

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

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

**OTHER POSTS**

- POST 26/338** : **MANAGER: MEDICAL SERVICES GRADE 1 REF NO: MED/01/2021**  
Re-advertised and candidates who had previously applied may re-apply
- SALARY** : R1 173 900 per annum, (All-inclusive remuneration package plus commuted overtime)
- CENTRE** : Addington Hospital: KwaZulu-Natal
- REQUIREMENTS** : Copy of MBChB, copy of Registration Certificate with the HPCSA as a Medical Practitioner. A minimum of three (3) years' appropriate experience after registration with HPCSA as a Medical Practitioner. Current annual fees registration with the HPCSA (2021/2022) .In-service applicants are required to obtain the proof of SAQA verification from their Human Resource department if applicable. Applicants are required to submit certificate of service detailing experience. Recommendation: Post-graduate diploma/degree in management will be an added advantage. Minimum of Three (3) year's management or supervisory experience will be an advantage. Knowledge, Skills Training and Competencies Required: Possess sound knowledge of the relevant Acts, Policies and Regulations administered by the KZN Department of Health. Possess sound knowledge of the District Health System. Possess sound knowledge of legislation relating to the practice of medicine in South Africa. Good communication, leadership, decision making, team building and motivation skills. Be computer literate with proficiency in MS Office Software Applications.
- DUTIES** : Work with the Senior Manager Medical Service to achieve the following: Ensure the provisions of protocols and guidelines to the Medical and Allied Professions Team. Formulate policies and procedures for clinical services and ensure that they are in accordance with current statutory regulations and guidelines. Provide leadership, management and support to all Cluster Managers, Clinical Heads, Clinical Managers, Pharmacy, Allied Health Professionals and all staff under their supervision. Conduct service assessment and implement quality improvement programmes. Maintain service excellence by conducting regular meetings of clinical governance structures. Liaise with other stakeholders within and outside the Department of Health such as Chief Specialists, other hospital management teams, the Health District Office and Medical School on medical and management issues. Ensure optimal use of resources, both human and financial. Ensure continuous monitoring of morbidity and mortality through clinical audits. Formulate strategic plans in keeping with the requirements of the hospital and the department as directed by the mission. Ensure that cost-effective service delivery is maintained within the hospital. Conduct regular audits on attendance registers to ensure commuted overtime policies are strictly adhered to. Maintain discipline and deal with grievances and Labour Relations issues in terms of the laid down procedures and policies. Monitor medico legal claims against the hospital including assessing risks, providing reports and implementing remedial measures.
- ENQUIRIES** : Dr A Aron Tel No: 031 327 2000
- APPLICATIONS** : All applications to be posted to: Recruitment, Human Resource Dept, Addington Hospital, P O Box 977 Durban, 4000 Or dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban.
- FOR ATTENTION** : Mrs P Makhoba
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) from any Public Service: Department which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document. All required documents attached need not be certified when applying for post, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. 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. 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. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment of candidates that are invited for the interview.

**CLOSING DATE**

: 16 August 2021

**POST 26/339**

: **MANAGER: PHARMACEUTICAL SERVICES / DEPOT MANAGER:  
PROVINCIAL PHARMACEUTICAL SUPPLY DEPOT: HEAD OFFICE:  
PROVINCIAL PHARMACEUTICAL SUPPLY DEPOT (DURBAN) REF NO:  
G103/2021**

Cluster: Clinical Support Services

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 089 693 – R1 173 900 per annum, An all Inclusive salary package  
: Head Office: Provincial Pharmaceutical Supply Depot (Durban)  
: An appropriate Bachelor's Degree or equivalent qualification in Pharmacy (Certified copy must be attached); Current registration with the S.A. Pharmacy Council (Proof of payment of the Annual Fee payable to the South African Pharmacy Council must be attached); Minimum three (3) years public sector experience as the Assistant Manager: Pharmaceutical Services (Proof must be attached); Unendorsed Valid Code B driver's license (Code 08) (Certified copy must be attached). Recommendations: Training in procurement, logistics & distribution OR at least 12 months exposure to public sector procurement, logistics, distribution services. 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: The incumbent of this post will report to the Senior Manager: Pharmaceutical Services and will be responsible to provide effective centralised pharmaceutical supply services to all public health institutions through innovative pharmaceutical supply chain management system in line with national framework, and as such the ideal candidate must: Possess sound knowledge of the legislative and policy framework informing the area of operation. Have the ability to analyse complex information and to accurately transform that in user-friendly policies and guidelines providing line managers with clearly defined "process maps" to exercise delegated powers/assigned responsibilities without compromising good governance imperatives. Have the ability to capture the essence of recommendations in concise and clear language in writing. Be able to priorities tasks and issues and comply with time frames. Have good interpersonal skills. Possess high levels of accuracy. Ensure and enable effective communication between the Department and all internal and external stakeholders in Health. Knowledge of the scope of practice of the various pharmaceutical staff categories and other health professionals together with the attendant training requirements. Be au fait with the Standard Treatment Guidelines and Essential Medicine List of South Africa and the associated impact and cost of these. Have a good or detailed knowledge of the South African system for Pharmaceutical Tenders and Contracts. Knowledge of the pharmaceutical supply and dispensing chain is essential. Have the ability to prioritise issues and other work related matters and to comply with time frames. Be computer literate with a proficiency in MS Office Software Application.

**DUTIES**

: Take responsibility as the Responsible Pharmacist and Depot Manager. Participate in the KwaZulu-Natal Pharmaceuticals and Therapeutics Committee (KZN PTC) for enabling selection of pharmaceutical products for development of the Provincial Formulary. Manage demand management service for pharmaceutical products. Manage acquisition management service for pharmaceutical products. Manage logistics and warehouse service for pharmaceutical products. Manage transaction management service within applicable prescripts. Manage facilities management service enabling compliance applicable prescripts. Provide technical assistance on special pharmaceutical projects.

- ENQUIRIES** : Mr VC Dlamini Tel No: 033 940 2465
- APPLICATIONS** : should be forwarded to: The Chief Director: Human Resource Management Services, KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 Or Hand Deliver To: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower.
- 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 Curriculum Vitae, copies of identity document, highest educational qualifications, an unendorsed valid Code B driver's license and professional registration certificates. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will **NOT** be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.
- CLOSING DATE** : 16 August 2021
- POST 26/340** : **MEDICAL OFFICER (PSYCHIATRY) GRADE1- 3 REF NO: MO/PSYCH 01/2021 (X1 POST)**
- SALARY** : Grade 1: R821 205 - R884 670 per annum, (all-inclusive package)  
Grade 2: R938 964 - R1 026 693 per annum, (all-inclusive package)  
Grade 3: R1 089 693 - R1 3 62 366 per annum, (all-inclusive package)  
All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules  
Other Benefits: In-Hospitable Area Allowance (18% of basic salary), Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into performance contract for commuted overtime.
- CENTRE** : Prince Mshiyeni Memorial Hospital – Psychiatry
- REQUIREMENTS** : MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner (Independent Practice Medical Practitioner). Proof of current registration as a Medical Practitioner with HPCSA (2021 / 2022). Experience: **Medical Officer Grade 1:** No experience required. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Medical Officer Grade 2:** 5 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Medical Officer Grade 3:** 10 year's registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills, Training and Competencies: Sound clinical knowledge, competency and skills in a clinical domain. The ability to work under supervision within a large team environment. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach; guide junior staff within the department.

- DUTIES** : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted to the Department. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits. Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained.
- ENQUIRIES** : Dr NM Masinga Tel No: 031 907 8317
- APPLICATIONS** : should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060
- FOR ATTENTION** : Mrs TZ Makanya
- NOTE** : Copies of identity/ passport documents; all educational qualifications, professional registration certificates where applicable and certificate/s of service from previous employer/s must be attached and only the shortlisted candidates will be requested to submit the certified copies of their certificates and qualifications. Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Please note that due to financial constraints, there will be no payment of S&T Claims. NB: Persons with disabilities, the African Male / Female, Coloured Male and White Male / Female are encouraged to apply for the post.
- CLOSING DATE** : 16 August 2021
- POST 26/341** : **MEDICAL OFFICER (PAEDIATRICS) GRADE1- 3 REF NO: MO/PAEDS 01/2021 (X1 POST)**
- SALARY** : Grade 1: R821 205 - R884 670 per annum, (all-inclusive package)  
Grade 2: R938 964 - R1 026 693 per annum, (all-inclusive package)  
Grade 3: R1 089 693 - R1 3 62 366 per annum, (all-inclusive package)  
All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules  
Other Benefits: In-Hospitable Area Allowance (18% of basic salary), Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into performance contract for commuted overtime.
- CENTRE** : Prince Mshiyeni Memorial Hospital – Paediatrics
- REQUIREMENTS** : MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner (Independent Practice Medical Practitioner). Proof of current registration as a Medical Practitioner with HPCSA (2021 / 2022). Experience: **Medical Officer Grade 1:** No experience required. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Medical Officer Grade 2:** 5 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Medical Officer Grade 3:** 10 year's registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills, Training and Competencies: Sound clinical knowledge, competency and skills in a clinical domain. The ability to work under supervision within a large team environment. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach; guide junior staff within the department.
- DUTIES** : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted to the

Department. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits. Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained.

**ENQUIRIES** : Dr N Naidoo Tel No: 031 907 8380  
**APPLICATIONS** : should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060

**FOR ATTENTION** : Mrs TZ Makanya  
**NOTE** : Copies of identity/ passport documents; all educational qualifications, professional registration certificates where applicable and certificate/s of service from previous employer/s must be attached and only the shortlisted candidates will be requested to submit the certified copies of their certificates and qualifications. Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Persons with disabilities, the African Male / Female, Coloured Male and White Male / Female are encouraged to apply for the post. Please note that due to financial constraints, there will be no payment of S&T Claims.

**CLOSING DATE** : 16 August 2021

**POST 26/342** : **MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 38/21**  
Component: Otorhinolaryngology (ENT)

**SALARY** : Grade 1: R821 205 per annum  
Grade 2: R938 964 per annum  
Grade 3: R1 089 693 per annum  
All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form.

**CENTRE** : Greys Hospital, Pietermaritzburg  
**REQUIREMENTS** : Senior Certificate or Equivalent, MBChB degree or equivalent. Registration certificate with the HPCSA as a Medical Practitioner plus Current registration (2020/2021) with the HPCSA. **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: 10 years experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Recommendation: Sound knowledge and experience in Otorhinolaryngology (the primary exam in ENT would be advantageous but is not essential.) Previous ENT experience or log book showing proficiency in ENT procedures would be advantageous. Knowledge, Skills, Experience and Competencies: Ability to teach and supervise junior staff and medical students. Good communication, decision-making and clinical skills. Ability to function in a multi-disciplinary team.

**DUTIES** : Provide Otorhinolaryngology services as well as head and neck surgery at Greys Hospital and at relevant Zone 2 State Hospitals. Provide after hour care in accordance with the commuted overtime contract. Supervision and training of junior staff working in the Department. Present at academic meetings in the department. To teach medical students and Nursing staff as required. Participate in the Quality Improvement Programmes of the Department including clinical audits and CPD activities. Maintain clinical, professional and ethical standards. Assist the Unit Manager in development of protocols and clinical guidelines. After hour's duties is a requirement.

**ENQUIRIES** : Dr S Van Wyk Tel No: 033 897 3734  
**APPLICATIONS** : to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

**FOR ATTENTION  
NOTE**

: Mrs M. Chandulal  
: Directions to Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website. Applicants must submit copies of qualifications, Identity document and drivers license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the of the interview following communication from HR. NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 38/21. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered. The employment equity target for this post is: African Male.

**CLOSING DATE**

: 16 August 2021

**POST 26/343**

: **MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 40/21 (X3 POSTS)**  
Component – Internal Medicine

**SALARY**

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

**CENTRE  
REQUIREMENTS**

: Greys Hospital, Pietermaritzburg  
: Senior Certificate or Equivalent MBCHB Degree Plus Current registration with the Health Professions Council of South Africa as an Independent Medical Practitioner by the time of appointment. Community services doctors may be considered provided they are registered as an Independent Medical Practitioner within a month of the closing date. **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as an independent Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as an independent Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 3:** Experience: 10 years' experience after registration with the HPCSA as an independent Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Recommendation: ACLS course completed (current valid certificate), Studying for, or successfully completed, Primary (Part 1) examinations in Internal Medicine. Studying for, or successfully completed, Diploma in Internal Medicine. Knowledge, Skills, Training and Competencies: Sound clinical and patient management skills; human resource management; information management; quality assurance programs. Current health and public service legislation, regulations and policy, and medical ethics.

**DUTIES**

: Medical care of patients: Level of care required – medical care appropriate to Grey's Hospital, a tertiary and referral health facility; Sub-discipline rotations – terms of duty in any or all sub-disciplines of Internal Medicine will be required

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

- ENQUIRIES** : Dr K. Rasmussen Tel No: 033 – 897 3289
- APPLICATIONS** : 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: Application for employment form (Z83) which is obtainable at any Government Department OR website. Applicants must submit copies of qualifications, Identity document and drivers license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the interview following communication from HR. Curriculum Vitae. Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 40/21. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered. The employment equity target for this post is: African Male.
- CLOSING DATE** : 16 August 2021
- POST 26/344** : **ASSISTANT MANAGER NURSING (SPECIALTY) REF NO: N1/ANM/2021 (X1 POST)**  
Operating Theatre
- SALARY** : R614 991 per annum
- CENTRE** : Addington Hospital: KwaZulu-Natal
- REQUIREMENTS** : Copy of Degree / Diploma in General Nursing and Midwifery. Copy of Registration Certificate with SANC as a General Nurse and Midwife. Copy of current registration receipt (2021) with SANC. Copy of Diploma / Degree Post Basic qualification in the relevant Specialty: Operating Theatre nursing science. Post Basic registration certificate accredited by SANC in the relevant Speciality: Operating Theatre. Certificate of service from current and previous employers is compulsory, which must be endorsed by Human Resource Department. Please request the nursing domain to be indicated on certificates.

SAQA verification if applicable, obtainable from Human Resource Department. Experience: A minimum of 10 years appropriate/recognizable. Experience after registration as a Professional Nurse with SANC. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific Speciality after obtaining the 1 year post-basic qualification In the relevant speciality. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management level. Recommendation: Nursing Management would be an advantage-to produce degree or diploma and registration with SANC if applicable. A valid driver's license. Knowledge, Skills Training and Competencies Required: Sound knowledge and understanding of Public Service Policies, Acts and Regulations. Sound management, negotiation, interpersonal and problem solving skills. Good verbal and written communication skills. Knowledge of Labour Relations and disciplinary processes. Computer Literacy and information management. Analytical, Leadership, Change Management, Conflict Management skills.

**DUTIES** : Provide professional, technical and management support for the provision of quality patient care. Control utilization, performance and evaluation of staff including monitoring absenteeism and nursing care standards. Manage the provision of nursing care in the designated areas through instituting quality programs and sound supervision. Exercise proper utilisation of all available resources. Ensure that all relevant Acts and Regulations are adhered to. Participate and co-ordinate the formulation of policies and procedures. Ensure control and discipline including analysing and monitoring the training and development of staff. Provide leadership in the implementation of National Core Standards. Utilise information technology and other management systems for the enhancement of service delivery. Advocate and ensure the promotion of nursing ethos and professionalism.

**ENQUIRIES APPLICATIONS** : Mrs B.N Ndhlovu Tel No: 031 327 2000  
 : All applications should be forwarded to: Attention: The Human Resource Department, Addington Hospital, P O Box 977, Durban, 4000 OR dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban.

**NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) from any Public Service: Department which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document. All required documents attached need not be certified when applying for post, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. 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. 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. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview.

**CLOSING DATE** : 16 August 2021

**POST 26/345** : **ASSISTANT MANAGER – NURSING (SPECIALTY) REF NO: UMP 8/2021**  
 Section: Maternity/Gynae & Paediatrics

**SALARY CENTRE REQUIREMENTS** : R614 991 per annum  
 : Umphumulo Hospital  
 : Grade 12/Senior Certificate. Diploma / Degree in General Nursing and Midwifery. Post basic qualification in Advanced Midwifery accredited with the SANC. Registration with the S.A.N.C. as a Professional Nurse and advanced midwife. Current (2021) council receipt. A minimum of ten (10) years appropriate / recognizable experience as a Professional Nurse after registration with the SANC as a general nurse and midwife. At least six (6) years of the above period must be appropriate/recognisable experience in Obstetrics after obtaining the post basic qualification in Advanced Midwifery.



At least three (3) years of the above period must be appropriate/ recognisable experience in a management level. Proof of current and previous experience endorsed by the HR department. Knowledge of nursing care processes and procedures, nursing statutes. Knowledge of legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Labour Relations Act, etc. Leadership, organisation, decision making and problem solving skills. Communication and Interpersonal skills. Basic computer skills.

**DUTIES** : Plan/organize and monitor the objectives of the Obstetrics, Gynae and Paediatric units in consultation with subordinates. Provide a therapeutic environment for staff, patients and the public. Provide a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient, based on scientific principles. Delegate duties and support staff in the execution of patient care delivery. Provide direct and indirect supervision of all nursing staff/housekeeping staff and give guidance. Ensure continuity of patient care on all levels i.e. work book, handover rounds. Liaise and communicate with multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Facilitate the efficient integrated implementation of appropriate packages of care to ensure good outcomes in Maternal, Child and Women's Health Conduct Perinatal Mortality reviews or meetings. Manage effectively the utilization and supervision of resources. Implement EPMS and identify staff training needs. Plan for the provision, orientation, induction and mentoring of all nursing staff and orientation of other staff. Plan and coordinate training and promote learning opportunities for all nursing categories i.e. on the job training. Practice participative management by assisting with relief duties of the supervisor.

**ENQUIRIES** : Mrs. J. M. Ndlovu Tel No: 032 4814199  
**APPLICATIONS** : Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.

**FOR ATTENTION** : Mr S. M. Naidoo  
**NOTE** : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, copies of identity document, educational qualifications and professional registration certificates. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

**CLOSING DATE** : 20 August 2021

**POST 26/346** : **ASSISTANT MANAGER NURSING (SPECIALTY) REF NO: THH 06/2021 (X1 POST)**

**SALARY** : R614 991 – R692 166 per annum. Other Benefits: 13<sup>th</sup> Cheque, Medical aid (optional), Housing allowance, (Employee must meet prescribed requirements)

**CENTRE** : Townhill Hospital  
**REQUIREMENTS** : Highest educational qualification (Matric /Grade 12) or equivalent. Degree/Diploma in General and Psychiatric Nursing. Diploma in Advance Psychiatric Nursing. A minimum of ten (10) years appropriate /recognizable experience in nursing after registration as a professional nurse with the SANC in General nursing. At least six(6) years of the period referred to above must be appropriate /recognizable experience after obtaining one (1) year post basic

qualification in advanced Psychiatric nursing. A minimum of three (3) years of the period referred to above must be appropriate or recognizable experience at supervisory level. Proof of current registration with the SANC. Certificate of service is also required obtainable from your Human Resource office. Recommendation: A valid driver's license. Knowledge, Skill, Training and Competencies: Knowledge of nursing prescripts, policies, procedures and protocols. Knowledge and experience of the public service policies services acts and regulations. Sound management, negotiation, interpersonal relations and disciplinary procedures and basic financial management skills. Good verbal and written communication, problem solving and project management skills. Basic computer literacy to enhance service delivery. Appropriate of understanding of nursing scope and practice and nursing standards. Ability to apply PHC approach in the work environment. Co-ordinate outreach programmes and liaise with District Mental Health Programme Manager.

**DUTIES**

: Provide guidance and leadership towards the realization of the Institutional strategic and operational goals. Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care within legal framework. Co-ordinate and facilitate the development of quality for all nursing categories within area of supervision. Ensure the implementation of National, Provisional and District Quality Improvement initiatives at Hospital level. Participate in formulation of policies procedures and implementation thereof. Assist in achievement of National Core Standards and Six Priority areas within the Hospital. Control provision of Nursing Care in the area of supervision through allocation and supervision of Human and Financial Resources. Monitor and ensure that all nurses are licensed to practice. Ensure the implementation of procedures that maintain effective infection control and Occupational and Safety measures in accordance with Occupational and Safety legislation. Carry out regular review and explore opportunities for professional development and ensure training and development of the nursing staff with the zone /area. Deal with grievances and labour relation issues in terms of laid down policies, procedures i.e. manage workplace discipline. Monitor the implementation of the employee's performance and development systems and deal with identified development needs. Ensure security and MHCU's property. The employee will be required to work both day / night duties.

**ENQUIRIES**

: Mr A.M. Ntombela (Nursing Manager) Tel No: (033) 341 5517

**APPLICATIONS**

: should be sent by post to, The Human Resource Manager: Townhill Hospital, P O Box 400, Pietermaritzburg, 3200

**FOR ATTENTION**

: Mr SW Zulu

**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](http://www.kznhealth.gov.za). Copies of Identity document, highest educational qualifications, certificate of service, professional registration certificates and a proof of current registration must be submitted together with your Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. 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, Please note that failure to comply with the above instructions will disqualify the applicant. Please note that 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 anticipated, receipts of applications will not be acknowledged. Should you not be advised within 90 days of the closing date, kindly consider your application as unsuccessful. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the applicant not being considered. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department). Please note that due to financial constraints, there will be no payment of S & T claims.

**CLOSING DATE**

: 16 August 2021

**POST 26/347** : **CLINICAL PROGRAMME CO-ORDINATOR REF NO: UGU 04/2021**  
Component: ISHP, Oral Health and Health Promotion

**SALARY** : R444 276 per annum  
**CENTRE** : Ugu Health District Office  
**REQUIREMENTS** : Diploma / Degree in General Nursing and Midwifery. Current registration with the SANC as a Professional Nurse and Midwifery. SANC Receipt for 2021. Minimum of 7 years appropriate or recognizable experience in nursing after registration as a professional Nurse with the SANC in General Nursing and Midwifery. Valid code B driving licence. Proof of current and previous work experience endorsed and stamped by Human Resource (Certificate of service and service record) must be attached. Knowledge: Presentation Skills. Report writing abilities. Financial management skill. Empathy and counselling skills. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other related matters and to comply with time frames. Computer literacy with a proficiency in MS Office Software applications.

**DUTIES** : Co-ordinate the implementation of the WBPHCOTs and the Integrated School Health Programme policy (ISHP) in line with the PHC re -engineering framework and the National Health Insurance (NHI). Co-ordinate the implementation of Health Promotion Programmes in schools, Primary health care facilities and at community level (e.g. Health promoting clinic, Health promoting school and Early Child development centres). Co-ordinate the Oral Health Programme in the District. Co-ordinate the Adolescent Youth Health Programme in the District. Co-ordinate the vaccination programme (HPV, Td and Deworming) in schools and ECDs. Collaborate with stakeholders on the attainment of targeted district health outcomes. Oversee the implementation of youth zones in all the facilities within Ugu district. Ensuring the implementation of the priority programme project to attain positive health outcomes. Participate in the ideal clinic and ideal hospital realisation and maintenance project in the district by monitoring adolescent and youth involvement and empowerment. Collaborate with other stakeholders to implement health promotion plans in the district. Facilitate implementation of Health Promotion Programmes at community level. Plan, organize and conduct community awareness and events to convey health messages and practices which support healthy lifestyle programme strategies. Ensure implementation of educational drives, campaigns and advocacy initiatives to effectively and efficiently communicate the need to change unhealthy lifestyle/maintain healthy lifestyle to the community and target groups. Monitor and evaluate implementation of the Outreach Programmes, School Health and Healthy Lifestyle in the district.

**ENQUIRIES** : Mr. B.I. Khowane Tel No: 039 – 688 3000  
**APPLICATIONS** : to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240

**FOR ATTENTION** : Mr. J.L. Majola  
**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, copies of certificates, Identity Document and Driver's License. Certified copies of certificates will only be requested from shortlisted candidates prior the interviews. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: UGU 04/2021. Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

**CLOSING DATE** : 20 August 2021

**POST 26/348** : **CLINICAL PROGRAMME CO-ORDINATOR REF NO: UGU 05/2021**  
Component: PMTCT

**SALARY** : R444 276 per annum  
**CENTRE** : Ugu Health District Office  
**REQUIREMENTS** : Diploma / Degree in General Nursing and Midwifery. Current registration with the SANC as a Professional Nurse and Midwifery. SANC Receipt for 2021. Minimum of 7 years appropriate or recognizable experience in nursing after registration as a professional Nurse with the SANC in General Nursing and Midwifery. Valid code B driving licence. Proof of current and previous work experience endorsed and stamped by Human Resource (Certificate of service and service record) must be attached. Knowledge: Presentation Skills. Report writing abilities. Financial management skill. Empathy and counselling skills. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other related matters and to comply with time frames. Computer literacy with a proficiency in MS Office Software applications.

**DUTIES** : Coordinate and facilitate development of programme plans for the prevention of Mother to Child Transmission of HIV and AIDS within Ugu health District. Monitor implementation of strategies contained in the plan to reduce Mother to Child Transmission. Provide technical support to institutions through continuous monitoring and evaluation of PMTCT and ensuring that policies are adhered to at all levels. Liaise with government and non-government organizations on issues of Prevention of Mother to Child Transmission. Ensure implementation, monitoring and evaluation of EMTCT strategy (Last Mile) in the District. Monitor and trace infant PCR positive performance of health facilities against determined performance indicator target at the facilities. Strengthen advocacy marketing and social mobilization for the advancement and improvement of PMTCT programme within the district. Participate in Operation Sukuma Sakhe programme.

**ENQUIRIES** : Mr. B.I. Khowane Tel No: 039 – 688 3000  
**APPLICATIONS** : to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240  
**FOR ATTENTION** : Mr. J.L. Majola  
**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, copies of certificates, Identity Document and Driver's License. Certified copies of certificates will only be requested from shortlisted candidates prior the interviews. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: UGU 04/2021. Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

**CLOSING DATE** : 20 August 2021

**POST 26/349** : **PROFESSIONAL NURSE - SPECIALTY NURSING 1 (TRAUMA) REF NO: GS 37/21 (X1 POST)**  
Component: Nursing

**SALARY** : Grade 1: R383 226 per annum, PLUS 13<sup>th</sup> cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement)  
Grade 2: R471 333 per annum, PLUS 13<sup>th</sup> cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional

- CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg  
 : Senior Certificate or equivalent Degree/Diploma in General Nursing plus One (1) year post basic qualification in Trauma and Emergency Nursing. Current registration with SANC as General Nurse and relevant specialty. Minimum of 4 years appropriate/recognizable registration experience as General Nurse and 1 year in the Specialty. Certificate of service must be attached. **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience as a General Nurse and 1 year in the Specialty. **Grade 2:** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1- year post basic qualification in the relevant specialty. Knowledge, Skills, Training and Competency Required: Knowledge of nursing care processes & procedures. Sound knowledge of scope of practice. Problem solving skills. Knowledge of Batho Pele & Patients Right Charter principles. Good communication skills – verbal & written. Knowledge of SANC Rules and Regulation and other relevant public service legislations, prescripts and policies.
- DUTIES** : Internal rotation of the staff within the relevant Specialty will be exercised according to patient need. Execute duties and function with proficiency and within prescripts of applicable legislations. Render quality nursing care in Emergency Department. To develop and ensure implementation of nursing care plans. To participate in clinical audits. Ensure proper utilization of human, material and financial resources and maintain updated records thereof. Supervision of patients records to ensure accurate and complete patient records. Support the operational manager in ensuring the implementation of infection control & prevention policies in the unit. Supervise the performance of junior staff so as to enhance/ promote quality patient care. Rotation of staff will be done to provide uniformity of patient care amongst the various Critical Care Units. Assist with performance reviews (EPMDS). Teach and supervise student nurses allocated in the unit. Implementation of Infection Control Policies and procedures.
- ENQUIRIES APPLICATIONS** : Mrs KT MC Kenzie (Nursing Manager) Tel No: 033 897 3331  
 : to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
- FOR ATTENTION NOTE** : Mrs. M. Chandulal  
 : Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website. Applicants must submit copies of qualifications, Identity document and drivers license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the of the interview following communication from HR. Curriculum Vitae. NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 37/21. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered. The employment equity target for this post is: African Male.
- CLOSING DATE** : 16 August 2021

**POST 26/350** : **PROFESSIONAL NURSE - SPECIALTY NURSING ORTHOPAEDICS REF NO: GS 39/21 (X3 POSTS)**  
Component: Nursing

**SALARY** : Grade 1: R383 226 per annum, PLUS 13<sup>th</sup> cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement)  
Grade 2: R471 333 per annum, PLUS 13<sup>th</sup> cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional

**CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg  
: Senior Certificate or equivalent Degree/Diploma in General Nursing plus One (1) year post basic qualification in Orthopaedics Plus Current registration with SANC as General Nurse and relevant specialty. Certificate of service must be attached. **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience as a General Nurse and 1 year in the Specialty. **Grade 2:** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1- year post basic qualification in the relevant specialty. Knowledge, Skills, Training and Competency Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of code of conduct, Labour Relations, Conflict Management and negotiation skills. Ability to function within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele principles and patients rights charter.

**DUTIES** : Provision of quality nursing care through the implementation of standards. To develop and ensure implementation of nursing care plans. To participate in quality improvement programmes and clinical audit. To uphold the Batho Pele and patients rights charter principles. Maintain accurate and complete patient records according to legal requirements. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures. Manage and supervise effective utilization of all resources e.g human, financial, material.

**ENQUIRIES APPLICATIONS** : Mrs KT MC Kenzie (Nursing Manager) Tel No: 033 897 3331  
: to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

**FOR ATTENTION NOTE** : Mrs. M. Chandulal  
: Directions to Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website. Applicants must submit copies of qualifications, Identity document and drivers license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the interview following communication from HR. Curriculum Vitae. NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 39/21. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered. The employment equity target for this post is: African Male.

**CLOSING DATE** : 16 August 2021

<b><u>POST 26/351</u></b>	:	<b><u>PROFESSIONAL NURSE (SPECIALTY) REF NO: PNS3/OT/2021 (X2 POSTS)</u></b> Operating Theatre
<b><u>SALARY</u></b>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Addington Hospital: KwaZulu-Natal Degree/Diploma in General Nursing and Midwifery. Registration Certificate with SANC as a General Nurse and Midwife. Degree/Diploma – Post Basic qualification – Operating Theatre Nursing Science. Post Basic registration certificate accredited by SANC in the relevant Speciality: Operating Theatre Nursing Science. Current registration receipt with SANC (2021). In-Service applicants to produce SAQA verification if available may be requested from your Human Resource Dept. copies of certificates of service stating relevant experience as a Professional Nurse AND Professional Nurse (Speciality) experience in Operating Theatre. Updated Curriculum Vitae with email address indicated. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate recognizable experience in Nursing after registration as a Professional Nurse and Midwife with the South African Nursing Council. A post-basic Qualification with a duration of at least 1 year in the relevant Speciality. Experience: <b>Grade 2:</b> A minimum of 14 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/Recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality. Recommendation: At least 1 – 2 years' experience in Operating Theatre Nursing would be an advantage. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project Management skills. Basic Computer skills.
<b><u>DUTIES</u></b>	:	Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order appropriate level of consumables and monitor utilization. Ensure that equipment in the unit is adequate and is checked and functional. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records. HOURS OF DUTY: 40 Hours per week. Shift work – Day and Night duty.
<b><u>APPLICATIONS</u></b>	:	All applications to be posted to: The Human Resource Dept, Addington Hospital, P O Box 977 Durban, 4000 Or dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban.
<b><u>ENQUIRIES NOTE</u></b>	:	Matron B N Ndhlovu Tel No: 031 327 2000 Applications must be submitted on the prescribed Application for Employment form (Z83) from any Public Service: Department which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document. All required documents attached need not be certified when applying for post, only

shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. 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. 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. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview. Employment Equity: Preference will be given to the following candidates as per Employment Equity target: African Male. Any person with disability regardless of race and gender.

- CLOSING DATE** : 16 August 2021
- POST 26/352** : **PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY / ORTHOPAEDICS)**  
**REF NO: PN/ORTHO 01/2021 (X1 POST)**
- SALARY** : Grade 1: R383 226 – R444 276 per annum  
Grade 2: R471 333 – R579 696 per annum  
Other Benefits: Home Owner Allowance (conditions apply), 13<sup>th</sup> Cheque (conditions apply), Medical Aid (Optional), In- hospital Area Allowance (8% of basic salary)
- CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital  
: **PROFESSIONAL NURSE GRADE 1:** Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in either 'Orthopaedic Nursing Science', with duration of at least 1 year, accredited with the SANC. Certificates of Registration with the SANC (General Nursing, Midwifery and relevant post basic qualification). Proof of current registration with the SANC (2021). Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. **PROFESSIONAL NURSE GRADE 2:** Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in either 'Orthopaedic Nursing Science', with duration of at least 1 year, accredited with the SANC. Certificates of Registration with the SANC (General Nursing, Midwifery and relevant post basic qualification). Proof of current registration with the SANC (2021). Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty (i.e. Nursery) after obtaining the 1- year post-basic qualification in the relevant specialty. **NB:** For experience above the experience set for appointment- one notch for every completed 2 years as at 31 March of the year preceding the date of appointment; minus 1 year for candidates appointed from outside the public service. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to Ensure proper nursing care in the unit.
- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care



including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB – Must be prepared to work shift as per allocation; includes night shift, weekends and public holidays.

**ENQUIRIES APPLICATIONS** : Mrs IF Mpanza Tel No: 031 907 8248  
: Should be posted to The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060

**FOR ATTENTION NOTE** : Mrs TZ Makanya  
: Copies of identity/ passport documents; all educational qualifications, professional registration certificates where applicable and certificate/s of service from previous employer/s must be attached and only the shortlisted candidates will be requested to submit the certified copies of their certificates and qualifications. Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). NB: Please note that due to financial constraints, there will be no payment of S&T Claims. NB: Persons with disabilities, the African male, Coloured male / female, Indian male and White male / female should feel free to apply for the post.

**CLOSING DATE** : 16 August 2021

**POST 26/353** : **PROFESSIONAL NURSE-SPECIALTY STREAM REF NO: MURCHISON05/2021 (X1 POST)**

**SALARY** : Grade 1: R383 226 per annum  
Grade 2: R471 333 per annum  
Other Benefits: 13<sup>th</sup> Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

**CENTRE REQUIREMENTS** : Murchison Hospital-Izingolweni PHC (MOU)  
: Senior Certificate, Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Advance Midwifery and Neonatal Nursing Science, Current Registration with SANC as General Nurse and Midwife. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department (to be attached to application).  
**Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing and Midwifery. **Grade 2:** Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Midwifery, of which at least 10 years must be appropriate / recognizable experience Maternity services, after obtaining the one year post basic qualification in the relevant specialty. Knowledge, Skills and Competencies: 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 labor 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. Show understanding of Perinatal Problem Identification. Analyze reports and utilize the information to improve the health status of women. Ensure the implementation of saving mothers, saving babies recommendation. Ensure the implementation of Antenatal and post-natal policy including PMTCT

**ENQUIRIES APPLICATIONS** : Mr. LG Nyawo Tel No: 039-6877311 ext. 130  
: All applications should be forwarded to: Chief Executive Officer P/Bag X701 Portshepstone, 4240 or hand delivered to: Human Resources Department Murchison Hospital

<b><u>NOTE</u></b>	:	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. Due to the state of disaster covid19 public adjustment to risk adjusted level 4 regulations candidates may submit uncertified copies of qualifications and ID but will be required to submit certified copies after have been shortlisted and invited for the interviews only in terms of DPSA circular 05/2021 clause 2.1.14.1. Curriculum Vitae and Identity document. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 16/2019. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.
<b><u>CLOSING DATE</u></b>	:	20 August 2021
<b><u>POST 26/354</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM REF NO: MURCH-IZING 05/2021 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
<b><u>CENTRE REQUIREMENTS</u></b>	:	Murchison Hospital – Izingolweni PHC Senior Certificate, Degree / Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care, Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department on an official letterhead (to be attached to application). <b>Grade 1:</b> Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing. <b>Grade 2:</b> Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills and Competencies: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies.
<b><u>DUTIES</u></b>	:	Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist the unit manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Promote preventive and promotive health for clients and the community in the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Must be able to handle obstetric and emergencies and high risk conditions. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. To provide nursing care that leads to improve service delivery by upholding Batho Pele principles. Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic. Supervision

of patients and provision of basic patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutical environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observation of patients in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock.

- ENQUIRIES** : Mr LG Nyawo Tel No: 039-6877311 ext. 130
- APPLICATIONS** : All applications should be forwarded to: Chief Executive Officer P/Bag X701 Portshepstone, 4240 or hand delivered to: Human Resources Department Murchison Hospital
- NOTE** : 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. Due to the state of disaster covid19 public adjustment to risk adjusted level 4 regulations candidates may submit uncertified copies of qualifications and ID but will be required to submit certified copies after have been shortlisted and invited for the interviews only in terms of DPSA circular 05/2021 clause 2.1.14.1. Curriculum Vitae and Identity document. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 16/2019. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.
- CLOSING DATE** : 20 August 2021
- POST 26/355** : **PROFESSIONAL NURSE (SPECIALTY) REF NO: PNS1\TRAUMA/2021 (X1 POST)**  
Trauma
- SALARY** : Grade 1: R383 226 per annum  
Grade 2: R471 333 per annum  
Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)
- CENTRE** : Addington Hospital: KwaZulu-Natal
- REQUIREMENTS** : Experience: **Grade 1:** A minimum of 4 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. A post-basic qualification with a duration of at least 1 year accredited with SANC in the relevant Speciality. **Grade 2:** A minimum of 14 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate/Recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality. Minimum Requirements: Degree/Diploma in General Nursing. Post Basic Diploma qualification in Trauma & Emergency Nursing Science OR Critical Care Nursing Science (Trauma). Registration Certificate with SANC as a General Nurse. Registration Certificate with SANC – Post Basic Trauma & Emergency OR Critical Care Nursing Science Trauma or General. Current registration receipt (2021) with SANC or proof of payment. Copies of letter of service stating relevant experience as a Professional Nurse General Nursing/ Professional Nurse Speciality. In-Services applicants to

produce SAQA verification of qualification if applicable – may be obtained from your Human Resource Department. Detailed Curriculum Vitae – please indicate current mail address. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project Management skills. Basic Computer skills.

**DUTIES** : Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order and monitor appropriate level of consumables. Ensure that equipment in the unit is adequate and is checked and in working order. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate and understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records. Hours of duty: 40 Hours per week. Shift work – Day and Night duty.

**ENQUIRIES** : Mrs B N Ndhlovu Tel No: 031 327 2000  
**APPLICATIONS** : All applications to be posted to: Recruitment, Human Resource Dept, Addington Hospital, P O Box 977 Durban, 4000 Or dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban.

**NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) from any Public Service: Department which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document. All required documents attached need not be certified when applying for post, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. 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 **NOT** be accepted. 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. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview. Employment Equity: Preference will be given to the following candidates as per Employment Equity target: African Male. Any person with disability regardless of race and gender.

**CLOSING DATE** : 16 August 2021

<b><u>POST 26/356</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER (UKUTHULA AND NTEMBISWENI CLINICS) REF NO: GTN 15/2021 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R383 226 per annum. Other benefits: Medical Aid optional, In-hospital allowance, 13th cheque, home owners (Employee must meet prescribed requirements), An all-inclusive package & 12% Rural Allowance
<b><u>CENTRE REQUIREMENTS</u></b>	:	Greytown Hospital Senior Certificate (Grade 12). Diploma/Degree in General Nurse and Midwifery. Diploma/ Degree in General Nursing Plus 1 year post basic qualification in Primary Health Care and Midwifery. Current registration with SANC. 2021 SANC Annual practicing certificate (2021 receipt). Proof of current and previous work experience endorsed and stamped by Human Resources Manager (must be attached). Knowledge, skills, Training and Competences required. Knowledge of SANC rules and Regulations of Legislatives Framework and Department prescripts. Knowledge of National and Provincial Acts Policies. Basic financial management skills, sound management, negotiations problem solving and decision making skills. Good communication skills both written and verbal. Provide mentoring and coaching skills. Display a concern for patient promoting and advocating and facilitating proper treatment and ensuring that the unit adheres to Batho Pele Principles.
<b><u>DUTIES</u></b>	:	Ensuring data management at all levels. Manage and supervise effective utilization of allocated resources. Demonstrate effective communication with health team, supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organise own work and that of support personnel to ensure good communication care. Provide quality comprehensive health care to the community. Provide educational services to staff and communities. Work as part of multidisciplinary team to ensure good health care at PHC setting in all health programmes including NGOs, CBOs and CHWs. Display concern for the community, promoting and advocating proper care including awareness and willingness to respond to community needs. Assist with performance reviews i.e. EPMDs. Motivate staff regarding development in order to increase level of expertise and assist the community to develop a sense of care. Ensure 24 hours health services to all community members.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. B.N Mawela Tel No: (033) 4139 400
	:	Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250.
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr. P Shange
	:	Advertisements and accompanying notes must clearly capture the requirements for certification to reflect that applicants must submit copies of qualifications, Identity document and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. 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. The reference number must be indicated in the column provided on form Z83, e.g. Reference Number (GTN 15/2021). 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 note 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.
<b><u>CLOSING DATE</u></b>	:	16 August 2021

**POST 26/357** : **PROFESSIONAL NURSE GENERAL STREAM REF NO: SAH 09/2021 (X4 POSTS)**

**SALARY** : Grade 1: R256 905 per annum  
Grade 2: R315 963 per annum  
Grade 3: R383 226 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  
: **Grade 1:** Senior Certificate. Diploma/ Degree in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwifery. **Grade 2:** Senior Certificate. Diploma/ Degree in General Nursing and Midwifery, Current registration with SANC as a General Nurse and Midwifery. A minimum of 10 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 3:** Senior Certificate. Diploma/ Degree in General Nursing and Midwifery, Current registration with SANC as a General Nurse and Midwifery. A minimum of 20 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. 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 ie, oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality of nursing care. o ensure proper implementation of National core standards, quality and clinical audits. Maintain a constructive working relationship with nursing and other stakeholders. To implement policies, guidelines and nursing care standards. To improve the knowledge of staff and patients through health education and in-service training. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports and intervention, as well as keeping a good valid record on all client interventions. Ensuring proper utilization of Human, Material and Financial resources and keep accurate records.

**ENQUIRIES APPLICATIONS** : Mrs MR Singh Tel No: 039 433 1955 EXT 211  
: 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  
: 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, copy of Identity Document and Driver's Licence. Such copies need not be certified (certified documents will be limited to shortlisted candidates). 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 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** : 17 August 2021

<b><u>POST 26/358</u></b>	:	<b><u>PROFESSIONAL NURSE GENERAL STREAM REF NO: SAHMBOTHO 04/2021 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R256 905 per annum Grade 2: R315 963 per annum Grade 3: R383 226 per annum Other Benefits: 13 <sup>th</sup> Cheque, 12% Rural Allowance, Home Owners Allowance (Employee must meet Prescribed Requirements), Medical Aid (Optional)
<b><u>CENTRE REQUIREMENTS</u></b>	:	ST Andrews Hospital - Mbotho Clinic <b>Grade 1:</b> Senior Certificate. Diploma/ Degree in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwifery. <b>Grade 2:</b> Senior Certificate. Diploma/ Degree in General Nursing and Midwifery, Current registration with SANC as a General Nurse and Midwifery. A minimum of 10 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. <b>Grade 3:</b> Senior Certificate. Diploma/ Degree in General Nursing and Midwifery, Current registration with SANC as a General Nurse and Midwifery. A minimum of 20 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. 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.
<b><u>DUTIES</u></b>	:	Provide directions and supervision for the implementation of the nursing plan (clinical practice/quality patient care. Administer treatment plan of common or minor primary health conditions presented at primary care facilities in accordance with prescribed norms and standards, guidelines and treat conditions of patients as prescribed. 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 the 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 and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs VV Ncume Tel No: 039 433 1955 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.
<b><u>FOR ATTENTION NOTE</u></b>	:	Human Resource Manager Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copy of Identity Document and Driver's Licence. Such copies need not be certified (certified documents will be limited to shortlisted candidates). 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 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** : 17 August 2021
- POST 26/359** : **PROFESSIONAL NURSE GENERAL STREAM REF NO: SAHELIM 05/2021 (X1 POST)**
- SALARY** : Grade 1: R256 905 per annum  
Grade 2: R315 963 per annum  
Grade 3: R383 226 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 – Elim Clinic  
: **Grade 1:** Senior Certificate. Diploma/ Degree in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwifery. **Grade 2:** Senior Certificate. Diploma/ Degree in General Nursing and Midwifery, Current registration with SANC as a General Nurse and Midwifery. A minimum of 10 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 3:** Senior Certificate. Diploma/ Degree in General Nursing and Midwifery, Current registration with SANC as a General Nurse and Midwifery. A minimum of 20 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. 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** : Provide directions and supervision for the implementation of the nursing plan (clinical practice/quality patient care. Administer treatment plan of common or minor primary health conditions presented at primary care facilities in accordance with prescribed norms and standards, guidelines and treat conditions of patients as prescribed. 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 the 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 and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources.
- ENQUIRIES APPLICATIONS** : Mrs VV Ncume Tel No: 039 433 1955 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  
: 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, copy of Identity Document and Driver's Licence. Such copies need not be certified (certified documents will be limited to shortlisted candidates). 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 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** : 17 August 2021
- POST 26/360** : **PROFESSIONAL NURSE (GENERAL STREAM) REF NO: GS 41/21 (X1 POST)**  
Component: Nursing
- SALARY** : Grade 1: R256 905 - R297 825 per annum, PLUS 13<sup>th</sup> cheque, Housing Allowance (employee must meet the prescribed requirement), medical Aid Optional  
Grade 2: R315 963 - R362 865 per annum, PLUS 13<sup>th</sup> cheque, Housing Allowance (employee must meet the prescribed requirement), medical Aid Optional  
Grade 3: R383 226 - R485 475 per annum, PLUS 13<sup>th</sup> cheque, Housing Allowance (employee must meet the prescribed requirement), medical Aid Optional
- CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg  
: Senior Certificate or Equivalent Qualification, Diploma/ Degree in General Nursing and Midwifery. Registration Certificate as a General Nurse. Current registration with the South African Nursing Council. **Grade 1:** Experience: No experience required. **Grade 2:** Experience: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General nursing. **Grade 3:** Experience: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Knowledge, Skills, Training and Competency Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of South African Nursing Council Rules and Regulations. Sound knowledge of scope of Practice. Good communication, leadership, interpersonal and problem solving skills. Knowledge of Code of Conduct and Labour Relations. Ability to function well within a team. Conflict Management and negotiation skills. Decision making and problem solving skills. Skills in organizing, planning and supervising. Knowledge of Batho Pele Principles and Patients' Rights Charter.
- DUTIES** : Provision of Quality Nursing Care through the implementation of standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To develop and ensure implementation of Nursing Care Plans. To participate in Quality Improvement Programmes and patient centered audits as well as environmental audits. To participate in Ideal Hospital programme, National Core Standards and Norms and Standards. Uphold the Batho Pele and Patients' Rights Charter principles, Provide a safe, therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety and all other applicable prescripts, and promote health for all patients. Maintain accurate and complete patient records according to legal requirements. Relieve the Operational Manager for short and long term absences, e.g. when off duty, attending meetings or on leave. Assist Operational Manager with overall management and necessary support for effective functioning. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and labour relation issues according to the laid down policies and procedures, Manage and supervise effective utilization of all resources eg. Human, financial, material etc, Implementation and management of Infection Control and Prevention protocols. Assist with performance reviews ie: EPMDS as well as student progress reports. To execute duties and functions with proficiency within prescripts of applicable legislation. Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Evaluate patient care programmes from time to time and make proposals for improvement.
- ENQUIRIES APPLICATIONS** : Mrs KT MC Kenzie (Nursing Manager) Tel No: 033 897 3331  
: to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

**FOR ATTENTION  
NOTE**

- : Mrs. M. Chandulal
- : Directions to Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website. Applicants must submit copies of qualifications, Identity document and drivers license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the interview following communication from HR. Curriculum Vitae. NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 41/21. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered. The employment equity target for this post is: African Male
- : 16 August 2021

**CLOSING DATE**

**DEPARTMENT OF TRANSPORT**

***The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer***

**APPLICATIONS**

- : Forward your application, quoting the relevant reference number to: Recruitment & Selection Section, Human Resource Practices Directorate, Private Bag X 9043, Pietermaritzburg, 3200 or e-mail to dot.recruitment@kzntransport.gov.za (quoting the relevant reference number ONLY in the subject line, e.g. P 01/2020) (Please attach only ONE PDF file of all the required documents). Applications may alternatively be hand-delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg.

**CLOSING DATE**

- : 16 August 2021 (at 16h00). Applications received after the closing date and time will not be considered.

**NOTE**

- : Applications must be submitted on the NEW prescribed application form Z83 obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za (which must be originally signed and dated) and must be accompanied by a detailed CV and copies of required educational qualifications (including Senior Certificate where the requirement is a tertiary qualification) (including academic record / statement of results) set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), copies of identity document as well as valid driver's licence (where a driver's licence is a requirement). Please note that should you not use the newly amended Z83 and completed, initialled and signed in full, the Department reserves the right to disqualify your application. Kindly note that documents are still required with your application, however these do not need to be certified. Shortlisted candidates will however be required to provide certified copies of required documents on the date of the interviews. Applicants must provide proof of supervisory or management experience (where it is a requirement) and certified copies of acting appointment letters for occupying acting positions. Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY. Applications lacking evidence of relevant experience will not be considered. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's

responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof of such evaluation to their application. Under no circumstances will faxed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications and should you not receive an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. Prior to appointment being made to an SMS post, the appointee must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. The Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill this post(s).

#### **MANAGEMENT ECHELON**

- POST 26/361** : **DIRECTOR: LABOUR RELATIONS (REF NO: P 06/2021)**  
 Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
- SALARY CENTRE REQUIREMENTS** : R1 057 326.00 per annum, (all Inclusive remuneration package)  
 : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg  
 : An undergraduate qualification (NQF Level 7) in Labour Relations/Industrial Relations / LLB / Labour Law / Industrial Psychology as recognised by SAQA; plus A minimum of 5 years' experience at a middle/senior managerial level within the Labour Relations environment; plus a valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: Knowledge of the RSA Constitution, Public Service Act, Public Service Regulations, EPMS framework, grievance procedures, Labour Relations Act, Public Finance Management Act, GPSSBC and PSCBC processes and Employee Performance and Management System. Knowledge of Basic Conditions of Employment Act, Project management principles, Promotion of Equality and Prevention of Unfair Discrimination. Language skills. Listening skills. Interpersonal relations skills. Computer skills. Leadership skills. Negotiation skills. Facilitation skills. Time management skills. Report writing skills. Problem solving skills. Communication skills. Conflict management skills. Change management skills. Self -disciplined and able to work under pressure with minimum supervision. Project management skills. People management skills. Relationship Management skills. Financial Management skills. Strategic planning skills. Presentation skills. Decision making skills. Innovation and creativity skills. The ideal candidate must be innovative, independent, time frame driven, meticulous and believe in confidentiality. He/She must also be proactive, honest, have integrity, be reliable, have patience, be committed, professional, culturally sensitive, persevere and punctual.
- DUTIES** : Manage discipline and labour relations: Draft Departmental guidelines in respect of disciplinary procedures and policies. Appoint Presiding and Investigating Officer to dispose of misconduct enquiries. Provide advice and support on disciplinary matters. Lead evidence and preside in disciplinary

enquiries and other labour relations matters. Render effective and efficient disciplinary procedures and guidance. Ensure compliance with standard disciplinary procedures and measures. Ensure effective labour dispute resolution services. Render effective utilization of Investigating and Presiding Officers. Manage investigations regarding misconduct and other labour relations cases. Ensure compliance with standard misconduct procedures and measures. Render advice and guidance on misconduct cases. Ensure an effective policy and internal control environment. Monitor and evaluate the disciplinary process. Manage the provision of grievances and disputes: Manage standard grievance procedures and measures. Manage Departmental dispute settlement. Render a consultative and advisory service to the Department. Manage and conduct grievance investigations and dispute resolution. Ensure effective conciliation, arbitration and dispute resolution processes. Conduct workshops and information session on labour relations aspects. Ensure an effective policy and internal control environment. Monitor and evaluate the grievance and dispute resolution processes. Manage Departmental collective bargaining: Liaise and co-ordinate employer caucus processes. Supervise and facilitate liaison between the Department and organized labour. Represent the Department at Provincial and National Labour Relations Forums. Represent the Department at Bargaining Council and CCMA structures. Administer agreements and memorandum of understanding. Ensure the provision of secretariat service to labour relations meetings and task teams. Follow up on matters with organized labour. Promote liaison between unions and management. Facilitate and co-ordinate information dissemination of applicable statistics and reports. Develop strike management procedures and implementation plans. Manage the development, implementation and co-ordination of policies: Manage the implementation of National, Provincial and Departmental frameworks. Manage the implementation of policies according to agreed norms and standards. Monitor and evaluate compliance with implemented policies. Report on any discrepancies in regard of compliance to all relevant stakeholders. Review and amend policies as and when required based on input from stakeholders. Ensure timeous finalization of grievances and disciplinary processes. Ensure effective record keeping and reporting of labour relations matters. Manage the resources of the Directorate: Manage human resources. Manage financial resources. Manage assets of the Directorate.

**ENQUIRIES**  
**FOR ATTENTION**  
**NOTE**

- : Ms C Zwane Tel No: 033 – 355 8902
- : Mr C McDougall
- : It is the intention of this Department to consider equity targets when filling this position.