

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

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

OTHER POSTS

<u>POST 02/124</u>	:	<u>HEAD CLINICAL DEPARTMENT (MEDICAL) GRADE 1 REF NO: GS 01/21</u> Component –Obstetrics and Gynaecology Re-Advertisement
<u>SALARY</u>	:	R2 161 416 per annum, (All inclusive package) excluding Commuted overtime (employee must meet the prescribed requirements)
<u>CENTRE</u>	:	Greys Hospital
<u>REQUIREMENTS</u>	:	A tertiary qualification (MBCHB);A qualification that allows for registration with the HPCSA as a Medical Specialist or a recognized Medical Sub-specialty; Proof of current registration with the HPCSA as a Medical Specialist or a recognized Medical Sub-specialty; Seven years' experience as a Medical Specialist after registration with HPCSA as a Medical Specialist or a recognized Medical Sub-specialty; and 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. Those candidates who previously applied for the post must re-apply. Recommendations: Experience as a Head Clinical Unit 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.
<u>DUTIES</u>	:	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
 : 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.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 01/21. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post evaluated by the South Africans qualifications authority (SAQA) and to provide proof of such qualification on application. Failure to comply will result in the application not being considered. Please note that candidates will not be reimbursed for S&T claims for attending interviews this department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all levels of all occupational categories in the Department).

CLOSING DATE

: 05 February 2020

POST 02/125

: **HEAD CLINICAL DEPARTMENT (MEDICAL) GRADE1 REF NO: GS 02/21**
 Component: Orthopaedics
 Re-Advertisement

SALARY

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

CENTRE

: Greys Hospital, Pietermaritzburg

REQUIREMENTS

: A tertiary qualification (MBCHB); A qualification that allows for registration with the HPCSA as a Medical Specialist or a recognized Medical Sub-specialty; Proof of current registration with the HPCSA as a Medical Specialist or a recognized Medical Sub-specialty; Seven years' experience as a Medical Specialist after registration with HPCSA as a Medical Specialist or a recognized Medical Sub-specialty; and 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. Those candidates who previously applied for the post must re-apply. Recommendations Experience as a Head Clinical Unit 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 02/21. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post evaluated by the South Africans qualifications authority (SAQA) and to provide proof of such qualification on application. Failure to comply will result in the application not being considered. Please note that candidates will not be reimbursed for S&T claims for attending interviews this department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all levels of all occupational categories in the Department)

CLOSING DATE

: 05 February 2020

POST 02/126

: **MEDICAL SPECIALIST (GRADE 1, 2 AND 3) REF NO: GS 67/20 (X2 POSTS)**
Component –Ophthalmology

SALARY

: Grade 1: R1 106 040 per annum, (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form
Grade 2: R1 264 623 per annum, (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form
Grade 3: R1 467 651 per annum (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form

CENTRE REQUIREMENTS

: Greys Hospital, Pietermaritzburg
: MBChB or equivalent, Specialist qualification in Ophthalmology or equivalent specialist qualifications. Current registration with the Health Professions Council of South Africa as a specialist in Ophthalmology. 1X post for general ophthalmology and 1X post for an ophthalmologist with experience in retinal surgery **Grade 1:** Experience: Not applicable; Registration with the HPCSA as a Medical Specialist. **Grade 2:** Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. **Grade 3:** Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Recommendations: Management and administration experience. Experience must include the training and supervision of registrars. Candidates involved with research will be at an advantage. Knowledge, skills, Experience and Competencies Advanced knowledge of ophthalmology care. Ability to work as part of a team. Knowledge of relevant Health and Labour legislation. Strong interpersonal and communication skills. Ability to prioritize issues and work related matters. Engage in own research and supervise research of registrars.

DUTIES

: Assistance in the provision of a quality cost effective and efficient 24 hour Ophthalmology service in keeping with Batho Pele Principles. Assist with the training and guidance of medical students, Interns, Medical Officers, Registrars, consultants, optometrists and other staff categories. Maintain accurate and appropriate health records in accordance with legal and ethical principles and ensure that junior staff complies with the above. Effective administration and governance of projects to improve the service. Development of skills in the department with regards to research and instruction.

ENQUIRIES APPLICATIONS

: Dr C Kruse Tel No: (033) 8973345
: 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: 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. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 67/20. 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. It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered. African Males are encouraged to apply.

- CLOSING DATE** : 05 February 2021
- POST 02/127** : **MEDICAL SPECIALIST REF NO: EPH 02/2021**
Cluster: KZN Department of Health
- SALARY** : Grade 1: R1 106 040 – R1 173 900 per annum (all-inclusive Package + commuted Overtime & 12% Inhospitable Allowance)
Grade 2: R1 264 623 – R1 342 230 per annum ((all-inclusive package + Commuted Overtime & 12% Inhospitable Allowance)
Grade 3: R1 467 651 - R1 834 890 per annum (all-inclusive Package + commuted Overtime & 12% Inhospitable Allowance)
- CENTRE REQUIREMENTS** : Ekuhlengeni Psychiatric Hospital
- REQUIREMENTS** : **Grade 1:** Senior Certificate or equivalent qualification, appropriate qualification in the health science –MBCHB Degree plus current and initial registration with the HPCSA, as Medical Specialist in the Psychiatric Specialty Foreign candidates require (1) year relevant experience after registration as a Medical Specialist with a recognized foreign Health Professional Council of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Senior Certificate or equivalent qualification, appropriate qualification in the health science –MBCHB plus 5years experience current registration with the HPCSA as Medical Specialist in the Psychiatric Specialty Foreign candidates require (6) year relevant experience after registration as a Medical Specialist with a recognized foreign Health Professional Council of whom it is not required to perform Community Service. Proof of experience endorsed and stamped by Human Resources (Certificate of service) **Grade 3:** Senior Certificate or equivalent qualification, appropriate qualification in the health science – MBCHB plus 10 years' experience current registration with the HPCSA, as Medical Specialist in the Psychiatric Specialty Foreign candidates require (11) year relevant experience after registration as a Medical Specialist with a recognized foreign Health Professional Council of whom it is not required to perform Community Service. Proof of experience endorsed and stamped by Human Resources (Certificate of service) Community Service experience is excluded Registration with HPCSA as a Medical Specialist (attach proof) Certificate of service must be attached Current registration with council must be attached Matric certificate must be attached Excludes a Public Service commuted overtime which may be payable subject to relevant approval Non-South African Applicants –Valid Work Permit in Conformance with HR Circulars 49/2008 obtainable from Government Department. Knowledge, Skill, Training & Competencies Required Grade 1, 2 OR 3 Knowledge of current health and services registration, regulation and policy including Medical ethics, epidemiology and statistics Good communication and leadership skills Decision making and clinical competency skills and knowledge essential Sound knowledge of procedures and protocols in psychiatric set up Sound knowledge of psychological, emotional and behavioural disorder Participate in on call roster Possess sound knowledge of Human resource Management Information management and quality assurance programs Have the ability to evaluate technologies and decide on the cost effective implementation thereof Ability and experience in teaching, research and administration. Key Performance Areas Render Psychiatric services in the hospital Ensure adherence to Professional Medical Standards Supervise and provide training to other Medical Officers, Interns and Nurses Coordinate Multi-disciplinary team Ensure that the environment complies with the Health and Safety Act, that the staff adhere to the safety precaution and that staff welfare is

maintained to attain optimal productivity. Formulate and manage protocols in accordance with departmental policies that will have a positive impact on the provision of services and ensure that the staff is aware of these Develop psychiatry services and provide clinical staff with expert advice and opinion with regard to mental health care Coordinate and support the mental outreach programme Implement fiscal control measures and guidance on quality assurance to comply with the set quality standards.

**ENQUIRIES
APPLICATIONS**

: Ms. N.S. Padayachee Tel No: (031) – 9054 777/6/5
: All applications should be forwarded to: The Human Resource Manager:
Ekuhlengeni Psychiatric Hospital: KZN Department of Health, P.O. BOX 3,
Umbogintwini, 4125 Or Hand delivered to: Off Old South Coast Road,
Umbogintwini.

**FOR ATTENTION
NOTE**

: Ms. GP. Cele
: 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. 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. First Preference Will Be Given African Female.

CLOSING DATE

: 05 February 2021

POST 02/128

: **MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 68/20**
Component: Internal Medicine

SALARY

: Grade 1: R821 205 per annum
Grade 2: R938 964 per annum
Grade 3: R1 089 693 per annum
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, plus commuted overtime which is subject to the needs of the department (Incumbent will have to sign the relevant contract form annually)

**CENTRE
REQUIREMENTS**

: Greys Hospital, Pietermaritzburg Complex
: MBCHB Degree Plus Current registration with the Health Professions Council of South Africa as an Independent Medical Practitioner by the time of appointment. Community services doctors may be considered provided they are registered as an Independent Medical Practitioner within a month of the closing date. **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as an independent 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 appropriate experience as a Medical Officer after registration with the HPCSA as an independent Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 3:** Experience: 10 years' experience after registration with the HPCSA as an independent Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Recommendations ACLS course completed (current valid certificate) Studying for, or successfully completed, Primary (Part 1) examinations in Internal Medicine. Knowledge, Skills, Training and

Competency Required: Sound clinical and patient management skills; human resource management; information management; quality assurance programs Current health and public service legislation, regulations and policy, and medical ethics.

DUTIES

: Medical care of patients: Level of care required – medical care appropriate to Grey’s Hospital, a tertiary and referral health facility; Sub-discipline rotations – terms of duty in any or all sub-disciplines of Internal Medicine will be required and will include Neurology, Dermatology and ICU, depending on the needs of the services; Overtime requirements – commuted overtime is mandatory if required by operational demands; Geographical limits – the post(s) will be based at Grey’s but you will be expected to perform duties at various health Facilities, which will include rotations at facilities within the Pietermaritzburg metropole (Edendale, Northdale and Greys Hospital). Outreach services to facilities in Area 2 may be required either regularly or from time to time. Administration and management: Supervise junior medical staff, including in clinical work, attendance, time management, conflict management etc; Service logistics – assist in administrative aspects of running the Department e.g. roster and rotation planning, clinical and Operational protocol development; Quality improvement – assists and participates in quality improvement, including audits Medico-legal matters – assist with medico-legal tasks such as medical reports for insurance claims, mortality and morbidity Analysis etc. Academic programme: Training - provide in-service training to staff or be a recipient of in-service training, as appropriate for a medical officer and to Meet the needs of the service; Teaching – participate in under-graduate and post-graduate training programmes (teaching, examinations, administration etc) as required by the programmes and appropriate for a medical officer; Academic activities – active participation in academic activities such as journal clubs, academic presentations etc. Research – participate in departmental research. Initiation and performance of research is optional but desirable.

ENQUIRIES

: Dr K Rasmussen Tel No: (033) – 897 3289

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.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. Lease 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 It is the applicant’s responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered.

CLOSING DATE

: 05 February 2021

POST 02/129

: **OPERATIONAL MANAGER NURSING PRIMARY HEALTH CARE REF NO: OM SIV01/2021 (X1 POST)**

Component: Sivananda PHC Clinic

SALARY

: R562 800 - R633 423 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) and Home Owner allowance (Employee must meet prescribed requirements)

CENTRE

: Inanda Community Health Centre

REQUIREMENTS

: Senior certificate/Grade 12Basic R425 qualification i.e. Diploma /Degree in General Nursing & Midwifery, Registration with South African Nursing Council as a Professional Nurse (PHC).One year post basic Diploma in PHC Care accredited with the South African Nursing Council. Experience: minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council, in General

Nursing. At least 5 years of the period above must be recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Certificate of service from previous employers is compulsory, which must be endorsed and signed by Human Resource Management. Knowledge, Skills, Attributes and Abilities Financial management, leadership, Organizational, decision making and problem solving skills. Knowledge of public service policies and other health related prescripts. Sound knowledge of code of conduct. Good interpersonal skills Human Resource Management and Labour relations Act. Knowledge of public service acts, regulations and policies. Knowledge and experience in implementation of Batho Pele principle's, patient's right charter and code of conduct. Knowledge of SANC rules and regulations.

DUTIES

: Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues, including more complex report writing when required. Ensuring provision of comprehensive PHC service according to DHS package. Supervision of all programmes using the standardized prescribed audit tools and ensures QIP's are developed and monitored. Ensure implementation of operational imperatives set by the District as per health policies and programmes. Ensure appropriate implementation of Batho Pele principles and proper complaint's management. Demonstrate a basic understanding of HR and financial policies and practices. Maintain inter-sectoral collaboration with other government structures through operation Sukuma Sakhe activities. Ensure that quality standards are implemented (norms and standards and ideal clinic realization). Work as part of multidisciplinary team to ensure good nursing standard. Demonstrate effective communication with patients, community and multidisciplinary team. Provide direct and indirect supervision of all staff within the institution. Participate in mortality and morbidity committee and ensure improvement in patient care. Ensure implementation of ethical and professional standards.

ENQUIRIES

: Mr. CM Ngubane Tel No: (031) 5190455

APPLICATIONS

: All application must be addressed to the Human Resource Manager and should be dropped at Inanda "C" CHC, C135 Umshado Road, Inanda 4309 or posted to Private bag X 04, Phoenix, 4080.

NOTE

: Directions to candidate: Application for Employment form (Z83) which is obtainable at any Government department or from website- www.kznhealth.gov.za. Updated Curriculum Vitae stating any experience relevant to the position. Certified copies of highest educational qualifications, ID and current SANC receipt – not copies of certified copies (Certification must be within six months). Certified copies of certificate of service endorsed by HR/Service record from persal system. The Post Reference Number must be indicated in the column provided on the form Z83, e.g. OM SIV01/2021 NB: Failure to comply with the above instruction will disqualify applicants. Persons with disabilities should feel free to apply. African Males are encouraged to apply. The appointment is subject to positive outcome obtained from the Following checks: security checks, credit checks, qualifications, citizenship and previous experience verifications. Please take note that due to the large number of applications anticipated, applications might not be acknowledged. Correspondence might be limited to short listed candidates only. If you do not hear from us within 3 months of the closing date, please accept that your application has been unsuccessful. Please note that due to financial constrains no S&T claims will be considered for payment to the candidates that are invited for interview and also no relocation expenses will be paid.

CLOSING DATE

: 05 February 2021

POST 02/130

: **OPERATIONAL MANAGER NURSING (PHC) REF NO: DANCHC 01/2021 (X1 POST)**

SALARY

: Grade 1: R562 800 – R633 432 per annum. Other Benefits 13th Cheque/ Service Bonus Medical Aid: Optional Housing allowance: Prescribed requirements to be met Inhospitable Allowance: 8%.

CENTRE REQUIREMENTS

: Emfundweni Clinic
 : Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC .Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 9 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. Experience: A minimum of 9 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with SANC in

General Nursing, at least 5 years of the period referred to above must be appropriate / recognisable experience after obtaining the one year post basic qualification in Primary Health Care. NB: Applicants are required to submit proof of current and previous work experience/ Certificate of Service endorsed and stamped by Human Resources. Knowledge, Skills, Training And Competencies Required For The Post Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as Nursing Acts, Health Act, Occupational Health and Safety Act, Batho Pele principles, public service Regulations, Patient's Rights Charter, Labour Relations etc. Disciplinary code and Procedure, Grievance Procedure, Human Resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Leadership, organisational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programmes.

DUTIES

: Provision of optimal, holistic specialised nursing care with set standards and within a professional /legal framework. Participate in the implementation of the nursing plan (Clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (Quality of 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. Provide direct and indirect supervision of all nursing staff/ housekeeping staff and give guidance. Ensure continuity of patient care on all levels e.g. work book, handover rounds. Ensure effective utilisation of human resources; material and physical resources efficiently and effectively. Render health services in the community by implementing Community Oriented Primary care.

ENQUIRIES

: Mrs M Ntseki Tel No: (034) 621 6119

APPLICATIONS

: All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080.

**FOR ATTENTION
NOTE**

: Mrs DBP Buthelezi

: Applications must be submitted on the prescribed application for employment form (z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of 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. Preference will be given to African Male. 05 February 2021

CLOSING DATE

: 05 February 2021

POST 02/131

: **OPERATIONAL MANAGER (SPECIALTY ADVANCED MIDWIFERY) REF NO: OM 01/OSI/2021 (X1 POST)**
Component: Osindisweni District Hospital – Labour Unit

SALARY

: Grade 1: R562 800 per annum. Other Benefits: 8% of basic salary Rural Allowances, (13th Cheque), Plus Housing Allowance – employees must meet prescribed requirements, Plus Medical Aid optional.

**CENTRE
REQUIREMENTS**

: Osindisweni District Hospital, Verulam
: Minimum Requirements: Grade12 (Standard 10),Basic R425 qualification (i.e. Degree/Diploma) in nursing or equivalent qualification that allows registration with the South African Nursing Council(SANC) as a Professional Nurse PLUS,

		Minimum of 9 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing, One (1) year Post Basic qualification in Diploma in Advance Midwifery & Neonatal Nursing Science, At least 7 years of the period referred to above must be appropriate recognizable experience in the specific specialty after registration in the specific specialty, Proof of current year registration with SANC, Proof of work experience (Certificate of Service) from previous and current employer endorsed and stamped by HR must be attached. Recommendation: Proof of Computer literacy. Degree/Diploma in Nursing Management.
<u>DUTIES</u>	:	Coordination of optimal, holistic specialized nursing care within set standard and professional/legal framework. Ensure accurate and reliable statistics and report generated through the information management section. Monitor and evaluate the effectiveness of nursing staff development practices in the hospital against set standards with view to identify and address problem areas timeously. Ensure the effective efficient and economical use of all allocated resources, including human resources. Provision of the support to nursing service. Coordinate of the provision of effective training and research. Maintain professional growth/ethnicity standard and self-development. Participate in all initiatives with an aim to achieve quality service provision. Ensure that units comply with National Core-Standards, Batho-Pele principles to meet needs and demands of the clients. Strengthen implementation of MCWH programme as per National guidelines. Participate in PPIP Programme. Assist with perinatal mortality review meetings.
<u>ENQUIRIES</u>	:	Ms. P.P Thusi (Deputy Nursing Manager): Tel No: (032) 541 9231/9272
<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Chief Executive Officer, Osindisweni District Hospital, Private Bag X15, Verulam, 4340.
<u>NOTE</u>	:	The Employment Equity Target is an African Male and people with disabilities are also welcome to apply.
<u>CLOSING DATE</u>	:	05 February 2021
<u>POST 02/132</u>	:	<u>ASSISTANT MANAGER: NURSING (GENERAL): M & E REF NO: OTH CHC 01/2021 (X1 POST)</u>
<u>SALARY</u>	:	R562 800 per annum. Other Benefits: 12% Rural Allowance of Basic Salary, Medical aid (optional) and housing allowance (employee must meet prescribed requirements)
<u>CENTRE</u>	:	Othobothini Community Health Centre (Jozini)
<u>REQUIREMENTS</u>	:	Matric / Grade 12. Basic R425 qualification (i.e. diploma/degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse). Proof of current registration with SANC (2021). A minimum of 8 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Recommendations: Degree/Diploma in Nursing Administration/ Management. A valid driver's license. Proof of Computer Literacy (Ms Word, Excel, PowerPoint and Outlook) Knowledge, Skills, Training and Competencies Required: Knowledge and understanding of legislative framework governing the public service including knowledge of HR and Finance policies and practices. Good communication, report writing and facilitation skills. Ability to work in a multidisciplinary team setting and maintaining meaningful relationship with a diverse community. Ability to plan and organize own work time, and that of supervised personnel. Planning, coordinating and organising skills. Conflict Management and negotiation skills. Leader skills and problem solving and skills.
<u>DUTIES</u>	:	Co-ordinate the development of service delivery operational and improvement plans for facility and attached clinics. Implement, monitor and evaluate early warning system on the implementation of institutional plans. Manage, supervise and oversee Data Management, Quality Assurance and Infection Prevention and Control programs in the institution and attached clinics. Coordinate the development, compilation and alignment of all institutional plans with the District Health Plan. Oversee the development, implementation and maintenance of a reliable and accurate information management system in line with Departmental policy and system imperatives. Ensure that the facility meets deadlines of reporting by compiling and submitting institutional reports on time. Actively monitor and evaluate the performance of institutional performance, compile reports on deviation and inform management timeously. Coordinate the formulation and functioning of all clinical governance committees. Actively drive quality assurance and service excellence initiatives and ensure implementation of the total quality management framework. Coordinate staff training and updates on quality health care initiatives of

		ensuring service excellence. Kindly attach certificate of Service/ Proof of work experience endorsed by HR.
<u>ENQUIRIES</u>	:	Mr. R.S.M Ngcobo Tel No: (066) 383 0886
<u>APPLICATIONS</u>	:	Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.
<u>NOTE</u>	:	Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za . Certified copies of ID, Std 10 certificate, educational qualifications, and certificate of service / proof of experience signed by HR office must be submitted together with your CV. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful, Employment Equity Target: African Male.
<u>CLOSING DATE</u>	:	05 February 2021
<u>POST 02/133</u>	:	<u>OPERATIONAL MANAGER: SPECIALTY REF NO: HRM 01/2021 (X1 POST)</u> Directorate: Dept. of Paediatrics
<u>SALARY</u>	:	Grade 1: R562 800 – R633 432 per annum. Other Benefits: Medical Aid (optional), housing allowance: employee must meet prescribed requirements
<u>CENTRE</u>	:	King Edward VIII Hospital (KEH)
<u>REQUIREMENTS</u>	:	Senior certificate(Grade 12), degree/Diploma in General Nursing Science and Child Nursing Science, proof of current registration with South African Nursing Council as Professional nurse and a midwife, current Registration as an Orthopedic Nurse, minimum of 10 years appropriate/recognizable experience as a Professional Nurse after registration as Professional nurse. At least 5 years of this period must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in advanced midwifery and neonatal nursing science, proof of previous and current experience (certificate of service) and stamped by HR must be attached Recommendations: computer literacy Knowledge, Skills, Training And Competencies Required: Demonstrate an indept understanding of Nursing Legislation and related legal and ethical Nursing practices Knowledge and experience of public serive policies, acts and regulations Sound working knowledge, negotiations, interpersonal and problem solving skills. Good verbal and written communication skills. Sound working knowledge of nursing management in a trauma unit, at least five years of experience Knowledge of labour relations and disciplinary procedures.
<u>DUTIES</u>	:	Co-ordination of optimal, holistic specialized nursing care provided within the set standard. Professional Legal Framework plan/organize and monitor the objectives of the specialized unit in consultant with supervises, provide a therapeutic environment for staff, patients and public, provide a comprehensive quality nursing care and be a member of the multidisciplinary team according to the identified needs of the patient, based on scientific principles, delegate duties and support staff in the execution of patient based on scientific principles, delegate duties and support staff in the execution of patient care delivery, provide direct and indirect supervision of all nursing and housekeeping staff and give guidance, ensure continuity of patient care at all levels, liaise and communicate with multidisciplinary team as well as other departments within the hospital during operational meetings with nursing supervisor and supervisee's, effective management resources ie human and material resources, coordination of provision of effective training and research plan for provision orientation induction and mentoring of all new staff in your unit plan and co-ordinate training and promote learning opportunities for all nursing categories, provision of effective support to Nursing services by provision of relief duties to the senior staff members, Maintain professional growth ethical standards and self-development, maintain professional ethics through knowledge and skill on management of all obstetrical emergencies, Maintain professional ethics through knowledge and skills on management of all obstetrical emergencies, ensure that all priority programs are implemented and monitored, ensure that perinatal meetings to evaluate quality of care are implemented at all times.
<u>ENQUIRIES</u>	:	Mrs NP Ngcobo Tel No: 031 360 3026
<u>APPLICATIONS</u>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.

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

CLOSING DATE : 05 February 2021

POST 02/134 : **OPERATIONAL MANAGER NURSING (SPECIALITY)-ADVANCED MIDWIFERY AND NEONATOLOGY REF NO: EB 1/2021 (X1 POST)**

SALARY : R562 800 – R633 432 per annum. Additional Benefits: 13th Cheque, Medical Aid (optional), home owners allowance (employees must meet prescribed requirements)

CENTRE : East Boom Community Health Centre
REQUIREMENTS : Matric (Senior certificate), Diploma/degree in Nursing or equivalent qualification that allows registration with the SANC as a professional Nurse and Midwife/Accoucher. A post-basic nursing qualification in Advanced Midwifery/Accoucher and Neonatology Nursing Science with a duration of at least 1 year accredited with the SANC. Minimum of 9 years appropriate experience in nursing after registration as professional nurse with SANC in General Nursing and midwifery. At least 5 years of the period referred to above must be appropriate recognizable experience after obtaining the one year post basic qualification in the relevant speciality. Current registration with SANC (2021). Proof of previous and current work experience (Service record) endorsed and stamped by HR Recommendation: At least 3 years of experience in a supervisor's capacity will be an advantage Knowledge, Skills, Trainings And Competencies Required: Knowledge of public service Policies, Acts and Regulations. Knowledge of SANCA Rules and Regulation. Sound knowledge of scope of practice. Good communication, leadership, interpersonal and problem solving skills. Knowledge of Code of Conduct and Labour Relations Acts. Ability to function well within a team. Conflict management and negotiation skills. Decision making and problem solving skills. Skills in organizing, planning and supervising. Knowledge of Batho Pele Principles and Patient Rights Charter.

DUTIES : Ability to provide professional leadership. Coordinate optimal, holistic and specialized nursing care provided within the set standards and a professional/legal framework. Provision of Quality Nursing Care through the implementation of Standards, Policies and Procedures coupled with supervision and monitoring the implementation thereof. To develop and ensure implementation of Nursing Care Plans. To participate in Quality Improvement Programs and Clinical Audits. Attend Mortality meetings monthly and ensure that avoidable factors are addressed. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients' Rights Chapter principles. Provide a safe, therapeutic environment as laid down by the Nursing Act. Occupational Health and Safety and all other applicable prescripts. Ensure ongoing education and in-service training of EMTCT, BFHI and ESMOE. Ensure the use of Maternal and Child updated protocols and guidelines. Implements of standards, practices and indicators for maternal and child health care and CARMA. Improve availability of PMTCT. Maintain accurate and complete patient records according to legal requirements. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and Labour relations issues according to laid down policies and procedures. Manage and supervise effective utilization of all resources e.g. Human, financial, material etc. Monitor and control the procurement, utilization and maintenance of equipment (and its accessories) needed for maternity ward. Implement 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. Participate and ensure implementation of National Core Standards, National Health Priorities, Quality Improvement Initiatives including National Priority Program Plans.

ENQUIRIES : Mrs. S. Gopichand Tel No: (033) 2644902
APPLICATIONS : To be submitted, East Boom CHC Private Bag X4018, Willowton, Pietermaritzburg 3201.
FOR ATTENTION : Mr. S Ngcobo
NOTE : Employment Equity Target for this post is: African Male
CLOSING DATE : 05 February 2021

POST 02/135 : **CHIEF SPEECH THERAPIST REF NO: HRM 04/2021 (X1 POST)**
Directorate: Speech Therapy Dept

SALARY : Grade 1: R466 199 – R517 326 per annum. Other Benefits: medical aid (optional), housing allowance: employee must meet prescribed requirements
CENTRE : King Edward VIII Hospital (KEH)
REQUIREMENTS : Matric/Senior Certificate or equivalent qualification PLUS Degree in Speech Therapy Registration certificate with HPCSA as an Independent Speech Therapist PLUS Current annual registration with HPCSA 2020/2021 Minimum three years clinical experience after registration with HPCSA as an independent Speech Therapist. Recommendation: Computer Literacy, Neurodevelopment training or experience in working with children with neurodevelopment impairment, Driver's License. Knowledge, Skills, Training and Competencies Required: Sound knowledge of the work processes and procedures in Speech Therapy, Ability to conduct detailed assessments in all age groups, Sound knowledge of hospital policy on management and budget, Good communication and interpersonal skills and ability to perform within in a multidisciplinary team.

DUTIES : Provision of high quality diagnostic assessment and treatment in pediatrics and adult patients in accordance with presenting pathology, Maintain updated records on all patient interventions, Liaise with other stake holders to ensure holistic patient management, Provide in service training to staff and colleagues, Assist with overall management of the department's budget, Writing and compiling of medico-legal reports, Supervise junior staff within the department, Supervise both Audiology and Speech Therapy departments.

ENQUIRIES : Dr. N. Khuzwayo Tel No: 031 360 3460
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.

NOTE : This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

CLOSING DATE : 05 February 2021

POST 02/136 : **CLINICAL PROGRAMME CO-ORDINATOR (QUALITY ASSURANCE) – REF NO: TURT CHC 16/2020**

SALARY : R444 276 per annum
CENTRE : Turton Community Health Centre
REQUIREMENTS : Standard 10/ Grade 12 Certificate; Degree /National Diploma in General Nursing /Equivalent Qualification that allows registration with SANC as a Professional Nurse and Midwife; Current registration with the South African Nursing Council (SANC) as a professional Nurse and Midwife; A Minimum of seven (7) years appropriate /recognizable experience in nursing health care after registration as Professional Nurse-Independent Practice with the SANC; Certificate of service endorsed by Human Resources for all previous and current relevant experience must be attached, Computer Literacy (attach certificate). Recommendation: A valid code 8 driver's license; Working knowledge of health policies and current public service and health related legislation; In depth knowledge of nursing care procedures, nursing statutes and other relevant legal frameworks, such as Nursing Act, Provincial Health Act 2000, Patients' Rights Charter, Batho Pele Principles and Occupational Health and Safety Act; Good Management and analytical skills; Good communication, leadership and interpersonal skills; Ability to work in a

multidisciplinary team; Practical experience in Quality Assurance and Accreditation.

DUTIES : Ensure the Implementation of National Core Standard Assessments and Ideal Clinic Idealization; Ensure the Management of Complaints and Patient Safety Incidents; Provide support to the management team to ensure that the high standard of services is provided to both Turton CHC and its affiliated Clinics; To ensure that all departments and clinics are provided with quality management guidelines, protocols and that all these are implemented; Develop budget plan for the unit and exercise control over utilization of such a budget; Provide management and supervisors with up to date quality management information and updates; Ensure Develop and promote quality assurance culture within the Institution; Plan, ensure implementation of and evaluate, maintain control and co-ordinate activities of the quality assurance department in the Institution; Facilitate formation of quality assurance committees and ensure effective functioning of these committees and that all staff participates in quality assurance programmes; Ensure that quality improvement programmes are initiated and implemented in order to address shortcomings and non-compliance issues; Maintain accurate reports and records of quality assessments and ensure timeous interventions on non-compliance; Compile and submit monthly reports to the Hospital Manager; Provide on-going feedback to senior management and heads of departments; Assist with motivation of institutional personnel through positive reinforcement; Liaise with COHSASA and District Quality Assurance Department and validate results for District Quality Assurance assessments / COHSASA that relevant policies are reviewed and implemented.

ENQUIRIES : Dr Z.M. Bikitsa Tel No: (039) – 972 8176

APPLICATIONS : Application to be forward to: The Assistant Director: HRM, Turton Community Health Centre, Private Bag X07, Hibberdene, 4220

FOR ATTENTION : Miss S. Pillay

CLOSING DATE : 05 February 2021

POST 02/137 : **OPERATIONAL MANAGER NURSING GR 1 REF NO: GS 66/20 (X1 POST)**
(General)
Component: Nursing: Out Patients Department

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 Certificate Of Service Endorsed By Hr Must Be Attached Recommendations 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 in organizing, planning and supervising Knowledge of Batho Pele Principles and Patients' Rights Charter 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

DUTIES :

		Health Priorities, Quality Improvement initiatives including national priority program plans.
<u>ENQUIRIES</u>	:	Mrs KT Mckenzie Tel No: (033) – 897 3331
<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
<u>FOR ATTENTION</u>	:	Mrs. M. Chandulal
<u>NOTE</u>	:	Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies.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 66/20. 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 It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered. African Males are encouraged to apply
<u>CLOSING DATE</u>	:	05 February 2021
<u>POST 02/138</u>	:	<u>CLINICAL PROGRAMME CO-ORDINATOR- (OHS) GRADE 1 REF NO: ILE 06/2020 (X1 POST)</u> Component: Ile: Div: District Hr Plan & Organ Improvement
<u>SALARY</u>	:	R444 276 per annum. Benefits: 13 th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
<u>CENTRE</u>	:	Ilembe Health District Office
<u>REQUIREMENTS</u>	:	Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), B. Degree or National Diploma in General nurse & midwifery/ Accoucheur, Current registration with SANC as General Nurse and midwifery /Accoucheur,a minimum of 7 years appropriate/recognizable nursing experience after registration as Professional Nurse. Valid Driver's License (code 08).NB: Proof of previous and current work experience endorsed and stamped by HR Office must be attached. Recommendations: Diploma in Occupational Health and Safety. Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills,co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.
<u>DUTIES</u>	:	Conduct periodic institutional inspections to ensure that practices are in line with occupational health and safety policy and protocols. Co-ordinate the employee health and wellness programmes in the District. Investigate and resolve public complaints and incidents relating to the compromising of occupational health standards and institute remedial action. Institute and support occupational health and safety committees inclusive of on-site training in correct practices. Conduct risk and assessment and hazard identification in institutions within Ilembe Health District. Coordinate the reporting on all staff infected with Covid 19 Ensure the successful implementation of Employee Assistance Services in the District Office and KwaDukuza Sub-District Clinics. Provide support to the Occupational Health and Safety Officers in the whole district. Ensuring the conducting of medical surveillances on exits and appointments in the District Office as well as in all the institutions within the District I Lembe.
<u>ENQUIRIES</u>	:	Mr. R. Phahla (Deputy Director: HRMS) Tel No: 032 – 437 3500
<u>APPLICATIONS</u>	:	Should Be Forwarded To: The District Director: Human Resource Management Services, I Lembe Health District Office, Private Bag X10620 KwaDukuza 4450

OR Hand delivered to: 1 on 1 King Shaka Street, Kinga Shaka Centre, KwaDukuza, 4450

NOTE

: Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ILE/01/2019.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC).Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Persons with disabilities should feel free to apply for any of the advertised posts. 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 Reserves the Right to or not to make appointment(s) to the advertised post(s). 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.This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.

CLOSING DATE

: 12 February 2021

POST 02/139

: **CLINICAL NURSE PRACTITIONER (PHC OUTREACH TEAM) REF NO: MPU 01/2020 (01 POST)**
Component: Mpumelelo Clinic

SALARY

: Grade 1: R383 226 per annum Plus 8% rural allowance
Grade 2: R471 333 per annum Plus 8% rural allowance
Benefits 13th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
Ilembe Health District Office

CENTRE REQUIREMENTS

: **Grade1-** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. **Grade 2 -** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC),Current registration with SANC as General Nurse and Midwifery, plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC).A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Knowledge, skills and competencies: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skill, Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies. NB: Proof of previous and current work experience endorsed and stamped by HR Office must be attached.

DUTIES : Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping of basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of 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. Supervision of patients' reports and intervention, 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. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Support the realization and maintenance of Ideal Clinic Programme in the facility. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net. Assist with capturing patients on patient registration (HPRS) system. Support the realization and maintenance of Ideal Clinic Programme in the facility. Coordinate and manage the provision of the services to manage COVID 19 pandemic.

ENQUIRIES : Mr. AP Kakhani (PHC Supervisor) Tel No: (032) - 5513686
APPLICATIONS : Should Be Forwarded To: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620 KwaDukuza 4450 OR Hand delivered to: 1 on 1 King Shaka Street, Kinga Shaka Centre, KwaDukuza, 4450

NOTE : Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ILE/01/2019.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC).Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Persons with disabilities should feel free to apply for any of the advertised posts. 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 Reserves the Right to or not to make appointment(s) to the advertised post(s). 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.This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.

CLOSING DATE : 12 February 2021

POST 02/140 : **CLINICAL NURSE PRACTITIONER REF NO: SAHWEZA 10/2020 (X1 POST)**
Re-Advertisement

SALARY : Grade 1: R383 226.per annum
Grade 2: R471 333.per annum

**CENTRE
REQUIREMENTS**

Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
ST Andrew's Hospital: Pisgah Clinic
Senior Certificate. Degree/Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. **Grade 2:** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Skills: Knowledge of nursing care and processes and procedures, Basic knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills, Team building and cross cultural awareness.

DUTIES

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

**ENQUIRIES
APPLICATIONS**

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

**FOR ATTENTION
NOTE
CLOSING DATE**

Human Resource Manager
People with disability and African male are encouraged to apply
05 February 2021

POST 02/141

ASSISTANT DIRECTOR: FRAUD RISK MANAGEMENT REF NO: G13/2021
(3 Years Fixed Term Performance Based Contract)
Cluster: Risk Assurance Management Services

SALARY

R376 596 per annum (Level 09). Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements.

**CENTRE
REQUIREMENTS**

Head Office: Pietermaritzburg
For The Above Post:- An appropriate Bachelor's Degree/National Diploma in Auditing/Accounting/Risk Management; PLUS A minimum of three (3) years operational experience in an Investigative/ Internal Audit/ Auditing/ Risk Management environment; PLUS Unendorsed valid Code B driver's licence (Code 08). Recommendations:- Training programmes and/or experience in Risk Management, Criminal Investigations, Criminal Justice and Forensic Auditing, Investigative and Forensic Accounting, Presentation Skills and Transversal Administration System (PERSAL, BAS, etc) will serve as a recommendation. Registration with the relevant professional body will be an advantage. Knowledge, Skills, Training and Competencies required:-The incumbents of these posts will report to the Deputy Director: Fraud Risk Management, and will be responsible to ensure effective and efficient Fraud Risk Management in the Department, and as such the ideal candidate must:- Possess sound knowledge of Criminal Procedure Act, Prevention and Combating of Corrupt Activities Act and the Justice System. Possess sound knowledge of the Public Finance Management Act, Treasury Regulations and Public Service Act and Regulations. Have the ability to deal with work pressure and threats within a stressful environment. Have the ability to liaise with private and state law enforcement agencies. Possess strong interpersonal, communication and presentation skills. Have the ability to liaise effectively with the Office of the Auditor General and Finance Division within the Department. Have the ability to manage the audit processes in terms of the Standards issued by the Institute of Internal Auditors. Have an in-depth understanding of

public procurement processes and prescripts PFMA, PPPFA, relevant Regulations and Guidelines etc). Have good communication skills (both verbal and written). Have knowledge of internal auditing and/or risk management. Proven initiative, decisiveness, dedication and the ability to acquire new knowledge swiftly. Be computer literate with proficiency in MS Word Software Applications. Interviewing Techniques, Planning and organisation, Project management, Presentation skills and Report writing skills.

DUTIES

: Assist in the development and implementation of policies and procedures in the interests of the Protected Disclosure Act, 2000 and Prevention and Combating of Corrupt Activities Act, (12 of 2004) as it relates to public servants. Identify and investigate instances of fraud, theft corruption and maladministration etc, enabling the Accounting Officer and Line Managers to make sound and well- informed decision on appropriate action to be taken. Liaise with role –players in the investigative environment to ensure that “crime intelligence“ is shared, the activities of crime syndicated operating across departmental boundaries are timeously identified, and activities synchronised to protect the interest of the State. Assist in managing advocacy campaigns to promote the disclosure of information pertaining to incidents of fraud, corruption, theft and maladministration in the department. Assist in the compilation of fraud prevention coverage plan and three year rolling implementation plan for the department, for review by the Director and obtain approval by the Accounting Officer. Assist in the management of a long-term strategic risk based fraud prevention plan based on sub unit specific risk management strategies. The strategic plan should be based on a formalised plan to address the risk identified by risk assessments of the department. Assist in the development and implementation of a risk based audit strategy. Ensure that audit findings are appropriately reported and that the required action is undertaken. Ensure that fraud awareness and all fraud risk assessments conducted in terms of the fraud prevention implementation plan are properly scoped, planned, appropriately resourced and executed through close liaison with department managers. 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.

**ENQUIRIES
APPLICATIONS**

: Miss T C Mngqithi Tel No: (033) 328 4004
: All applications 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 Langanalibalele Street, Natalia Building, Registry, Minus 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

: 05 February 2021

POST 02/142

: **ASSISTANT DIRECTOR: SYSTEMS REF NO: EPH 01/2021**
Cluster: KZN Department of Health

SALARY

: R376 596 – R443 601 per annum. 13th Cheque Medical aid (optional) Housing allowance (employee must meet prescribed requirements)

**CENTRE
REQUIREMENTS**

: Ekuhlengeni Psychiatric Hospital
: Matric /Grade 12, Diploma / Degree in Public Management Administration plus 3Years Supervisory experience in Systems Department. And a valid code EB Driver's license NB: Certificate of service from previous employer is

DUTIES

compulsory; please include verification of employment from current employer, which must be endorsed by Human Resource Management

: Monitor the provision of all catering services and facilities by in-service in order to ensure adherence and highest level of quality. Manage the following areas to ensure optimal usage and cost effectiveness: Auxiliary services, Safety and Waste Management, Patient Records Administration, Mortuary Services, General Registry and Porter Services, Telecommunication, Transport, Laundry Service, Cleaning and Ground and Security Service. Implement and monitor effective hospital policies, protocols, practices within the day to day operational areas. Ensure compliance with all statutory regulations and by laws. Provide technical advice to the management team in respect of operations. Ensure that standby and emergency facilities are properly maintained. Ensure that an effective, up to date disaster and major incident management plan is maintained. Contribute as a member of a multidisciplinary team towards the effective management of the Hospital. Ensure effective co-ordination, management and quality of work of all functional components of systems department within the hospital. Analyze alternatives for performing needed work including contracting out services and evaluate and recommend procedures/practices to improve operational efficiency. Ensure the effective, efficient and economical utilization of resources allocated to the institution including development of staff. Oversee the provisioning of all service provided by private companies to ensure compliance with service level agreement. Ensure the safety program requirements are adhered to by staff. Implement and monitor implementation of hospital policies, protocols and practices in all areas. Conduct risk and security analysis to inform the development of institutional risk management plan.

**ENQUIRIES
APPLICATIONS**

: Ms NS Padayachee Tel No: (031) 9054 777/6/5

: All applications should be forwarded to: The Human Resource Manager: Ekuhlengeni Psychiatric Hospital: KZN Department of Health, P.O. BOX 3, Umbogintwini, 4125 OR Hand delivered to: Off Old South Coast Road, Umbogintwini.

**FOR ATTENTION
NOTE**

: Ms. GP. Cele

: 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. 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 **NB:** Preference Will Be Given African Male

CLOSING DATE

: 05 February 2021