

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

OTHER POSTS

- POST 24/112** : **MEDICAL SPECIALIST: GRADE 1/2/3: REF NO: HRM 48/2021 (01 POST)**
Directorate: Dept. Of Orthopaedics
- SALARY** : Grade 1: R1 106 040 – R1 173 900 per. annum. (All inclusive salary package) excluding overtime
Grade 2: R1 264 623 – R1 342 230 per annum (All inclusive package) excluding overtime
Grade 3: R1 467 651 – R1 834 890 per annum (All inclusive package) excluding overtime
- CENTRE REQUIREMENTS** : King Edward VIII Hospital (KEH)
: **Grade 1:** None to less than 5 years actual experience after registration with the HPCSA as a Medical Specialist **Grade 2:** 5 years to less than 10 years actual experience after registration with the HPCSA as an Independent Medical Practitioner **Grade 3:** 10 years actual experience as a Medical specialist after registration with HPSA MBCHB degree or equivalent PLUS registration certificate with the HPCSA as a Medical Specialist PLUS current registration with HPCSA as a Medical Specialist (2021/2022) Recommendation: Computer Literacy, Paediatric orthopaedic experience Knowledge, Skills, Training And Competencies Required: Sound clinical and surgical knowledge and experience in the Orthopedics surgery, knowledge of current Health and Public Service legislation, regulations and policy including medical ethics, epidemiology and statistics, good communication, leadership, decision-making and clinical skills, ability to teach doctors, students and participate in continuing professional development
- DUTIES** : Key Performance Areas: Provide safe, ethical and high quality of care through the development of standards and risk assessments in the area of Clinical and customer care (patient perspective) in the respective specialty, develop a full package of services including complex orthopedics cases, develop, maintain and audit the correct implementation of clinical protocols and guidelines, implement and maintain an efficient, effective and seamless service delivery process within the hospital and referring facilities, plan and provide continuous medical education to multidisciplinary team members and conduct and stimulate research, manage and performance of junior staff within the area of control, align clinical service delivery plans and priorities with hospital plans and priorities, undertake appropriate Clinical audit to monitor performance of the service, accept delegated responsibility from the Clinical head of the unit, liaison with Clinical Head regarding service delivery
- ENQUIRIES APPLICATIONS** : Dr. N. Khuzwayo Tel No: (031) 360 3854
: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. building or posted to Private Bag X02, Congella, 4013
- 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. (This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all

occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)

CLOSING DATE

: 16 July 2021

POST 24/113

: **CHIEF EXECUTIVE OFFICER REF NO: G79/2021**
Cluster: Hospital Management Services

SALARY

: R869 007 per annum (Level 12) an all Inclusive MMs salary package.

CENTRE

: Benedictine Hospital

REQUIREMENTS

: Matric Certificate (Grade 12), A degree/advanced diploma in a health related field, registration with relevant professional council; PLUS A degree/diploma in health management OR degree/advanced in a management field. PLUS At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's licence (Code 08).NB: All shortlisted candidates will be required to submit proof of work experience endorsed and Stamped by employer/s prior to the date of the interview. Knowledge, Skills, Training And Competencies Required:- Knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PMF), Public Service Act and related regulations and policies. Core Competencies:- Strategic capacity and leadership, Programme and Project Management, Financial management, Management of people and empowerment. Progress Competencies:- Service delivery innovation, knowledge management, Problem solving and analysis, Communication, Client orientation and customer focus.

DUTIES

: Key Performance Areas:- Job Purpose To plan, direct, co-ordinate and manage the delivery of clinical and administrative support services in an effective an efficient manner, working with the key executive management team at the hospital and within the legal and regulatory framework, and government requirements, To represent the hospital authoritatively at provincial and public forums, To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans as well as the Department's strategies goals and Objectives. Financial Management: Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, financial planning, resource mobilization, including monitoring and evaluation; Ensure appropriate asset management and accountability of all assets of the institution; Identify strategic and operation risks and ensure that strategies are in place to address these, as well as monitor the progress; Maximize revenue through collection of all income due to the hospital. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources; Promote a safe and healthy working environment through compliance with the Occupational Health and Safety Act, including occupational health and safety committees; Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital Board and other relevant oversight committee/bodies; Ensure the establishment of the relevant governance structures linked to clinical and non- clinical functions and responsibilities; Manage all the institutions risks and implement strategies to ensure optimal achievement of health outcomes.

ENQUIRIES

: Mr VS Vilakazi Tel No: (035) 874 0713

- APPLICATIONS** : All applications should be forwarded to: The Deputy Director: Human Resource Management Services: Zululand Health District Office, KZN Department of Health, Private Bag X 81 Ulundi 3838 OR Hand Deliver to: King Dinizulu Highway Ulundi.
- FOR ATTENTION NOTE** : Mr PM Ntshangase
: 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.
- CLOSING DATE** : 23 July 2021
- POST 24/114** : **CHIEF EXECUTIVE OFFICER REF NO. G78 /2021**
Cluster: Hospital Management Services
- SALARY CENTRE REQUIREMENTS** : R869 007 per annum (Level 12) an all Inclusive MMs salary package.
: Eshowe Hospital
: Matric Certificate (Grade 12), A degree/advanced diploma in a health related field, registration with relevant professional council; Plus A degree/diploma in health management OR degree/advanced in a management field. Plus At east 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's licence (Code 08).NB: All shortlisted candidates will be required to submit proof of work experience endorsed and Stamped by employer/s prior to the date of the interview. Knowledge, Skills, Training And Competencies Required:- Knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PMF), Public Service Act and related regulations and policies. Core Competencies:- Strategic capacity and leadership, Programme and Project Management, Financial management, Management of people and empowerment. Progress Competencies:- Service delivery innovation, knowledge management, Problem solving and analysis, Communication, Client orientation and customer focus.
- DUTIES** : Key Performance Areas:- Job Purpose To plan, direct, co-ordinate and manage the delivery of clinical and administrative support services in an effective an efficient manner, working with the key executive management team at the hospital and within the legal and regulatory framework, and government requirements, To represent the hospital authoritatively at provincial and public forums, To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans as well as the Department's strategies goals and Objectives. Financial Management: Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, financial planning, resource mobilization, including monitoring and evaluation; Ensure appropriate asset management and accountability of all assets of the institution; Identify strategic and operation risks and ensure that strategies are in place to address these, as well as monitor the progress; Maximize revenue through collection of all income due to the hospital. Facility Management:

Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources; Promote a safe and healthy working environment through compliance with the Occupational Health and Safety Act, including occupational health and safety committees; Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital Board and other relevant oversight committee/bodies; Ensure the establishment of the relevant governance structures linked to clinical and non- clinical functions and responsibilities; Manage all the institutions risks and implement strategies to ensure optimal achievement of health outcomes.

ENQUIRIES : Mrs N Hlophe Tel No: (035) 7876 205
APPLICATIONS : All applications should be forwarded to: The Human Resource Manager: King Cetshwayo Health District Office, KZN Department of Health, Private Bag X20034 Empangeni 3910 or Hand Deliver to: Corner 2nd Lood Avenue Chrome Crescent, Empangeni.

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

CLOSING DATE : 23 July 2021

POST 24/115 : **PHARMACIST GRADE 1 REF NO: OTH CHC 07/2021 (01 POST)**

SALARY : Grade 1: R693 372 – R735 918 per annum. Other benefits: 17% Rural Allowance of Basic Salary, Medical aid (optional) and housing allowance (employee must meet prescribed requirements)

CENTRE : Othobothini Community Health Centre (Jozini).
REQUIREMENTS : Grade 12 Certificate. Bachelor of Pharmacy Degree/Diploma, PLUS. Registration as pharmacist with the South African Pharmacy Council. Current registration with South African Pharmacy Council for 2021. Valid driver's license Knowledge, Skills, Training and Competencies Required: Thorough Understanding And Knowledge of the relevant Acts, good Pharmacy practices, the national drug policy, District Health System and essential drug list. Sound knowledge of work processes and procedures in the pharmacy department. Good communication, organizational and interpersonal skills. Computer literacy. Ability to manage conflict and apply discipline. Ability to work under

- pressure. Commitment to service excellence with sound decision making, ethical and innovative skills.
- DUTIES** : Provide accurate, efficient cost and quality pharmaceutical services. Provide comprehensive pharmaceutical services for inpatients and outpatient sections. Provide expert and professional advice regarding medicine information, counselling and education services to health care professionals and patients. Assist with management of human, financial and material resources in the CHC pharmacy. Maintain accurate and appropriate patient and statistics. Supervise Pharmacist interns, Pharmacist Assistants. Exercise rational medicine use and participate in PTC activities. Ensure maintenance of cold chain in the CHC and attached clinics. Monitor expenditure of pharmaceuticals to prevent over expenditure and wastage of pharmacy resource. Provide adequate pharmaceutical support to all clinics attached to the CHC Kindly attach certificate of Service/ Proof of work experience endorsed by HR.
- ENQUIRIES** : Mr. M.M Buthelezi Tel No: (035) 572 9002
- APPLICATIONS** : 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.
- NOTE** : 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.
- CLOSING DATE** : 30 July 2021
- POST 24/116** : **OPERATIONAL MANAGER NURSING (PHC STREAM) REF NO: GROUT 03/2021 (01 POST)**
Component: Groutville Clinic
- SALARY** : R562 800 per annum Plus 8% rural allowance Benefits 13th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
- CENTRE** : Ilembe Health District Office
- REQUIREMENTS** : 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, Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment Treatment and Care (PHC) plus, Current registration with SANC as General Nurse and midwifery and Primary Health Care plus, a minimum of 9 years appropriate/ recognizable nursing experience after registration as General Nurse of which 5 years must be appropriate/ recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Valid Code EB Driver's license (Code8) Good report writing and time management skills. Understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery. Ability to provide mentoring, team building, supervisory skills and coaching to her/his supervisees. Good communication, interpersonal relations, counseling, conflict management skills and decision making. 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 and Finance policies etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling.Co-ordination and planning skills Ability to assist in formulation of patient care related policies. Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be attached
- DUTIES** : Implementation of Quality Improvement Plan. Conduct patient satisfaction survey and waiting times for the clinics. Ensure adequate control, management and allocation of Human and material resources. Facilitate that the clinic has functional clinic committee and ensures community participation. Plan and monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance according to

EPMDS. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Facilitate provision of clinical services, educational services and be involved in medical research. Evaluate and monitor compliance with clinical protocols norms and standards within the clinic. Analyze and interpret statistic including PHC Programme indicators. Participate in Operation Sukuma Sakhe Programme. Facilitate the realization and maintenance of Ideal Clinic Programme and Core standards in the facility. Coordinate and manage the provision of the services to manage COVID19 pandemic. Support PHC re-engineering by ensuring that outreach teams are functional.

- ENQUIRIES** : Mr. AP Makhani (PHC Supervisor) Tel No: (032) 5513686
- APPLICATION** : All 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, and 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** : 16 July 2021
- POST 24/117** : **ASSISTANT DIRECTOR: RADIOGRAPHER REF NO: GTN 13/2021**
- SALARY** : R517 326 per annum (Other benefits: Medical Aid optional) In-hospital allowance, 13th cheque, home owners (Employee must meet prescribed requirements) an all-inclusive package & 17% Rural Allowance
- CENTRE** : Greytown Hospital
- REQUIREMENTS** : Senior Certificate (Grade 12/Matric) OR Equivalent. National Diploma in Diagnostic radiographer/Degree. Appropriate qualification that allows registration with the Health Professionals Council of South African (HPCSA) in Radiographer. Minimum of eight (08) years' experience as a Diagnostic Radiographer of which five (05) years must be appropriate Managerial/ Supervisory. Current registration with HPCSA for 2021. Proof of current and previous work experience endorsed and stamped by Human Resources Manager (must be attached). Knowledge, skills, Training and Competences required. Sound knowledge of specialised and general radiography protocols and equipment. Comprehensive knowledge of radiation protection legislation. Knowledge of OHS Act and other relevant Health Acts. Sound knowledge of radiography Quality Assurance programme. Knowledge of relevant public service regulations, legislation, policies, acts and procedures. Computer

literacy (Ms Word, Ms Excel). Compliance with budgeting, National Core Standards, Health and Safety and infection and Control principles. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Sound planning and organization skills regarding resources, Finance and HR matters. Demonstrates effective interpersonal skill, strategic planning organisational skills, leadership qualities and supervisor skills.

DUTIES : Support the Radiographer Manager in order to meet the objectives of the department Manage subcomponent by supervising the staff, performing relevant administrative functions. Chairing meeting Render effective patient centred Radiography service for in- and out-patient in adherence to the scope of practice and protocols. Ensure efficient and effective control and use of all equipment, assets and resources including consumable and staff belonging of the cost Centre. Develop, implement and monitor policies and procedures to ensure the effective functioning of the department. Ensure Diagnostic s services comply with relevant standard, legislation and current government initiative to improve. Manage the quality assurance programs as required by radiation control directorate and department of health. Provide clinical training and supervision to junior and students radiographers and assume specific trainer roles when delegated to oversee specific imaging areas within Radiology. Encourage a multidisciplinary approach by fostering close working relationship with other Department in order to render quality services. Supervise, develop, train and monitor the performance of the sub-ordinate staff other related category of staff in all aspects of service delivery whilst adhere to Batho Pele Principles, Implement and maintain the quality assurance and National Core Standards and norms at Department level. Adhere to District Hospital and Department Policies, Procedures, Guidelines Regulations. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Contribute and participate in a professional development of self and colleagues. Applicant should be prepared to undergo Medical Surveillance as an inherent job (contracting, quarterly reviews and final assessment)

ENQUIRIES : Dr K.J Gabela Tel No: (033) 4139 400
APPLICATIONS : Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250

FOR ATTENTION : Attention to: Mr. P Shange
NOTE : Directions to Candidates: The following documents must be submitted and if not submitted: (a) Application for Employment Form new (Z83) which is obtainable at any Government department OR from the 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 with full record of service certified copy of Identity Document not more than three months. Failure to comply with the above instructions will disqualify applicants. 2. The reference number must be indicated in the column provided on form Z83, e.g. Reference Number (GTN 13/2021). Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications. Please not that those candidates will not be reimbursed for S&T claims for attending interviews. It is the applicant's responsibility to have qualification, which is a requirement of the post, evaluated by the South African Qualifications authority (SAQA) and to provide proof of such evaluation on the application. Failure to comply will result in the application not being considered Persons with disabilities should feel free to apply for the post

CLOSING DATE : 16 July 2021

POST 24/118 : **ASSISTANT DIRECTOR: MEDICO-LEGAL MORTUARY**

SALARY : R470 040 per annum Other Benefits: Rural allowance on a claim basis Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements

CENTRE : Amajuba Health District Office: Madadeni Forensic Pathology Services

<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12) or equivalent Appropriate National Diploma/Degree in Health Sciences or equivalent Qualification in Human Resource Management , Public Administration or Public Management At least 3 years supervisory experience in the related field Plus Computer Literacy Valid Driver's License (Minimum code EB Knowledge, Skills, Behavioural Attributes and Competencies Required Sound knowledge of Forensic Mortuary and its operation Good communication skills (oral and written) Good organization, planning and supervisory skills Knowledge of promotion of Access to Information Act 2 of 2000 Knowledge of Occupational Health and Safety Act Knowledge of Risk management Computer Literacy Presentation, problem solving, leadership and strategic planning skills.
<u>DUTIES</u>	:	Key Performance: Manage and administer the mortuaries to provide efficient, effective and professional service within the existing legal framework Ensure effective efficient and economical management and utilization of resources in the component, including the development of personnel, budget planning and control and fleet management. Provide regular technical advice to the District Management and Forensic Area Operations Co-ordinator with a purpose to ensure uninterrupted and effective provision of services. Give evidence in court as and when required. Provide assistance to other mortuary facilities and managers in cases of disasters and major accidents
<u>ENQUIRIES</u>	:	Dr. SJ Ntsele Tel No: (033) 904 2404
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The Acting Deputy Director: Human Resource Management Services: KZN Department of Health, Private Bag X6661, Newcastle, 2940 or Hand delivered to: 38 Voortrekker Street, Newcastle
<u>FOR ATTENTION</u>	:	MR V.J Khumalo
<u>NOTE</u>	:	Employment Equity Target for this post people with disability and African Male, as per entire District current EE Target and it will depend on the actual status for each facility affected
<u>CLOSING DATE</u>	:	16 July 2021
<u>POST 24/119</u>	:	<u>CHIEF SPEECH THERAPIST REF NO: GS 36/21 (1 POST)</u> Component – Speech Therapy and Audiology Department
<u>SALARY</u>	:	R466 119 - R517 326 per annum, other benefits: Medical Aid (optional), 13 th cheque, housing Allowance (employee must meet prescribed requirement)
<u>CENTRE</u>	:	Greys Hospital, Pietermaritzburg
<u>REQUIREMENTS</u>	:	Minimum Requirements: Senior Certificate or equivalent Appropriate Degree as a Speech Therapist and Language Therapist from a recognized University Plus Registration Certificate as an independent practitioner with Health Professional Council of South Africa (HPCSA) Plus Current annual registration with HPCSA March 2021- March 2022 Plus A Minimum of 3 years work experience as an independent practitioner Plus Experience working with neurologically impaired paediatrics Plus valid Driver's License. The Employment Equity Target for This Post Is: African Male Recommendations: A minimum of 1 Year experience working in an acute care hospital with neurologically impaired Knowledge, Skills and Experience: Sound knowledge and skills in speech, language and dysphagia therapy for paediatric and general diagnostic therapeutic procedures Good Skill and knowledge in the use of speech therapy equipment and assistive devices. Good Management and supervisory skill for staff and patients. Good knowledge of skill of institution administrative tasks and duties. Good knowledge of ethical code and scope of practice. Knowledge of relevant health acts and legislation that governs KZN and profession eg. Health and Safety, scope, National health Act, etc. Excellent verbal and written communication skills. Experience with tertiary speech therapy services (tracheostomy, laryngectomy, videofluoroscopic studies and alternative and augmentative communication) will be an added advantage. Post graduate training in the management of children with cerebral palsy would be an added advantage.
<u>DUTIES</u>	:	Key Performance Areas: Ability to problem solve and apply analytical skill in patient care and management procedures. Ability to plan and work within a multidisciplinary team. Plan and/or implement an optima; speech therapy service. Perform all delegated clinical and management responsibilities within applicable legislation. Traet and mänge a clinical case load including practical teaching & mentorship. Ensure a comprehensive paediatric and general speech therapy service encompassing assessment, treatment, caregiver training, community/home/clinic visits, outreach, group work, block therapy and

assistive device manufacture. Develop and implement quality assurance programmes, clinical guidelines, audits (core standards, infection control, ideal hospital etc.) Provide supervision, support and mentorship to junior staff. Iniate/Implement and participate in professional development programmes and teaching. Plan/assist Manager with planning and implementation of operational and procurement plans and budget analysis for the department. Manage or assist with an appropriate budget for adequate equipment, consumables and assistive devices in line with the clinical services rendered. Assume effective administrative responsibilities: report writing, statistics, audits, performance appraisals, meetings, legal report writing, labour relations, leave, policy development, etc. Ensure good interpersonal skills with staff, patients and consultants. Ensure cost effective service with adequate resources. Safeguard and evaluate the status of equipment and infrastructure with a repair and maintenance programme. Support the manager in all transformative changes and additional management tasks as needed

- ENQUIRIES** : Ms HJ Poole: Tel No: (033) 897 3179
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs. M. Chandulal
- NOTE** : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 36/21. 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). Subsistence & Travel (S&T) expenses will not be paid for applicants who have been shortlisted for 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** : 16 July 2021
- POST 24/120** : **CLINICAL PROGRAMME CO-ORDINATOR INFECTION CONTROL (GRADE1-1) REF NO: EKO/09/2021 (X1 POST)**
Re-advertisement
- SALARY** : Grade1: R444 276 – R500 031. per annum (Basic, 8% inhospitable allowance of basic salary), 13th cheque, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements).
- CENTRE** : Ekombe District Hospital (Monitoring & Evaluation)
- REQUIREMENTS** : Grade 12/ Senior Certificate, Basic R425 qualification (i.e Diploma / Degree in General nursing and Midwifery). Current registration (2021) with South African Nursing Council. A minimum of seven (07) years appropriate experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate experience in the specific specialty after obtaining the one (01) year post basic qualification in the relevant specialty. Proof of current and previous experience endorsed by Human Resource Department. Knowledge of Public Service Policies Act and Regulations. Knowledge of SANC Rules and Regulations. Good communication leadership interpersonal and problem solving skill. Knowledge of Code of Conduct and Labour Relations. Ability to function well within the team. Conflict management and negotiation skills. Decision making and problem solving skill. Skill in organizing planning and supervising. Knowledge of Batho Pele and Patient's Right. Ability to provide professional leadership.co-ordinate optimal, holistic nursing care provided within the set standard and a professional/legal frame work in the Infection Control. Provision of Quality Nursing Care through the implementation of Standard, Policies and

Procedures coupled with supervision and monitoring the implementation therefore. To develop and ensure implementation of Nursing Care Plans. To participate in Quality Improvement Programs and clinical Audits. Attend Mortality Meeting Monthly and ensure implementation of Nursing Care. Identify, develop and control risk management system within the units. Uphold the Batho Pele and Patient Right Charter principle. Provide a safety, therapeutic environment as a laid down by the Nursing Act. Occupational Health and Safety and all other applicable prescript.

DUTIES : Promote infection prevention and control guidelines that protects employees from occupational risks and hazards. To plan monitor and evaluate all infectious prevention and control practices. To ensure that environment is infection free and cleanliness is maintained. To perform infection control and National Core Standards Audits, and waiting times and give feedback to all stakeholders. Overall supervision of all infection and prevention activities within the Hospital and Clinics. Ensure that all protective material is available to prevent Hospital acquired infections by employees. Conduct orientation to new personnel and also to give in-service education of infection prevention and control for all staff and patients. Monitor Covid 19 statistics and report to the next level. Conduct disease surveillance. Monitor infection rate using relevant tools and generate reports. Conduct washing audits. Develop quality improvement plans. Ensure that all notifiable conditions are identified and reported to all levels of care as required. Ensure that hand wash drives for both staff and community is done annually. Implement all amicable solutions to challenges encountered during audits and report to hospital management. Organisation and monitoring of set objectives provided within the norms and standards of nursing profession and nursing. Ensure availability, functionality and servicing of all equipment in the unit. Exercise control measures for resources in the unit

ENQUIRIES : Ms P.L Ntuli Tel No: (035) 834 8000 ext 8005
APPLICATIONS : All applications should be posted to: The Chief Executive Officer: Ekombe District Hospital Private Bag X203, Kranskop, 3258

FOR ATTENTION : Human Resource Manager
NOTE : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department, the 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 candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and identity document-not copies of certified copies .The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. EKO 01/2019. NB: failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance ,credit records, qualification, citizenship and previous experience employment verification).Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledging .However; correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. EET: African Male. NB: Preference will be given to African Male and people with disabilities.

CLOSING DATE : 23 July 2021

POST 24/121 : **PROFESSIONAL NURSE SPECIALITY (TRAUMA) REF NO: EMS/ 11/2021)**
 Re – Advertisement

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

CENTRE REQUIREMENTS : Emmaus Hospital
: Basic R425 Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC AS Professional Nurse, A post basic nursing qualification in Trauma / Critical Care Nursing Science accredited with the SANC, registration with SANC as a Professional Nurse PLUS Registration certificate, Proof of current year registration/ receipt with SANC 2021, A Minimum Of Four Years Appropriate/ recognizable nursing experience after resignation as a professional nurse with SANC in General Nursing, Certificate of service from previous and current employer endorsed and stamped by HR must be attached Knowledge & Skills_Knowledge of nursing care processes, procedures, nursing statuses, and other relevant legal frameworks, such as Nursing Act, Health and Procedures in the Public service, Skills: Leadership ,organizational, decision making, problem solving abilities within the limits of the public sector, interpersonal, including basic computer skills, Personal attributes responsiveness, professionalism, supportive, assertive and must be a team player

DUTIES : Assist in planning, organizing and monitoring of objectives of the specialty unit, Provide a therapeutic environment for patients, staff and relatives, monitoring the implementation of the triangle system and fast tracking patients, monitor the implementation of record keeping according to legal requirements, assist with orientation and induction of all new staff within the component, provide overall supervision of the staff and the unit, Provide direct and indirect supervision of absence of operational manager, promote specialized patient care and standard staff, providing guidance and ensure that patient receive optimal care, provide leadership and overall supervision and standards according to the specialty.

ENQUIRES APPLICATIONS : Ms PPJ van der Plank Tel No: (036) 488 1570 EXT: 8204
: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry (Ms. A.N Ngubane) Emmaus Hospital.

FOR ATTENTION NOTE : Human Resource Manager
: Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and certified copies of qualification certificates, service certificate including ID and (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence And Travelling Allowance Will Be Paid For Interview Attendance. 16 July 2021 at 16:00

CLOSING DATE : 16 July 2021 at 16:00

POST 24/122 : **CLINICAL NURSE PRACTITIONER (DUKUZA CLINIC) REF NO: EMS/ 09 /2021)**

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

CENTRE REQUIREMENTS : Emmaus Hospital
: Diploma/Degree in General Nursing PLUS 1 year post basic qualification in Primary Health Care and Midwifery registration with SANC as a registered and PHC nurse Current S.A.N.C receipt 2021 PLUS Registration certificate. **Grade1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as General Nurse **Grade 2:**a minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post –post basic qualification in the relevant specialty. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge & Skills: Sound Knowledge of all legislation and

<u>DUTIES</u>	:	regulation applicable to the health services and nursing status, Sound knowledge of disciplinary processes and grievance procedure ,leadership, organizational, decision making, counseling and conflict management skills, Human Resource and financial management skills, Report writing and financial management skills, Knowledge of nursing care processes and procedures
	:	Implementation of programmes to ensure proper nursing care, Demonstrate effective communication with patients, supervisors and other clinician including report writing monthly and statistics as required, Able to plan and organize own work and that of support personnel to ensure nursing care, Diagnose, treat and dispense medication, Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all health programmes, Display concern for patients ,promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirement expectations, motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of care, To ensure that Batho Pele principle are Implemented, Ensure increased accessibility of health service to all community members including staff.
<u>ENQUIRES APPLICATIONS</u>	:	Ms D.Z Hlongwane Tel No: (036) 488 1570 EXT: 8312
	:	Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry (Ms. A.N Ngubane) Emmaus Hospital.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager
	:	Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and certified copies of qualification certificates, service certificate including ID and (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful .NB: No Subsistence and Travelling Allowance Will Be Paid for Interview Attendance.
<u>CLOSING DATE</u>	:	16 July 2021
<u>POST 24/123</u>	:	<u>CLINICAL NURSE PRACTITIONER (BUSINGATHA CLINIC) REF NO: EMS/10 /2021</u>
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276 per annum, Grade 2: R471 333 – R579 696. per annum, Plus 13 th Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	Emmaus Hospital
	:	Diploma/Degree in General Nursing Plus 1 year post basic qualification in Primary Health Care and Midwifery registration with SANC as a registered and PHC nurse Current S.A.N.C receipt 2021 Plus Registration certificate. Grade1 : A minimum of 4 years appropriate / recognizable nursing experience after registration as General Nurse Grade 2 :a minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post –post basic qualification in the relevant specialty. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge & Skills Sound Knowledge of all legislation and regulation applicable to the health services and nursing status, Sound knowledge of disciplinary processes and grievance procedure ,leadership, organizational, decision making , counseling and conflict management skills, Human Resource and financial management skills, Report writing and financial management skills, Knowledge of nursing care processes and procedures
<u>DUTIES</u>	:	Implementation of programmes to ensure proper nursing care, Demonstrate effective communication with patients, supervisors and other clinician including report writing monthly and statistics as required, Able to plan and organize own work and that of support personnel to ensure nursing care, Diagnose, treat and

dispense medication, Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all health programmes, Display concern for patients ,promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirement expectations, motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of care, To ensure that Batho Pele principle are Implemented, Ensure increased accessibility of health service to all community members including staff.

- ENQUIRES APPLICATIONS** : Ms D.Z Hlongwane Tel No: 036 488 1570 Ext: 8312
 : Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry (Ms. A.N Ngubane) Emmaus Hospital.
- FOR ATTENTION NOTE** : Human Resource Manager
 : Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and certified copies of qualification certificates, service certificate including ID and (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence And Travelling Allowance Will Be Paid For Interview Attendance. 16 July 2021
- CLOSING DATE** : 16 July 2021
- POST 24/124** : **PROFESSIONAL NURSE GRADE 1/2 (SPECIALITY /ADVANCE MIDWIFE) REF NO: EMS/ 12/2021**
- SALARY** : Grade 1: R383 226 – R444 276. per annum
 Grade 2: R471 333 – R579 696 per annum, Plus 13th Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)
- CENTRE REQUIREMENTS** : Emmaus Hospital
 : Basic R425 Degree/Diploma in nursing that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Advanced midwifery and Neonatal science. With duration of atleast 1 year accredited with SANC. Persons in possession of a foreign qualification must furnish the department with an evaluation certificate from south African qualification authority (SAQA) registration with SANC (General nursing relevant post basic qualification) PLUS Registration certificate, Proof of current year registration/ receipt with SANC 2021,A Minimum Of Four Years Appropriate/ recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing, Certificate of service from previous and current employer endorsed and stamped by HR must be attached Knowledge & Skills_Demonstration knowledge of health related Acts and legal prescripts. Demonstrate an in depth understanding of nursing legislation and related legal ethical nursing practices. Possess communication skills for dealing with patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patients need, requirements and expectations (Batho pele) Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as support tool to enhance service delivery .Ability to plan and organize own work, time and that of support personnel to ensure proper nursing care in the unit.
- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional /legal framework. Reduce maternal and child mortality and morbidity and adhere to maternity protocols and guidelines. Implement PIPP and CHIPP programmes. Render antenatal and postnatal care and also work in the labour ward. Reduce the burden of communicable diseases like covid 19, HIV/AIDS and TB. Reduce the burden of non-communicable diseases. Apply ideal clinic, NCS,IPC, in the execution of duties. Effective utilization of human, material and financial resources. Reduce the number of complaints and patient safety incidents. Assist the Operational manager in the

running of the clinic .Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Maintain professional nursing growth / ethical standards and self-development. Participating in training and teaching of junior staff member, clients the community. Conduct clinical audits and submit reports to the Operational manager.

**ENQUIRES
APPLICATIONS**

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

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 16 July 2021 at 16:00