols and guidelines, implement and maintain an efficient, effective and seamless service delivery process within the hospital and referring facilities, Plan and provide continuous medical education to multidisciplinary team members and conduct and stimulate research, Manage performance of junior staff within area of control, Align clinical service delivery plans and priorities with hospital plans and priorities, Undertake appropriate clinical audit to monitor performance of the service, Accept delegated responsibility from the Clinical Head of the unit, Liaison with Clinical Head regarding service delivery.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. S. Ramji Tel No: (031) 360 3854 All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities should feel free to apply for the posts.)
<u>CLOSING DATE</u>	:	13 November 2020
<u>POST 25/329</u>	:	<u>MEDICAL OFFICER – SESSIONAL (20 SESSIONS PER WEEK) REF NO: CL 06/2020 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R410 800 per annum Grade 2: R470 080 per annum Grade 3: R544 960 per annum
<u>CENTRE</u>	:	Clairwood hospital

- REQUIREMENTS** : Matric/Grade 12 Certificate, MBChB degree or equivalent qualification PLUS Proof of current registration with HPCSA as a Medical Practitioner. Certificate of registration with HPCSA as a Medical Practitioner. Certificate of service from Current/previous employers stamped by HR must be attached. **Grade 1** Experience: No experience required. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2** Experience: 5 years relevant experience after Registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3** Experience: 10 years relevant experience after registration with HPCSA as a Medical Practitioner. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, whom it is not required to perform Community Service, as required in South Africa. Knowledge of current health legislations and policies at public institutions. Knowledge national quality standards relating to primary health care. Sound knowledge of national TB programme and ARV programme including STIs and PMTCT. Sound knowledge of Pediatrics would be an added advantage. Good research and presentation skills. Information management and quality assurance programmes. Ability to function with Multidisciplinary team. Sound knowledge and clinical skills. Excellent human, communication and leadership skills. Good team building and problem solver. Good communication and interpersonal skills. Willingness to teach and supervise junior staff.
- DUTIES** : Clinical responsibility including examine, investigate, diagnose, and oversee treatment of patients. Provision of quality patient centered care. Maintain a high quality clinical service by providing regular in-service training for nurses and clinical personnel. Maintain accurate record and appropriate health records in accordance with the legal and ethical considerations and continuity of patient care. Hands over critically ill patients to the doctors on call after hours and on the weekends. Provide preventive health interventions and measures to promote health care. Undertake continuing medical education and professional development and study professional literature to keep abreast with current medical practice. Performance of required administrative duties. Facilitation of staff training and on-going medical education Collaboration with medical practitioners and other health care workers in neighboring health institutions.
- ENQUIRIES** : Dr. B.G Mabaso Tel No: (031) 451 5181
- APPLICATIONS** : Applications may be sent to: Attention: Human Resource Department, Clairwood Hospital, Private Bag X04, Moberi 4060 or Hand deliver: 1 Higginson Moberi 4060.
- NOTE** : The contents of this Circular must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal work place. Directions to candidates: The following documents must be submitted: Application for Employment form (Z83). Obtainable from any government Department or from website www.kznhealth.gov.za. Certified copies of highest educational qualifications and I.D (Not copies of certified copies) and certified copies must not be older than 3 months, Curriculum Vitae, Driver's License {if required} Contactable and verifiable references must be included in the C.V The reference number must be indicated in the column provided on the form Z83 application form e.g. CL: 06/2018, N.B: Failure to comply with the above instructions will disqualify applicants. Applicants are advised that due to large number of applications anticipated, individual applications will not be acknowledged. Should you not receive a response within six (6) weeks after closing date the application must be considered unsuccessful. People with disabilities should feel free to apply for the posts. The appointment is subject to positive outcomes obtained from the NIA to the following checks (security clearance, credit records, qualifications citizenship and previous experience verifications) This Department is equal opportunity, affirmative action employer, whose aim is to promote representatively in all occupational classes of the department.
- CLOSING DATE** : 13 November 2020

POST 25/330 : **ULTRASOUND RADIOGRAPHER GRADE 1 / 2 OR 3 REF NO: ULTRA/RAD 02/2020 (X1 POST)**

SALARY : Grade.1: R395 703 – R452 445.per annum
Grade.2: R466 119 – R532 959.per annum
Grade 3: R549 066 – R591 510.per annum
Other Benefits: Home Owner Allowance (conditions apply) 13th Cheque (conditions apply) Medical Aid (Optional) In- hospital Area Allowance (12% of basic salary)

CENTRE REQUIREMENTS : Prince Mshiyeni Memorial Hospital – Ent
: Qualification; Registration and Experience Appropriate qualification that allows for the required registration with the HPCSA in Ultrasound Radiography. Certificate of Registration with the Health Professional Council South Africa (HPCSA) as a Ultrasound Radiographer (Independent Practitioner). Current registration confirmation / annual practice with HPCSA. Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA).Ultrasound Radiographer Experience **Grade 1:** Four (04) years appropriate experience after registration with the Health Professional Council of South Africa (HPCSA) as Diagnostic Radiographer. Applicants with a four (4) year Radiography specialty qualification (not in possession of Diagnostic Radiography qualification) who do not have experience as Diagnostic Radiographer may apply and will be appointed as Diagnostic Radiographer. **Grade 2:** Fourteen (14) years appropriate experience after registration with the Health Professional Council of South Africa (HPCSA) as Diagnostic Radiographer, of which ten (10) years must be after registration in Ultrasound Radiography. **Grade 3:** Twenty four (24) years appropriate experience after registration with the Health Professional Council of South Africa (HPCSA) as a Diagnostic Radiographer, of which twenty (20) years must be after registration in Ultrasound Radiography. Please provide all your certificate of service from previous and current employer endorsed and stamped by HR Department. Knowledge, Skills, Training and Competency requirements: Excellent knowledge of high risk obstetrics and gynecology, general, small parts, vascular, musculoskeletal scanning techniques, protocols and procedures. Sound knowledge of diagnostic radiography procedures and imaging, including computerized radiography (CR) Knowledge of radiographic procedures, equipment and accessories associated with relevant techniques. Sound knowledge of radiation control regulations; safety measures and policies. Knowledge of Occupational Health and Safety and other relevant Acts, policies and regulations. Knowledge of basic Quality Assurance procedures in diagnostic radiography. Ability to perform and record basic quality assurance tests as per Radiation Control Directorate. Sound communication, interpersonal and problem solving skills.

DUTIES : Provide a high quality ultrasound service in keeping with Woman and Child status of the hospital: gynecological scans with complicated pathology, pediatric and detailed obstetric anomaly scans. Provide correct interpretation of all ultrasound scans: compile comprehensive reports as required in working environment. Provide a high quality diagnostic service according to patient's needs, while adhering to safe radiation protection standards. Execute all clinical procedures competently with computed radiography whilst adhering to protocols and practices and techniques and prevent complications. Inspect and utilize equipment professionally to ensure that they comply with safety standards. Perform Quality Assurance tests and procedures as agreed in the department. Participate in a 24 hour roster system which includes nights, weekends, public holidays and standby Duties. Promote good health practices and ensure optimal care of the patients. Provide assistance, supervision and training to junior staff and students. Play an active role in the implementation of quality improvement programmes and National Core Standard and Ideal Hospital.

ENQUIRIES APPLICATIONS : MRS B Gcazatel Tel No: (031) 907 8118 / 8287
: Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060.

FOR ATTENTION NOTE : Mrs TZ Makanya
: Please note that due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE : 13 November 2020

POST 25/331 : **CLINICAL NURSE PRACTITIONER (OLIVIERSHOEK CLINIC) REF NO: EMS/30 /2020**
Re-Advert

SALARY : Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Plus 13th Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)

CENTRE REQUIREMENTS : Emmaus Hospital
Diploma/Degree in General Nursing PLUS 1 year post basic qualification in Primary Health Care and Midwifery registration with SANC as a registered and PHC nurse Current S.A.N.C receipt 2020.**Grade1:** A minimum of 4 years appropriate/recognizable nursing experience after registration as General Nurse **Grade 2:** A minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post –post basic qualification in the relevant specialty. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge & Skills: Sound Knowledge of all legislation and regulation applicable to the health services and nursing status, Sound knowledge of disciplinary processes and grievance procedure ,leadership, organizational, decision making, counseling and conflict management skills, Human Resource and financial management skills, Report writing and financial management skills, Knowledge of nursing care processes and procedures.

DUTIES : Implementation of programmes to ensure proper nursing care , Demonstrate effective communication with patients, supervisors and other clinician including report writing monthly and statistics as required, Able to plan and organize own work and that of support personnel to ensure nursing care, Diagnose , treat and dispense medication , Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all health programmes, Display concern for patients ,promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs , requirement expectations, motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of care, To ensure that Batho Pele principle are Implemented, Ensure increased accessibility of health service to all community members including staff.

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

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

CLOSING DATE : 20 November 2020

POST 25/332 : **PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY/PAEDIATRICS) REF NO: PN/PAEDS 02/2020) (X4 POSTS)**

SALARY : Grade.1: R383 226 – R444 276.per annum
Grade 2: R471 333 – R579 696.per annum
Other Benefits: Home Owner Allowance (conditions apply) 13th Cheque (conditions apply) Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)

<u>CENTRE REQUIREMENTS</u>	<p>: Prince Mshiyeni Memorial Hospital</p> <p>: Professional Nurse Grade.1 Minimum Appointment Requirements: Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse .A post basic qualification in either 'Paediatrics/Child Nursing Science', with duration of at least <u>1</u> year, accredited with the SANC Certificates of Registration with the SANC (General Nursing, Midwifery and relevant post basic qualification)Proof of current registration with the SANC (2020) Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA).Experience: A minimum of <u>4</u> years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. Minimum Appointment and Experience Requirements: Professional Nurse Grade.2 Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in either 'Paediatrics / Child Nursing Science', with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing, Midwifery and relevant post basic qualification) Proof of current registration with the SANC (2020) Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty (i.e. Nursery) after obtaining the 1- year post-basic qualification in the relevant specialty. NB: For experience above the experience set for appointment- one notch for every completed 2 years as at 31 March of the year preceding the date of appointment; minus <u>1</u> year for candidates appointed from outside the public service. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to Ensure proper nursing care in the unit.</p>
<u>DUTIES</u>	<p>: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB – Must be prepared to work shift as per allocation; includes night shift, weekends and public holidays. Further management reserves the right to allocate employees outside the appointed domain as service demands; this may occur in the instance of staff shortages experienced in any nurse component. Due to financial constraints, no subsistence & transport will be paid to candidates when attending the interviews</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>: Ms TN Khumalo Tel No: (031) 907 8133</p> <p>: should be posted to The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060.</p>
<u>FOR ATTENTION NOTE</u>	<p>: Mrs TZ Makanya</p> <p>: NB: Please note that due to financial constraints, there will be no payment of S&T Claims.</p>
<u>CLOSING DATE</u>	<p>: 13 November 2020</p>
<u>POST 25/333</u>	<p>: <u>PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY/NEONATAL) REF NO: PN/NEO 01/2020 (X1 POST)</u></p>
<u>SALARY</u>	<p>: Grade.1: R383 226 – R444 276.per annum</p> <p>: Grade.2: R471 333 – R579 696.per annum</p>

Other Benefits: Home Owner Allowance (conditions apply) 13th Cheque (conditions apply) Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)

CENTRE REQUIREMENTS

: Prince Mshiyeni Memorial Hospital
: Professional Nurse **Grade.1:** Minimum Appointment Requirements: Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in either 'Neonatal Nursing Science / Advanced Midwifery & Neonatal Nursing Science/ Critical Care Nursing', with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing, Midwifery and relevant post basic qualification) Proof of current registration with the SANC (2020) Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA).Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. Minimum Appointment And Experience Requirements: Professional Nurse **Grade.2** Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in either 'Neonatal Nursing Science/ Advanced Midwifery and Neonatal Nursing Science / Critical Care Nursing', with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing, Midwifery and relevant post basic qualification)Proof of current registration with the SANC (2020) Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA).Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty (i.e. Nursery) after obtaining the 1- year post-basic qualification in the relevant specialty. NB: For experience above the experience set for appointment- one notch for every completed 2 years as at 31 March of the year preceding the date of appointment; minus 1 year for candidates appointed from outside the public service. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele) demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to Ensure proper nursing care in the unit.

DUTIES

: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB – Must be prepared to work shift as per allocation; includes night shift, weekends and public holidays. Further management reserves the right to allocate employees outside the appointed domain as service demands; this may occur in the instance of staff shortages experienced in any nurse component. Due to financial constraints, no subsistence & transport will be paid to candidates when attending the interviews.

ENQUIRIES APPLICATIONS

: Ms TN Khumalo Tel No: (031) 907 8133
: should be posted to The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060.

FOR ATTENTION NOTE

: Mrs TZ Makanya
: NB: Please note that due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE

: 13 November 2020

<u>POST 25/334</u>	:	<u>PROFESSIONAL NURSE: SPECIALTY NURSING CRITICAL CARE REF NO: GS 57/20 (X1 POST)</u> Component – Nursing
<u>SALARY</u>	:	Grade 1: R383 226 per annum, Plus 13 th cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement) Grade 2: R471 333 per annum, Plus 13 th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional
<u>CENTRE REQUIREMENTS</u>	:	Greys Hospital, Pietermaritzburg Grade 1: Experience: A minimum of 4 years appropriate/recognizable experience as a General Nurse and 1 year in the Speciality Grade 2: Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing .At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1- year post basic qualification in the relevant specialty. Senior Certificate or equivalent Degree/Diploma in General Nursing Minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing One (1) year post basic qualification in Critical Care (Speciality in Critical Care) Current registration with SANC as General Nurse and relevant specialty (2020 receipt Recommendation: Relevant experience in Intensive Care Unit will be an added advantage Knowledge, Skills, Training and Competency Required Knowledge of Public Service Policies, Acts and Regulations Knowledge of Code of Conduct, Labour Relations, Conflict Management and Negotiation skills Ability to function within a team Skills in organizing, planning and supervising Knowledge of Batho Pele principles and Patients' Rights Charter.
<u>DUTIES</u>	:	Provision of quality nursing care through the implementation of standards. To develop and ensure implementation of nursing care plans. To participate in quality improvement programmes and clinical audit. To uphold the Batho Pele and patients' rights charter principles. Maintain accurate and complete patient records according to legal requirements. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures. Manage and supervise effective utilization of all resources e.g human, financial, material.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs KT Mckenzie Tel No: (033) 897 3331 Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
<u>FOR ATTENTION NOTE</u>	:	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 57/20. 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.
<u>CLOSING DATE</u>	:	13 TH November 2020
<u>POST 25/335</u>	:	<u>PROFESSIONAL NURSE: SPECIALTY (PAEDIATRICS) REF NO: MBO 14/2020) (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R383 226 - R444 276 per annum Grade 2: R471 333 - R579 696 per annum
<u>CENTRE REQUIREMENTS</u>	:	Mbongolwane District Hospital Senior certificate/Matric or equivalent. National Diploma/Degree in General Nursing or equivalent qualification Current Registration with SANC as Professional Nurse with Child Nursing Science (2020 receipt).Certificate of service or verification of qualification endorsed by Human Resource Department. A Post Basic nursing qualification with a duration of at least 1 year

accredited with SANC in Child Nursing Science. **Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience after registration with SANC as a General Nurse and Midwifery and after obtaining the one year Post Basic Qualification in Child Nursing Science. One (1) year post basic qualification in Child Nursing Science. **Grade 2:** Experience: A minimum of 14 years appropriate /recognizable experience in nursing after registration with SANC as a General Nurse and Midwifery. At least 10 years of the period referred to above must be appropriate/recognizable experience in Child Nursing Science after obtaining the one year post basic qualification in the relevant speciality working in Paeds ward. Knowledge, Skills, Training and Competencies Required: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisor and other clinicians including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with person of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs requirements and expectations (Batho-Pele). Knowledge of National Core Standards

DUTIES : Provide direction and supervision for the implementation of the nursing plan (Clinical Practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the institution. Assist with performance reviews (EPMDS).

ENQUIRIES : Mrs SI Mkhwanazi Tel No: (035) 4766242
APPLICATIONS : All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280 or hand deliver to Mbongolwane District Hospital.

FOR ATTENTION : Human Resource Practices/Chief Executive Office
NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driving Licence – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered

CLOSING DATE : 13 November 2020

POST 25/336 : **CLINICAL NURSE PRACTITIONER (DUKUZACLINIC) REF NO: EMS/ 31/2020**
 Re-advert

SALARY : R383 226 – R444 276 per annum, Plus 13th Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)

CENTRE : Emmaus Hospital
REQUIREMENTS : Grade 12/ Standard 10 Basic R425 Qualification (i.e Diploma/Degree)in General Nursing with Midwifery registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery Post Basic Diploma in

Clinical Nurse SANC as a General and Primary Health Care SANC receipt (2020) Experience **Grade 1** Minimum of four years (4) years appropriate recognizable in nursing after registration as professional nurse with the SANC in General nursing plus Clinical Nursing Science **Grade 2**: A minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate / reorganization experience after obtaining the 1 year post –basic qualification in the relevant specialty. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge & Skills: Relevant legal framework such as Nursing Acts, Mental Acts, OH&S Acts, Batho Pele and Patients’ Right Charter ,Labour Relations Act , Grievance procedure ect. Leadership ,organizational decision making and problem solving ,conflict Handling and counselling, Demonstrate understanding of legislation, related legal and ethical nursing practice with a PHC environment Work as a part a multi-disciplinary tem to achieve vision of Dukuza Clinic Report writing and tome management Ability to provide mentoring and coaching to her/his supervisees Good communication and interpersonal skills Ability to work under pressure Knowledge of National Core Standard, six key priorities and seven domains NIMART training will be an advantage.

DUTIES : Provide quality comprehensive Primary Health Care promoting preventative, curative and rehabilitative service for the client and community Always promoting scientific quality nursing care by function as a therapeutic team Coordinating between Hospital and community and preventing medico-legal hazards Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account Ensure Batho Pele Principles are implemented Responsible for screening, diagnosis and management of patients at PHC Level. Actively participate in Outreach Campaigns Implement infection prevent and control policies and guidelines Ensure efficient and economical utilization of all resources To promote youth friendly service Effective data management Ensuring 90/90/90 strategy is implemented. Implementation of CCMDD and synch.

ENQUIRES APPLICATIONS : Ms D.Z Hlongwane Tel No: (036) 488 1570 EXT: 831
: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry (Ms. A.N Ngubane) Emmaus Hospital.

FOR ATTENTION NOTE : Human Resource Manager
: Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and certified copies of qualification certificates, service certificate including ID and (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence And Travelling Allowance Will Be Paid For Interview Attendance.
CLOSING DATE : 20 November 2020

POST 25/337 : **CLINICAL NURSE PRACTITIONER REF NO: SAHHCLIN 09/2020 (X1 POST)**

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

CENTRE REQUIREMENTS : ST Andrew’s Hospital: Harding Clinic
: Senior Certificate. Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. **Grade 1**: Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional nurse with SANC in general nursing.

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

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

ENQUIRIES : 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 : 13 November 2020

POST 25/338 : **CLINICAL NURSE PRACTITIONER REF NO: SAHWEZA 10/2020 (X1 POST)**

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

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

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

keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources.

ENQUIRIES : 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 : 13 November 2020

POST 25/339 : **CLINICAL NURSE PRACTITIONER GR 1, 2 REF NO: GAM CHC 6 /2020**

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

CENTRE : Gamalakhe CHC
REQUIREMENTS : STD 10 Certificate Degree/Diploma in General nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Current Registration with SANC (2020 Receipt) Previous and current proof of experience endorsed by Human Resource must be attached (with complete dates, months and year) Experience:- **Grade 1** A minimum of 4 years appropriate/recognizable experience in nursing, after registration as a Professional Nurse with SANC in General Nursing. **Grade 2** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing of which 10 years must be experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills and Competencies Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients' Rights Charter, Labour Relations Act, Grievance procedures, etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge. Good in-sight of procedures and policies pertaining to nursing care. Computer skills in basic programs.

DUTIES : Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services for the clients and the community. Provide administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Execute disciplinary code and grievance procedure at his/her level. Assist in conducting orientation and induction to all new staff members. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Promote scientific quality nursing care by functioning as a therapeutic team, coordinating between CHC and community and preventing medico-legal hazards. Encourage research by assisting in departmental projects and always ensuring that the community needs, are taken into account including. Ability to handle obstetric and emergencies and high risk conditions and advocate for Nursing Professionalism and Ethics Assist the unit manager with overall management and necessary support for effective functioning in the facility. Strengthen and ensure implementation of IDEAL clinic strategies. Participate in clinical records audits, PPIP and CHIPP as well as conducting ESMOE drills. Participate in multidisciplinary teams (OSS) and outreach services with stakeholders including NGO's, other governmental departments.

ENQUIRIES : Mrs P.N Kuboni Tel No: (039) 318 1113
APPLICATIONS : Should Be Forwarded To: The CHC Manager Gamalakhe Community Health Centre Private Bag X 709 Gamalakhe, 4249.
FOR ATTENTION : Human Resource Department
CLOSING DATE : 13 November 2020

POST 25/340 : **PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY/ADVANCED MIDWIFERY) REF NO: PMMH/PN/OG/03/20 (X5 POSTS)**

SALARY : Grade1: R383 226 – R444 276.per annum
Grade 2:R471 333 – R579 696 per annum

Other Benefits: Home Owner Allowance (conditions apply) 13th Cheque (conditions apply) Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)

**CENTRE
REQUIREMENTS**

: Prince Mshiyeni Memorial Hospital
: Professional Nurse **Grade.1** Minimum Appointment Requirements: Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Advanced Midwifery and Neonatal Nursing Science', with duration of at least 1 year, accredited with the SANC Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA).Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2020) Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Minimum Appointment And Experience Requirements: Professional Nurse **Grade.2** Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Advanced Midwifery and Neonatal Nursing Science', with duration of at least 1 year, accredited with the SANC Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA).Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2020) Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty (i.e. Maternity) after obtaining the 1- year post-basic qualification in the relevant specialty. **NB:** For experience above the experience set for appointment- one notch for every completed 2 years as at 31 March of the year preceding the date of appointment; minus 1 year for candidates appointed from outside the public service. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele) demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit.

DUTIES

: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research .Provision of support to nursing services .Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. **NB-**Must be prepared to work shift as per allocation; includes night shift, weekends and public holidays. Management reserves the right to allocate employees outside the appointed domain as service demands; this, may occur in the instance of staff shortages experienced in any nurse component Due to financial constraints, no subsistence & transport will be paid to candidates when attending the interviews. **NB:** Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

**ENQUIRIES
APPLICATIONS**

: Ms SS Buthelezi Tel No: (031) 9078323
: should be posted to The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060

**FOR ATTENTION
CLOSING DATE**

: Mrs J Murugan
: 13 November 2020

POST 25/341 : **PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY/THEATRE) REF NO: PMMH/PN/OT/02/20 (X3 POSTS)**

SALARY : Grade.1:R383 226 – R444 276.per annum
Grade.2: R471 333 – R579 696.per annum
Other Benefits Home Owner Allowance (conditions apply) 13th Cheque (conditions apply) Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)

CENTRE REQUIREMENTS : Prince Mshiyeni Memorial Hospital
: Professional Nurse **Grade.1** Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Operating Theatre Nursing Science', with duration of at least 1 year, accredited with the SANC Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA).Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2020) Experience: a minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Minimum Appointment And Experience Requirements: Professional Nurse **Grade.2** Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Operating Theatre Nursing Science', with duration of at least 1 year, accredited with the SANC Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA).Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2020) Experience: a minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty (i.e. Operating theatre) after obtaining the 1- year post-basic qualification in the relevant specialty. NB: For experience above the experience set for appointment- one notch for every completed 2 years as at 31 March of the year preceding the date of appointment; minus 1 year for candidates appointed from outside the public service. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

ENQUIRIES APPLICATIONS : Ms TN Khumalo Tel No: (031) 907 8263
: To be forwarded to: The Human Resource Manager Prince Mshiyeni Memorial Hospital; Private Bag X 07; Mobeini; 4060.

FOR ATTENTION CLOSING DATE : Mrs J Murugan
: 13 November 2020

POST 25/342 : **PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY/CRITICAL CARE) REF NO: PMMH/PN/CCU/02/20 (X3 POSTS)**

SALARY : Grade.1: R383 226 – R444 276.per annum

Grade.2: R471 333 – R579 696.per annum
Other Benefits Home Owner Allowance (conditions apply) 13th Cheque (conditions apply) Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)

CENTRE REQUIREMENTS

: Prince Mshiyeni Memorial Hospital
: Professional Nurse **Grade.1:** Minimum Appointment Requirements: Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Critical Care Nursing - General', with duration of at least 1 year, accredited with the SANC Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2020) Experience: a minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Minimum Appointment And Experience Requirements: Professional Nurse **Grade.2** Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Critical Care Nursing - General, with duration of at least 1 year, accredited with the SANC Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2020) Experience: a minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty (i.e. Critical Care) after obtaining the 1- year post-basic qualification in the relevant specialty. NB: For experience above the experience set for appointment- one notch for every completed 2 years as at 31 March of the year preceding the date of appointment; minus 1 year for candidates appointed from outside the public service. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit.

DUTIES

: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

ENQUIRIES APPLICATIONS

: Ms AD Mhlongo Tel No: (031)907 8203
: To be forwarded to: The Human Resource Manager Prince Mshiyeni Memorial Hospital; Private Bag X 07; Mobeeni; 4060.

FOR ATTENTION CLOSING DATE

: Mrs J Murugan
: 13 November 2020

POST 25/343

: **ASSISTANT DIRECTOR: HRM REF NO: ZUL 04/2020**

SALARY

: R376 596 per annum plus 13th. Cheque, Rural Allowance (Provided the post Meets the requirements) Medical aid (optional), Home Owners Allowance (employee must meet prescribed requirements)

CENTRE REQUIREMENTS

: Zululand Health District office, Ulundi
: Senior Certificate (Grade 12) A Bachelor Degree/National or Diploma in HR Management /Public Management. A minimum of 3-5 years supervisory

experience in Human resource environment. Proof of valid driver's license. Proof of computer literacy. Persal certificates Proof of current or previous work experience endorsed and stamped by Human Resource. Knowledge, Skills, Training And Competences Required. Broad knowledge and understanding of Human Resource Management. In depth knowledge of relevant acts, policies and regulation in HR Management. Sound communication, Analytical and decision making and presentation skills. Good knowledge and understanding of Employee Performance Management and Development system Labour Relation , Human Resource Development, Disciplinary Code and Grievance Procedures. Sound knowledge of Persal and Financial Management. In depth knowledge of all relevant Acts, Policies, Regulations.

DUTIES : Manage Human Resource Planning, Development and EPMS in support of service delivery imperative Manage training needs analysis and develop training plans in respect of Human Resources. Manage Employees Health and wellness Programme in order to enhance employees' production, safety and morale. Manage the development ,implementation and monitoring of a Human Resource Risk Management plan in order` to mitigate and eliminate risk .Manage Human Resource Provisioning and Practices in line with prevailing legislation prescripts and polices Manage Labour Relations matter ensure effective employment relations. Manage Labour Relations matters ensure effective employment relations. Supervise staff and manage day to day functioning of Human Resource Department in the District Office to ensure the rendering of high quality services. Ensure effective, efficient and economical utilization of resource allocated to the institution including development of staff. Develop Human Resource Plan and Equity Plan for the District Office and ensure that they are put into practice. African males are encouraged to apply.

ENQUIRIES : Mr S.V Vilakazi Tel No: (035) 8740601
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) 8740651

FOR ATTENTION : Ms SA Mthembu
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 : 20 November 2020

POST 25/344 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: CL 02/2020 (X1 POST)**

SALARY : R376 596 – R454 920 per annum
CENTRE : Clairwood hospital
REQUIREMENTS : Senior Certificate/Grade 12, A Bachelor Degree/National Diploma in Human Resource Management/Public Management/Public Administration, A minimum of 3-5 years' experience in Human Resource Department of which 3 years must be at supervisory level. Proof of previous and current work experience endorsed and stamped 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. Broad Knowledge and understanding of Human Resource Management. In depth knowledge of relevant acts, policies and regulations in HR Management. Sound communication, analytical and decision making and presentation skills. Good knowledge and understanding of Employee Performance Management

and Development. Systems, Labour Relations, Human Resource Development, Disciplinary and Grievance Procedures. Good leadership, coaching, mentoring and personal skills. Sound knowledge of PERSAL and Financial Management.

DUTIES : Manage all human resource components i.e.HR Practices, HR Planning and Development. Staff Relations and Employee Wellness in the Hospital in order to ensure that high quality of service is being provided. Promote sound employer-employee relationship and minimize conflict within institution in line with the vision, mission and core values of the department of Health. Develop and implement effective human resource policies within guidelines set by the Provincial Department of Health. Ensure proper compilation of workplace skills plan. Ensure proper implementation of EPMDs within the Hospital. Ensure that advertising, recruitment, appointments and transfers are in accordance with the laid down policies and procedures. Advise managers on all aspects of Human Resource Management, organizational and staffing structures and reporting arrangements .Participate in the development, implementation, monitoring and reviewing of skills audit. Oversee and deal with misconduct, discipline and grievance procedure in the hospital in terms of Labour Relations Act. Participate in the development of HR strategies and policies. Ensure that EAP programmes are known within the institution. Attend to staff wellness and occupational health and safety of the institution. Develop all Human Resource Plans and Employment for the hospital and ensure that are put into practice. Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff. Provide regular inputs towards realization of ideal hospital concept and National Core Standards Plan, monitor and control the use of budget and equipment allocated to Human Resource component. Ensure proper management of risk within the Human Resource Components.

ENQUIRIES : Dr. O Francis: Tel No: (031) 451 5180

APPLICATIONS : Applications may be sent to: Attention: Human Resource Department, Clairwood Hospital, Private Bag X04, Moberni 4060 or Hand deliver: 1 Higginson Moberni 4060.

NOTE : The contents of this Circular must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal workplace. Directions to candidates: The following documents must be submitted: Application for Employment form (Z83). Obtainable from any government Department or from website – www.kznhealth.gov.za. Certified copies of highest educational qualifications and I.D (Not copies of certified copies) and certified copies must not be older than 3 months, Curriculum Vitae, Driver's License {if required} Contactable and verifiable references must be included in the C.V The reference number must be indicated in the column provided on the form Z83 application form e.g. CL:06/2018, N.B: Failure to comply with the above instructions will disqualify applicants. Applicants are advised that due to large number of applications anticipated, individual applications will not be acknowledged. Should you not receive a response within six (6) weeks after closing date the application must be considered unsuccessful. People with disabilities should feel free to apply for the posts. The appointment is subject to positive outcomes obtained from the NIA to the following checks (security clearance, credit records, qualifications citizenship and previous experience verifications) This Department is equal opportunity, affirmative action employer, whose aim is to promote representatively in all occupational classes of the department.

CLOSING DATE : 13 November 2020

POST 25/345 : **ASSISTANT DIRECTOR: HRM REF NO: MURCH 06/2020 (X1 POST)**

SALARY : R376 596.per annum. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional)

CENTRE : Murchison Hospital
REQUIREMENTS : Matric (grade12). Degree/National Diploma in Human Resource Management/Public Management. 3-5 years' experience in Human Resource Component, of which three (03) years must be supervisory level. A valid code B (08) drivers licence. Proof of current and previous work experience endorsed and stamped by Human Resources Manager. Recommendations: Knowledge of Persal System and Computer literacy (MS Word, MS Excel, MS PowerPoint) Knowledge, Skills And Competencies: Broad knowledge and understanding of

<u>DUTIES</u>	:	Human Resource Management. In-depth knowledge of relevant acts, policies, regulations in Human Resource Management. Sound knowledge of Persal, project and financial management. Sound decision making, planning and leadership skills. Good communication (verbal and written) skills.
	:	Management of day-to-day functioning of Human Resource Department (Labour Relations, HR Practices, Employee Wellness, HR Development & Planning) in the hospital to ensure the rendering of high quality services. Participate in the development of Human Resources policies that are in line with HR strategies of the department and ensure that they are implemented. Management and control of compensation of employee's budgets and resources allocated to Human Resources component. Plan Control and monitor personnel budget and expenditure for the entire institution. Develop Human Resource Plan and Employment equity plan for the hospital and ensure that they are put into practice. Identify training needs and ensure the implementation of in-service training programmes. Promote efficiency in a manner which financial and human resources are utilized in HR department and that the use of resources is in accordance with relevant government prescripts. Management of recruitment and selection of staff in different fields within the hospital and attached clinics. Promote and maintain labour peace within the institution and also represent the institution at conciliation and arbitration sittings Advise managers and supervisors on all Human resources management matters to ensure that they conform to the public service act and other relevant legislation. Investigate and preside over disciplinary cases within the institution and district wide Attend institutional, district and provincial meetings.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr JVV Kalala Tel No: (039) 6877311 ext. 106 Should Be Forwarded To: Chief Executive Officer P/Bag X701 Portshepstone 4240 or Hand Delivered To: Human Resources Department Murchison Hospital
<u>NOTE</u>	:	The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za . Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH 1/2020 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	13 November 2020
<u>POST 25/346</u>	:	<u>PROFESSIONAL NURSE (QUALITY) (GRADE 1-2) REF NO: MAD 21/2020 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R256 905 – R297 825 per annum Grade 2: R315 963 – R362 865 per annum Plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Madadeni Provincial Hospital Professional Nurse (general) (Grade 1) Basic R425 Degree/Diploma in General Nursing or equivalent qualification that allows registration with the SANC as a professional nurse. Registration with SANC as a professional nurse. Proof of current registration with SANC (2020). One (01) year post basic

in Critical Care Nursing Science. A one (1) year post basic in Critical Care Nursing Science. A minimum of 4 years appropriate / recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. Professional Nurse (General) (Grade 2) Basic R425 Degree/Diploma in general or equivalent qualification that allows registration with the SANC in professional Nurse. A minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least ten (10) years of the period referred above must be appropriate/ recognizable experience after obtaining post basic qualification in Critical Care Nursing Science. Certificate of service from previous and current employer endorsed and stamped by H.R. Knowledge, Skills and Competencies required: - A strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with the time frames. High level of accuracy. Depth knowledge of acts, policies, procedure, prescriptions and legislations.

DUTIES

: Work as a multi-disciplinary team to ensure good nursing care by the nursing team. Perform quality improvement audits and surveys monthly and report to senior management. Monitor and evaluate delivery of quality care at the hospital and clinics. Ensure implantation of national and provincial initiatives (patient right charter, Batho Pele programmes) etc. Assist in promotion of quality improvements initiatives at institutions. Assist in monitoring and evaluate compliance to the national and provincial quality programmes e.g norms and standards for the PHC and district hospital package of care. Provide advice on various aspects of quality care to the institution. Identify, facilitate and coordinate all QIP's. Assist in monitoring all quality improvements initiatives at the institution and disseminate information with regards to these practices. Monitor, evaluate and report on the delivery of quality care clinical care at institutional level including clinical care, waiting times and client experiences at institution and PHC facilities. Promote a quality assurance culture within the institution. Assist the development of appropriate intervention programmes which support the attainment of quality compassionate patient care.

ENQUIRIES

: Ms. Z.E Gumede Tel No: (034) 328 8137

APPLICATIONS

: All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940.

FOR ATTENTION

: The Recruitment Officer

NOTE

: This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. NOTE: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

CLOSING DATE

: 13 November 2020