

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

*It is the Department's intension to promote equity (race, gender and disability) through the filing of this post with a candidate whose transfer /promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.*

**ERRATUM:** Kindly note that the post of Deputy Director: Finance (X1 Post) with Ref No: HRM 11/2021 (**For KING EDWARD VIII HOSPITAL**) advertised in the Public Service Vacancy Circular 07 dated 26 February 2021, The Requirements have additional information: Numeracy skills, Accounting skills, Computer Literacy skills, English Language skills, Project Management skills, Operational Planning Skills, and People Management skills, the closing date has been extended to 12 March 2021.

**OTHER POSTS**

<b><u>POST 08/224</u></b>	:	<b><u>HEAD CLINICAL UNIT- ORTHOPAEDICS REF NO: RKK HCU 01/2021 (X1 POST)</u></b>
<b><u>SALAEY</u></b>	:	R1 728 807 per annum. All-inclusive salary package (commuted overtime is compulsory).
<b><u>CENTRE REQUIREMENTS</u></b>	:	R K Khan Hospital – Orthopaedics Tertiary qualification MBCHB or equivalent plus, Current registration with Health Professions Council of South Africa as a Medical Specialist in Orthopaedics. At least 3 years appropriate post registration experience as a Specialist in Orthopaedics. At least 2 years management and administrative experience. Experience in Paediatrics, Trauma and General Orthopaedics. Proven management ability, sound communication, negotiation, planning, leadership, decision making and interpersonal skills. Knowledge of legislative prescripts governing the public sector, including Labour Relations, Human Resources and Finance Management. Computer literate. Conflict resolution and problem solving skills. Management of diversity in the workplace. Presentation skills Ability to communicate at all levels.
<b><u>DUTIES</u></b>	:	Overall charge ship of the Department of Orthopaedics at R. K Khan Hospital Control and management of clinical services as delegated; including providing clinical services to patients. Maintain satisfactory clinical, professional and ethical standards related to the services. To provide effective and efficient specialist consultant care at regional level within the scope of acceptable and up to date practices in order to contribute to optimal health care. Supervision of and effective utilization of medical staff in these areas. Develop systems and protocols in collaboration with Heads of clinical departments to ensure timeous and effective management of referred patients. Participate in Morbidity and Moortality audits and submit monthly reports to Hospital Manager. Conduct, assist in, and stimulate research. Participate in the undergraduate and post graduate departmental teaching programme.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr. B. Madlala Tel No: (031) 459 6410 Human Resource Department, R K Khan Hospital Private Bag x 004 Chatsworth, 4030 or Hand delivered to R K Khan Hospital Human Resource Department Ground floor Recruitment Officer Room no. 35
<b><u>FOR ATTENTION NOTE</u></b>	:	Human Resource Manager Applications should be submitted on form Z83 from any Public Service. Department Human Resource Department OR from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> Certified copies of ID, Matric, highest educational qualifications and HPCSA registration – not copies of certified copies. Current registration with HPCSA 2019. Updated Curriculum Vitae. Certified copy of certificates of service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2019. Faxed documents will not be accepted. <b>NB:</b> Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. Due to financial

constraints no S & T or relocation costs will be paid for attending interviews. NB: Relocation Is at Your Own Cost Due To Financial Constraints- No S&T Claims or relocation cost to be paid.

- CLOSING DATE** : 31 March 2021 16:00 afternoon
- POST 08/225** : **SPECIALIST: GRADE 1, 2 OR 3 – (ANAESTHESIA AND ICU) REF NO: PSH 13/21 (X1 POST)**
- SALARY** : Grade 1: R1 106 040 – R1 173 900 per annum  
Grade 2: R1 264 623 - R1 342 230 per annum  
Grade 3: R1 467 651 – R1 834 890 per annum  
The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions applies)
- CENTRE REQUIREMENTS** : Port Shepstone Hospital  
: Senior certificate, MBChB degree. An appropriate qualification that allow registration with HPCSA as a Medical Specialist. Current HPCSA Registration card 2020 /2021. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist in ICU. In the event that a candidate who is eligible for subspecialist registration has not received their registration and is successful in his/her application for the post, the appointment will be as a specialist at their current salary level. Proof of current registration certificate with the HPCSA as a Specialist Anaesthetist. The successful candidate must reside within the Ugu District. N.B.: (Proof of experience and / or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience). **Grade 1:** No Experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist **Grade 2** Minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist Proof of experience endorsed and stamped by Human Resource Office must be attached to the application. **Grade 3** Minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist Proof of experience endorsed and stamped by Human Resource Office must be attached to the application Knowledge, Skills and Experience Sound clinical knowledge and experience of procedures and protocols in ICU. Good verbal and written communication skills, leadership and interpersonal skills. Cross cultural awareness. Sound teaching and supervisory abilities. A concern for excellence, ethics and quality care. The ability to function in a multi-disciplinary team. Knowledge of current Health and Public Service Legislation, regulations and Policies. Sound supervisory and leadership skills. Ability to function as a part of multi-disciplinary team. Ability in Program planning, implementation and evaluation. Specialist knowledge of the clinical principles and procedures relating to Anaesthesia. Broad clinical experience, including good knowledge of Intensive Care Good communication and interpersonal skills.
- DUTIES** : Ensure an optimal Anaesthesia and ICU service. Assist the Head: Clinical Unit in the development of management protocols / policies for the department. Provide Anaesthesia and ICU clinical care and oversight as expected of a specialist in the field. Assist with quality improvement imperatives including clinical audits (morbidity and mortality reporting and reviewing, clinical documentation audits etc.) and continuous professional development activities. Training of registrars, junior doctors, interns, nurses and colleagues and promote on-going staff development in accordance with individual and departmental needs. Maintain satisfactory clinical, professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes of the district. Supervise, teach and assess interns and medical students. Performance of overtime duties (including a shift work roster) is a requirement.
- ENQUIRIES APPLICATIONS** : Dr P B Dlamini or Dr VL Moses Tel No: (039) 688 6000  
: should be submitted for attention: Human Resource Manager, Port Shepstone Regional Hospital, P/Bag X 5706, Port Shepstone, 4240.
- FOR ATTENTION** : Mr. ZM Zulu

**NOTE** : Directions To Candidates: Application for employment (Z83). Certified copy of Identity document. Certified copy of Matric, MBChB qualification. Certified copy of Specialist qualification/equivalent. Certified copy of HPCSA Registration as a Specialist. Proof of payment of HPCSA annual fees or relevant Certificate. Detailed Curriculum vitae. NB: Application form (Z83) and C.V. with certified copies of ID, educational qualifications. Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verification

**CLOSING DATE** : 19 March 2021 at 16h00

**POST 08/226** : **MEDICAL SPECIALIST GRADE 1/2/3: INTERNAL MEDICINE DEPARTMENT REF NO: MED 06/2021 (X1 POST)**

**SALARY** : Grade 1: R1 106 040 – R1 173 900 per annum (All-inclusive remuneration package)  
Grade 2: R1 264 623 - R1 342 230 per annum (All-inclusive remuneration package)  
Grade 3: R1 467 651 – R1 834 890 per annum (All-inclusive remuneration package)  
Plus 18% Inhospitable Area Allowance, Commuted Overtime, Medical Aid: Optional (Employee must meet Prescribed Requirements)

**CENTRE REQUIREMENTS** : Edendale Hospital  
: Grade 12 Certificate, MBCHB OR equivalent qualification, Registration certificate with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine, Current practice with the HPCSA as a Medical Specialist (2020-2021). Experience: **Grade1:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Foreign candidates require 1 year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade2:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. 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. A certificate of service obtained from the HR Department must be attached. **Grade3:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. A certificate of service obtained from the HR Department must be attached. Sound knowledge of general internal medicine, including relevant technical skills and diagnostic procedures. Strong interpersonal skills to lead and coordinate multi-disciplinary patient care. Management and administrative skills.

**DUTIES** : Clinical care: Management of medical inpatients, outpatients and emergencies. Scholarship: On-going medical education and professional development, including participating in academic meetings, developing and implementing research projects, and teaching undergraduate and postgraduate students. Professionalism: Oversight and leadership of medical staff and medical students. Governance: Participation in reporting and analysis of patient safety incident reports, coordination of morbidity and mortality meetings, and development of standard operating procedures. Administration and management: Participation in administrative systems including audits, equipment management, roster making and leave management. Projects: Development and oversight of specific projects within the institution.

**ENQUIRES APPLICATIONS** : Dr. D.P.K. Wilson Tel No: (033) 395 4146  
: All applications to be posted to: The Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216.

**FOR ATTENTION** : Mr. T.C. Manyoni

**NOTE** : Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, Coloured Male.

**CLOSING DATE** : 19 March 2021

**POST 08/227** : **DEPUTY MANAGER NURSING REF NO: STC 06/2021 (X1 POST)**

**SALARY** : R843 618 per annum (All-inclusive package) consist of 70% basic salary and 30% flexible portion that may be structured in terms applicable rules) Other Benefits 13<sup>th</sup> Cheque, housing allowance (employee must meet prescribed conditions) Medical Aid (optional) and 8% Rural Allowance

**CENTRE REQUIREMENTS** : St Chads CHC  
 : Senior Certificate (Grade 12).Basic R425 qualification (i.e.degree/diploma) in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. A minimum of 9 years recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 4 years of the period above must be appropriate/recognizable experience at management level. Proof of current registration with SANC (2021).Proof of current and previous experience; certificate of service endorsed and stamped by HR. Recommendations: Degree/Diploma in Nursing Administration. Computer literacy. Valid Driver's License. Knowledge, Skills, Training And Competencies Required: Knowledge of Nursing Care processes and procedures, Nursing Statutes and other relevant legal framework such as Nursing Act, Skills Development Act, Public Service Regulations, Labour Act, Occupational Health and Safety Act, Patients' Rights, Batho Pele Principles etc. Mentorship and supervisory skills. Conflict management and sound labour management skills. Leadership, Planning, Organization and co-ordinating skills. Good communication skills (both verbal and written).Clinical competency and policy formulation skills. Problem solving and negotiation skills.

**DUTIES** : Provide leadership and strategic direction in the Nursing Component. Execute duties and functions with proficiency, in support of aims and strategic objective of the Hospital and of the Department of Health. Strategic leadership, delegate, supervise & co-ordinate the provision of effective and efficient patient care through adequate nursing care. Advocate and ensure the promotion of Nursing Ethos and Professionalism. Manage and ensure efficient utilization of resources allocated to your component. Contribute towards strategic planning process of the Hospital. Represent Nursing Component in the senior Management Team. Demonstrate hospital's commitment to quality nursing care and ensure compliance with National Core Standards and ideal clinic realization. Deal with disciplinary and grievances matters relating to the Nursing component. Ensure provision of effective and efficient infection control services in the hospital. And affiliated Primary Health Care services. Monitoring and evaluation of patient care delivery in the hospital. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate & comprehensive information on health care. Develop/establish and maintain constructive working relationship between nursing staff and other stake holders (i.e.Inter-professional, inter sectorial & multidisciplinary team work).Formulation and implementation of nursing guidelines, practices, standards & procedures. Monitor and ensure all nurses are licensed to practice. Computer literacy Implement and monitor Employee performance Management and Development (EPMDS).

**ENQUIRIES APPLICATIONS** : Mrs C.I Ndlovu Tel No: (036) 6379600  
 : All applications should be forwarded to: The Human Resource Manager St Chads Community Health Centre, Private Bag X 9950 Ladysmith 3370, OR Hand Deliver to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

**FOR ATTENTION NOTE** : Mr S.D.Mdletshe  
 : Applications must be submitted on the prescribed Amended Z83, Application for Employment Form effective 01/01/2021 which is obtainable at any Government OR from website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A).Persons with disabilities should feel free to apply for the post. NB: Certified copies should

not be older than six months. Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting),credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC).Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. 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 that of the advertised are free to apply. Please note that no S&T will be considered for payment to candidates that are invited for interview.

- CLOSING DATE** : 26 March 2021
- POST 08/228** : **MEDICAL OFFICER GRADE1, 2 OR 3: REF NO: MBO03/2121 (X1 POST)**
- SALARY** : Grade 1: R821 205 – R884 670 per annum  
Grade 2: R938 964 - R1 026 693 per annum  
Grade 3: R1 089 693 – R1 362 366 per annum
- CENTRE** : Mbongolwane District Hospital
- REQUIREMENTS** : **Grade 1:** Senior certificate/Matric or equivalent. MBChB degree or equivalent qualification PLUS, Proof of current registration (2021) with HPCSA as a Medical Practitioner – Independent practice. Certificate of service from current/previous employers stamped by HR must be attached. Certificate of registration with HPCSA as a Medical Practitioner – Independent practice. Experience: No experience required. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with recognized foreign health professional council, of whom it is not required to perform Community Service, a required in South Africa. **Grade 2:** Experience: 5 years relevant experience after Registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration as a Medical Practitioner with recognized foreign health professional council, of whom it is not required to perform Community Service, a required in South Africa. **Grade 3** Experience: 10 years relevant experience after registration with HPCSA as a Medical Practitioner. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, whom it is not required to performed Community Service, as required in South Africa Recommendations: Caesarean section accreditation. Anaesthesia accreditation. Diplomas in O&G, Anesthesia, HIV management and Child Health will be added advantage. Knowledge, Skills, Training and Competencies Required: Knowledge of current health legislations and policies at public institutions. Knowledge of national quality standards relating to primary health care. Sound knowledge of national HAST Programme. Sound knowledge of Maternal and Child Health. Knowledge on information management and quality improvement strategies. Ability to function within Multidisciplinary team. Exhibit sound knowledge of District Health System. Excellent human, communication and leadership skills. Good team building and problem solver. Good communication and interpersonal skills. Willingness to participate in CPD meetings.
- DUTIES** : Clinical responsibilities including examination, investigation, diagnosis, and prompt treatment of patients in OPD/casualty, Maternity, Paediatric and adult wards. Perform necessary and appropriate emergency lifesaving procedures. Diagnose and facilitate referrals to higher level of care. Provision of quality patient centered care. Maintain accurate and appropriate health records in accordance with the legal and ethical considerations and continuity of patient care. Ensure proper hand over of critically ill patients when going off duty. Provide preventive health interventions and measures to promote good health. Undertake continuing medical education and professional development and study professional literature to keep abreast with current medical practice. Performance of required administrative duties.

	:	Collaboration with medical practitioners and other health care workers in neighboring health institutions.
<b><u>ENQUIRIES</u></b>	:	Mrs SI Mkhwanazi Tel No: (035) 4766242
<b><u>APPLICATIONS</u></b>	:	All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280 or hand deliver to Mbongolwane District Hospital
	:	Human Resource Practices/Chief Executive Office
<b><u>FOR ATTENTION</u></b>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driving Licence – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. <b><u>NB:</u></b> Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered
<b><u>NOTE</u></b>	:	
	:	19 March 2021
<b><u>CLOSING DATE</u></b>	:	
<b><u>POST 08/229</u></b>	:	<b><u>PHC SUPERVISOR: PRIMARY HEALTH CARE STREAM: VULINDLELA SUB DISTRICT REF NO: UMG01/10/21 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R562 800 – R633 432 per annum PLUS 8% Rural allowance Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional (Employee must meet prescribed conditions)
<b><u>CENTRE</u></b>	:	Umgungundlovu District Office
<b><u>REQUIREMENTS</u></b>	:	Diploma/Degree in General Nursing and Midwifery plus one year diploma in PHC. Current Registration with SANC as general Nurse and Primary Health Care Nurse A minimum of 9 years recognizable nursing experience after registration as professional nurse with SANC in General Nursing of which 5 Years must be recognizable experience after obtaining one year post basic qualification in primary Health Care. Computer literacy with a proficiency in MS Office Software applications Code 8 Drivers licence. Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, skills, training and competencies required:-Financial Management. Leadership, Organizational, decision making and problem solving. Knowledge of Public Service policies and other Health Related prescripts. Sound knowledge of Code of conduct. Good interpersonal skills. Human Resources Management and Labour Relations Act.
<b><u>DUTIES</u></b>	:	Ensure implementation of operational imperatives set by the District as per Health policies and programmes. Ensure provision of quality health care services. Provide contextual planning, monitoring and evaluation. Coordinate service area to ensure a primary health approach within the whole area. Facilitate and advocate for the required resources for service delivery including staff development. Ensure cost effective and appropriate use of resources. Ensure appropriate implementation of Batho Pele principles. Ensure development, implementation and evaluation of EPMS in line with departmental prescripts. Manage and support education, in-service training, and practice development initiatives in the facilities, professional growth, ethical standards and participation in training and research. Oversee disciplinary and grievance matters including monitoring and managing absenteeism. Implement consequence management for non-compliance. Ensure quality data management at facility and sub-district level. Maintain inter-sectoral collaboration with other government structures through Operation Sukuma Sakhe Activities. Provide supervision to PHC clinics and units serving a community. Participate in Primary Health Care Sub –District Meetings. Deputize Assistant Manager Nursing and take over his/her responsibilities in absence.
<b><u>ENQUIRIES</u></b>	:	Mrs NM Ngubane Tel No: (033) 395 4340

- APPLICATIONS** : All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg 3200 or Hand Deliver to: 171 Hoosen Haffeejee Street (Burg street) Pietermaritzburg
- FOR ATTENTION NOTE** : Human Resource Department
- CLOSING DATE** : Preference will be given to African Males  
19 March 2021
- POST 08/230** : **OPERATIONAL MANAGER NURSING (NIGHT DUTY SERVICES) REF NO: DANCHC 02/2021 (X1 POST)**  
(Re-advertisement)
- SALARY** : Grade 1: R562 800 – R633 432 per annum. Other benefits: 13<sup>th</sup> Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met and 8% Inhospital Allowance.
- CENTRE REQUIREMENTS** : Dannhauser CHC  
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. Team building and cross cultural awareness. Good report writing and facilitation 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** : Facilitate provision of comprehensive package of service at the PHC level including priority programmes and Quality Improvement Programmes. Develop clinic Operational Plan, monitor the implementation and submit progress reports. Participate in clinical audits in the facility and ensure implementation of the quality improvement plans supported by strong work ethics. Ensure proper control and effective utilisation of all resources including HR, financial, vehicles and exercise care over government property at night. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care at night. Ensure Batho Pele Principles, national Core Standards and Ideal Clinic priorities are implemented. Provide safe therapeutic environment that allows for practice of safe nursing care as laid down by Nursing Act and Occupational Health and Safety Act. Ensure adverse event reporting as per protocol. Compile monthly, quarterly statistics and other reports.
- ENQUIRIES APPLICATIONS** : Mrs M Ntseki Tel No: (034) 621 6119  
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

**CLOSING DATE**

:

19 March 2021

**POST 08/231**

:

**OPERATIONAL MANAGER PHC SPECIALTY REF NO: SAHKWAJALI 01/2021 (X1 POST)**

**SALARY**

:

R562 800 per annum. Other Benefits: 13<sup>th</sup> cheque, 12 % rural allowance, home owners allowance (employee must meet prescribed requirements)

**CENTRE**

:

ST Andrews Hospital – Kwajali Clinic

**REQUIREMENTS**

:

Diploma / Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Primary Health Care as per R212 SANC Regulations. Current registration with SANC as a General Nurse, Midwife and Primary Health Care Nurse. A minimum of 9 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which at least 5 years must be appropriate / recognisable experience after obtaining the one year post basic qualification in Primary Health Care. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework, Interpersonal skills including public relations, negotiating, conflict handling and counseling 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 programs.

**DUTIES**

:

To plan, organize and monitor the objectives of the unit in consultation with subordinates. Provision of Quality Nursing Care through the implementation of National core standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilization and supervision of resources. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Coordinate optimal, holistic, specialised nursing care with set standards and within a professional / legal framework. Implementation and management of Infection Control and Prevention Protocols. Maintain accurate and complete patient records according to legal requirements. To participate in quality improvement programmes and Clinical Audits. Participate in staff, student and patient training. Monitor the implementation of EPMDS. Exercise control over discipline, grievance and labour relation issues according to the laid down policies and procedures. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients' Rights Principles. Implementation of programmes for prevention. Detection and treatment on non-communicable diseases and illnesses. Develop policies and protocols to improve triaging and resuscitation techniques. Monitor and improve emergency services rendered in the department.

**ENQUIRIES**

:

Mrs VV Ncume Tel No: (039) 433 1955 EXT 259

**APPLICATIONS**

:

Should Be Forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.

**FOR ATTENTION**

:

Human Resource Manager

**NOTE**

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People with Disabilities and African Male are encouraged to apply



**CLOSING DATE** : 19 March 2021

**POST 08/232** : **MEDICAL SPECIALIST – SESSIONAL POST (GRADE 1, 2, 3) REF NO: GS 12/21**  
Component – Orthopaedics Department

**SALARY** : Grade 1: R497 952 per annum  
Grade 2: R569 088 per annum  
Grade 3: R660 816 per annum

**CENTRE** : Greys Hospital, PMB Metropolitan Hospitals Complex

**REQUIREMENTS** : A qualification in Health Science: Plus Registration with the Health Professions Council of South Africa as a Specialist Orthopaedics PLUS **Grade 1:** Experience: Not applicable; Registration with the HPCSA as a Medical Specialist in Orthopaedics **Grade 2** Experience: 5 Years appropriate experience as Medical Specialist after registration with HPCSA in Orthopaedics. **Grade 3:** Experience: 10 Years appropriate experience as a Medical Specialist after registration with HPCSA in Orthopaedics. Recommendations; Knowledge, Skills, Training and Competencies: Possess sound knowledge of Human Resource Management, budgeting, programme implementation, monitoring and evaluation, information management and quality assurance programmes. Knowledge of current Health and Public Service Legislation, Regulations and Policy including medical ethics, epidemiology, budget control and statistics. Good communication, leadership, decision-making and clinical skills.

**DUTIES** : Service Provision: Help with the development of District and Regional Orthopaedic Level of Care where the need exists. Continuously monitor service delivery in outlying areas and institute quality improvement measures to correct deficiencies. Participate in Outpatient Assessment and Treatment, Ward Rounds and Operative Treatment. Management: Engagement with relevant stakeholders within the Pietermaritzburg and Outlying Hospitals concerning Orthopaedic services and training. Develop protocols and clinical pathways for effective/efficient management of acute and chronic Orthopaedic conditions. Ensure that data is collected, analysed on the state of Orthopaedic Service in Outlying Drainage Areas to enable Policy/Strategy development. Co-ordination/integration of Orthopaedics in Outlying Hospitals. Teaching and Learning: Develop Teaching/learning programme relevant to District/Regional Outlying Hospitals Skills transfer programme by active participation in Outreach Programmes Research: To pursue research relevant to the pressing need of Orthopaedic in District and Regional Orthopaedics.

**ENQUIRIES** : Dr T.W. Yende Tel No: (033) 897 3299

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

**FOR ATTENTION** : Mr KB Goba

**NOTE** : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 12/21. 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).

**CLOSING DATE** : 19 March 2021

**POST 08/233** : **OPERATIONAL - MANAGER GENERAL STREAM – NIGHT DUTY REF NO: PSH 17/21 (X1 POST)**

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

**CENTRE** : Port Shepstone Regional Hospital  
**REQUIREMENTS** :  
Matric/Senior Certificate Degree/Diploma in General Nursing and Midwifery  
Current registration with South African Nursing Council as a registered nurse and midwife/ Accoucher A minimum of 7 years appropriate / recognizable experience in nursing after registration as a General Nurse and midwife in a hospital environment  
Current SANC Receipt for 2021 Attach proof of working experience endorsed by Human Resource Department/ Employer NB (Proof of experience and / or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience). Knowledge, Skills and Experience  
Leadership, management, planning, organizing and co-ordination skills.  
Knowledge of relevant Acts, prescripts, policies and procedures governing health care service delivery. Clinical competencies and policy formulation  
Sound knowledge of nursing care delivery approaches and scope of practice in the areas under their control  
Sound knowledge of priority programs clinical guidelines, protocols, policies and procedures  
Good communication, interpersonal, negotiation, decision-making, problem-solving, conflict management, counselling, teaching, mentorship and supervisory skills. Basic financial management skills  
Knowledge of Code of Conduct, Labour Relations and related policies.

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

**ENQUIRIES** : Mrs MC Maqutu Tel No: (039) 688 6117  
**APPLICATIONS** : Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone 4240.

**FOR ATTENTION** : Mr. ZM Zulu  
**NOTE** : NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications: Application for employment (Z83). Certified copy of Identity document. Certified copy of Matric, Nursing qualification. Detailed Curriculum vitae.

**CLOSING DATE** : 19 March 2021

**POST 08/234** : **OPERATIONAL MANAGER GENERAL STREAM – GYNAECOLOGY REF NO: PSH 14/21 (X1 POST)**

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

**CENTRE REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES APPLICATIONS**

: Mrs MC Maqutu Tel No: (039) 688 6117  
: Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240.  
Mr. ZM Zulu

**FOR ATTENTION NOTE**

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

**CLOSING DATE**

: 19 March 2021

**POST 08/235**

: **RADIATION ONCOLOGY RADIOGRAPHERS (GRADE 1, 2, 3) REF NO: GS 11/21**  
Component – Radiation Oncology Radiology

**SALARY**

: Grade 1: R395 703 per annum  
Grade 2: R466 119 per annum  
Grade 3: R549 066 per annum  
Other Benefits: 13<sup>th</sup> Cheque, Medical Aid (Optional), Home Owner Allowance, Employee Must Meet Prescribed Requirements

**CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg  
: Senior certificate / Grade 12 National Diploma / Degree in Radiotherapy Current registration with Health Professions Council of South Africa as a Radiation Oncology Radiographer **Grade 1:** 4 years appropriate experience after registration with HPCSA **Grade 2:** 14 year's appropriate experience after registration with HPCSA of which 10 years must be after registration in Radiation Oncology Radiography **Grade 3:** 24 year's appropriate experience after registration with HPCSA of which 20 years must be after registration in Radiation Oncology Radiography Applicants with a (4) years Radiography Specialty Qualification (not in possession of Diagnostic Radiographer Qualification and without the 4 years appropriate experience in Therapy, may also apply but will be appointed Titled as Diagnostic Radiographer, work in the Radiation Oncology component to attain or complete their 4 years appropriate experience and then be translated to Specialty). Knowledge, Skills and Experience: Basic/sound knowledge of radiotherapy treatment planning Sound Knowledge of treatment delivery principles and procedures Knowledge of radiation equipment, protection and quality assurance programs Ability to plan and organize resources Ability to perform Radiotherapy planning including 3D, IMRT, VMAT and Brachytherapy would be an Added advantage. Good communication and patient care skills Knowledge of radiation control and safety measures Knowledge of Oncology procedures, equipment and protocols.

**DUTIES** : Undertake all areas of basic and advanced radiation treatment planning Accurately interpret planning directives and deliver radiation to the patient Operate and care for all major equipment and accessories in the department Maintain patient care, quality and standards for the division Perform administrative duties related to the management of your allocated division Provide holistic physical and psychological support for patient and their family Ensure accurate record keeping of radiation treatment planning and delivery function within a quality management system Training of Radiotherapy students allocated to work with you in your respective division.

**ENQUIRIES APPLICATIONS** : Mrs M. Mbhele Tel No: (033) 897 3415  
: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.

**FOR ATTENTION NOTE** : Mr. KB Goba  
: Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 11/21. 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).

**CLOSING DATE** : 19 March 2021

**POST 08/236** : **PROFESSIONAL NURSE - SPECIALTY (MATERNITY) REF NO: EGUM 02/2021 (X2 POSTS)**  
(Re-advertisement)

**SALARY** : Grade 1: R383 226 – R444 276 per annum  
Grade 2: R471 333 – R579 696 per annum  
Plus 13th cheque/service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)

**CENTRE REQUIREMENTS** : E G & Usher Memorial Hospital  
: Grade 12 Certificate or equivalent. Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as a

Professional Nurse, 1 (One) year post basic qualification in Advanced Midwifery and Neonatal Nursing Science accredited by SANC. Certificate of Registration. Proof of current registration with South African Nursing Council as a General Nurse, and Advanced Midwife (SANC Receipt for 2020). Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing with Post Basic Qualification in Advanced Midwifery and Neonatal Nursing Science. **Grade 2:** A Minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse in General Nursing of which at least (10) years of the period must be appropriate / recognized experience in the specific specialty after obtaining one year Post Basic Qualification in Advanced Midwifery and Neonatal Nursing Science. Knowledge, Skills, Training And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as, Nursing Act, Health Act, Occupational Health and Safety Act. Patient's Rights Charter, Batho-Pele Principles. Public service regulations, Labour Relations Act, Disciplinary Code and Procedure, Communications skills, report writing skills, computer literacy, facilitation skills, networking skills, problem solving skills, planning/organizing and ability to function as part of the team.

**DUTIES**

: Provision of optimal, holistic specialized nursing care in Maternity with set standards and within a professional/legal framework. Implement standards, practices, criteria and indicators for improving quality nursing care. Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stake holders. Utilize human, material and physical resources efficiently and effectively. Implement National Core Standards guidelines and standard operational plans. Implement strategies and standard operational plans for Infection Prevention and Control. Monitor and report Patient safety incidents. e.g. needle stick injuries, patient complaints etc. Assist in planning and co-ordination of training and promote learning opportunities for all nursing categories i.e. on the job training. Ensure and monitor the availability, adequately and optimum utilization of all resources. Assist in orientation, induction and mentoring of all nursing staff and orientation of other staff. Provide effective management and professional leadership by ensuring that the unit is organized to provide quality nursing care. Coach and appraise staff at all levels and be able to solve problems.

**ENQUIRIES  
APPLICATIONS**

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

**FOR ATTENTION  
NOTE**

: Human Resource Department  
 : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 05/2017.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit

documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due To Financial Constraints, No S&T will be paid to candidates when attending the interviews 19 March 2021 at 16H00 afternoon

**CLOSING DATE**

**POST 08/237**

**CLINICAL NURSE PRACTITIONER REF NO: SAHELIM 02/2021 (X1 POST)**

**SALARY**

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

**CENTRE REQUIREMENTS**

ST Andrew's Hospital: Elim 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:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse 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 259  
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**

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

**CLOSING DATE**

19 March 2021

**POST 08/238**

**OCCUPATIONAL HEALTH NURSE GRADE1 AND 2 REF NO: 01/2021**

**SALARY**

Grade 1: R383 226 - R444276 per annum (all inclusive salary package)  
Grade 2: R471 333 - R579 696 per annum (all inclusive salary package)

**CENTRE REQUIREMENTS**

Pholela CHC  
Degree/ Diploma in general nursing or equivalent qualification that allows for registration with the SANC as a Professional Nurse and Midwife, A post basic Nursing qualification in Occupational Health, with duration of at least 1 year, accredited with SANC, Current SANC Receipt-2021. **Grade 01:-** A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing and Midwife plus a Post Basic

in Occupational Health Nursing Science. Grade **02**:- A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing and Midwife. At least 10 years of the period referred to above must be appropriate / recognizable experience in Occupational Health Nursing Science after obtaining the one year Post Basic Qualifications in Occupational Health Nursing Science, Certificate of service endorsed by H.R must be attached. Recommendation: Unendorsed, Valid Driver's license (code B or C1), Computer literacy: Ms Office applications certificates must be attached

**DUTIES**

: Co-ordinate HIV, AIDS and TB Management Sub-programme in context of prevention, treatment care and support, management of human and legal right to justice and monitoring, research and surveillance. Operationalize Health and Productivity Management Sub-Programme in the context of health productivity, disease management, chronic illness, mental health, temporal incapacity leave, ill-health promotion. Work as part of the multidisciplinary team to ensure quality of care, including working co-operatively with all employees of diverse social, religious and cultural backgrounds. Development of presentation for orientation and induction programme. Champion, promote and advocate proper treatment and care, including employee health and wellness campaigns so as to respond to the needs of employees. Conduct disease profiles amongst employees and develop quality improvement plan, policies and procedures and ensure their timeous implementation. Co-ordinate healthy lifestyle promotion, medical surveillance (baseline, periodical and exit) and procedures and ensure their timeous Implementation. Co-ordinate healthy lifestyle promotion, medical surveillance (baseline, periodical and exit) occupational health training programmes. Conduct occupational health audits in line with the occupational health and health and safety Act 85 of 1993 and relevant legislation and protocol. Co-ordinate establishment of a multi-disciplinary HIV, AIDS, TB Health and productivity. Make contribution to Management Sub-Committee as a platform for reflecting on the Employee health and wellness issues. Compile and capture IOD cases on relevant forms, including compiling of IOD statistics to ensure reporting to Compensation Commissioners office and the Department of Labour. Maintain accurate staff records, identify and investigate occupational health diseases and compile statistics and submit report to the CHC management and District Office. Develop occupational health business plan in line with institution plans and manage, plan, monitor evaluate and review the utilization of resource as an Occupational Health Practitioner.

**ENQUIRIES  
APPLICATIONS**

: Dr. N Zuma-Gwala Tel No: (039) 8329488  
 : Direct your application quoting the relevant reference number to: The Human Resources officer, Pholela CHC, Private Bag x502, Bulwer 3244 hand delivered application at Human Resource Department on or before the closing date 16:00.

**FOR ATTENTION  
NOTE**

: Human Resource section  
 : An Application for Employment form (z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznheath.gov.za](http://www.kznheath.gov.za). Certified copies of educational qualifications, highest educational qualifications and Health Professional Council Registration Certifications, Copy of detailed Curriculum vitae, certified copy of Identity Document and Driver's License, Certified copy of proof of current registration with SANC for 2021 must be submitted together with your CV ,(not copies of certified copies) , Proof of experience endorsed by Human Resource Component. 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. PHO 05/2021. Failure to comply with the above instructions will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive application will not be acknowledge .Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T will be considered for payment to candidates that are invited for interviews Applicant 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. The appointments are subjected 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) and proof of experience This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively in all level of all occupational categories in the department. People with disabilities are encouraged to apply.

**CLOSING DATE**

19 March 2021

**POST 08/239**

**PROFESSIONAL NURSE SPECIALTY: OPERATING THEATRE REF NO: SAH 01/2021 (X1 POST)**

Re-Advertisement

**SALARY**

Grade 1: R383 226 per annum

Grade 2: R471 333 per annum

Other Benefits: 13<sup>th</sup> Cheque, 12% Rural Allowance, Home Owners Allowance (Employee Must Meet Prescribed Requirements), Medical Aid (Optional)

**CENTRE REQUIREMENTS**

ST Andrews Hospital: Theatre

**Grade 1:** Diploma/ Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Operating Theatre. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration with SANC as a General Nurse and Advanced Midwifery and Operating theatre technique **Grade 2:** Diploma/ Degree in General Nursing and Midwifery Plus 1 year post basic qualification in Operating theatre. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognizable experience in the specific specialty, after obtaining the one year post basic qualification in Operating theatre. Current registration with SANC as a General Nurse, Midwifery and registration in operating theatre. Skills: Knowledge of nursing care and processes and procedures. 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. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients' rights charter.

**DUTIES**

Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients, rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDS as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment

**ENQUIRIES**

Mrs MR Singh Tel No: (039) 433 1955 EXT 211

**APPLICATIONS**

Should Be Forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.

**FOR ATTENTION**

Human Resource Manager

**NOTE**

People with Disabilities and African Males are encouraged to apply

**CLOSING DATE**

19 March 2021

**POST 08/240**

**PROFESSIONAL NURSE SPECIALTY: CHILD NURSING SCIENCE REF NO: SAH 02/2021 (X2 POSTS)**

Re-Advertisement

**SALARY**

Grade 1: R383 226 per annum

Grade 2: R471 333 per annum

Other Benefits: 13<sup>th</sup> Cheque, 12% Rural Allowance, Home Owners Allowance (Employee Must Meet Prescribed Requirements), Medical Aid (Optional)

**CENTRE**

ST Andrews Hospital: Child Nursing Science



- REQUIREMENTS** : **Grade 1:** Diploma/ Degree in General nursing and Midwifery plus 1 year post basic qualification in Child Nursing Science. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration with SANC as a General Nurse and Child Nursing Science. **Grade 2:** Diploma/ Degree in General nursing and Midwifery Plus 1 year post basic qualification in Child Nursing Science. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognizable experience in the specific specialty, after obtaining the one year post basic qualification in Child Nursing Science. Current registration with SANC as a General Nurse, Midwifery and registration in operating theatre. Skills: Knowledge of nursing care and processes and procedures. 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. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients' rights charter.
- DUTIES** : Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients' rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDS as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment.
- ENQUIRIES** : Mrs MR Singh Tel No: (039) 433 1955 EXT 211
- APPLICATIONS** : Should Be Forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : People with Disabilities and African Males are encouraged to apply
- CLOSING DATE** : 19 March 2021

#### **PROVINCIAL TREASURY**

***The KwaZulu-Natal: Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.***

- APPLICATIONS** : KwaZulu-Natal: Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road Pietermaritzburg 3200 Emailed applications are accepted, please attach only one PDF file of all the required documents (signed, dated and certified) and email to [recruitment@kzntreasury.gov.za](mailto:recruitment@kzntreasury.gov.za) indicating the post title and its reference number in the subject line.
- FOR ATTENTION** : Ms L Mthimunye
- CLOSING DATE** : 19 March 2021
- NOTE** : A new application for employment Z83 form is applicable from the 1<sup>st</sup> January 2021. The Z83 new application form can be downloaded at [www.dpsa.gov.za/vacancies](http://www.dpsa.gov.za/vacancies). Application must be accompanied by a detailed CV, together with certified copies (Certification not older than 6 months) of your qualification certificates including Matric, ID and Driver's licence (if required). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Non-South African citizens or permanent residency holders must submit a documentary proof together with their applications The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected to the verification of qualifications, reference checks as well as a criminal record check and competency assessment. Correspondence will be limited to shortlisted candidates only and if you have not been contacted within 3 months of the closing date, please regard your application as unsuccessful. The successful candidate is required to enter into an employment contract and a performance agreement. Shortlisted candidates will

be subjected to security vetting. The successful candidate has to disclose his/her financial interests. Shortlisted candidates will undergo a compulsory competency assessment and a technical exercise.

#### **OTHER POST**

**POST 08/241** : **RISK MANAGEMENNT SPECIALIST: STRATEGT DEVELOPMENT AND MANAGEMENT REF NO: KZNPT 21/05**

**SALARY** : R733 257 per annum (All-inclusive package) (A remuneration package)  
**CENTRE** : KZN Provincial Treasury, Pietermaritzburg

**REQUIREMENTS** : A three year NQF level 6 National Diploma in Internal Auditing or a 3 year NQF level 7 Degree with Accounting or Risk Management or Auditing as majors. A minimum of three (3) years junior management experience in a Risk Management / Internal Auditing environment. A valid Driver's License is essential and in the case of people with disabilities who are unable to personally drive, proof of ability to meet work travel commitments has to be attached. Skills, Knowledge and Competencies: Constitution Public Finance Management Act PFMA and Treasury Regulations. Public Service Regulatory Framework PSFR, Standards for the Professional Practice of Internal Auditing, General Recognised Accounting Principles, Generally Accepted Accounting Principles. MTEF budget compilation and analysis. Risk Management Framework. Risk analysis. Risk Management practices, Risk management, Problem-solving, analytical and numeracy, analytical and quantitative methods tools, verbal communication and presentation, good interpersonal relations, research and analysis, report writing and general writing skills, project planning and management, change management, time management, policy development, strategic planning and management, organisational development and dispute resolution, chairing meetings, maintain high standard of honesty, objectivity, diligence and loyalty, due professional care and computer skills (MS Excel, MS Word, MS Office, Internet and intranet).

**DUTIES** : Conduct risk assessment on behalf of the client. Develop a comprehensive risk profile and recommend improvements on significant risk exposure for each client. Develop, implement, monitor and evaluate integrated risk management strategies. Facilitation of training on risk management to client. Provide risk management advisory services as per the requests by relevant client. Management of resources /administration.

**ENQUIRIES** : Mr. J Ramharak Tel No: (033) 897 4248  
**NOTE** : Targeted: African Females, African Males and people with disabilities who meet the requirements.