

**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.)

MANAGEMENT ECHELON

- POST 32/85** : **CHIEF EXECUTIVE OFFICER: GREY'S TERTIARY HOSPITAL REF NO: G119/2021**
Cluster: District Health Services
- SALARY** : R1 251 183 per annum (Level 14), (An all Inclusive MMS Salary Package) this salary package is highly negotiable between R1 251 183 to R1 495 956 per annum to attract clinically qualified candidates with the appropriate management experience who are already earning within this salary range
- CENTRE REQUIREMENTS** : Greys Tertiary Hospital
An undergraduate qualification (NQF) Level 7) in a clinical related field, registration with the relevant Health Professional Council, a post graduate degree/diploma in management. A minimum 5 years Senior Management experience in the health Sector Management environment. Unendorsed Valid Code B Driver's license (Code 08).Or MBCHB degree Qualification; Current registration with HPCSA as a Medical Practitioner; PLUS; A minimum of 5 years' experience in Medical Management after registration with the HPCSA. Unendorsed valid Code B driver's license (Code 08). Recommendation: MPH or equivalent qualification majoring in Hospital Management/ Health Systems; experience at a Regional/Tertiary Hospital will be an added advantage. **NB:** All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. **NB:** For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: **<https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>**. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. Competencies:-Knowledge: Knowledge of South African Health System, Hospital Service Package and relevant legislation such National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, Programme and project management, Financial management, Management of people and empowerment. Progress Competencies: Turnaround and Service delivery innovation, Knowledge management, problem solving and analysis, Communication, Client orientation and customer focus.
- DUTIES** : Job Purpose: To plan, direct, co-ordinate and manage the delivery of clinical and administrative support services in an effective an efficient manner, working with the key executive management team at the hospital and within the legal and regulatory framework, and governance requirements, To represent the hospital authoritatively at provincial and public forums, To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, financial, resource mobilisation, monitoring and evaluation and asset and risk management. Hospital Operations Management: Ensure hospital operations support systems and processes are in place to support clinical operations. Ensure that systems and procedures are in place to ensure planning and timeous maintenance of

facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resource, promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Suppliers: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegation authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care and compliance with the National Core Standards. Establish community networks and provide technical support to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institutions risk to ensure optimal achievement of health outcomes.

**ENQUIRIES
APPLICATIONS**

: Ms RT Ngcobo Tel No: 033- 940 2499
 : All 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.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 27 September 2021

OTHER POSTS

POST 32/86

: **HEAD CLINICAL UNIT REF NO: UGU 06/2021**
 Cluster: Family Medicine

**SALARY
CENTRE
REQUIREMENTS**

: R1 728 807 per annum, (TCE package)
 : Ugu Health District Office
 : Grade 12; plus Appropriate specialist Qualification (i.e. MBChB plus a Master's Degree in Family Medicine registrable with the Health Professions Council of South Africa (HPCSA); plus current proof of registration with the relevant professional statutory body; plus at least 7 years' experience as a specialist; unendorsed valid Code B driver's license (code 08). Knowledge, Skills, Training and Competencies Required: Own clinical discipline. Relevant legislation, regulations and policies. Quality assurance and improvement programmes. Programme planning, and evaluation. Information management, Human resources and financial management. Leadership. Communication, Problem solving, Computer literacy, Stress tolerance. Self-confidence. Objective. Ethical. Emphatic.

DUTIES

: Represent own specialist discipline as a member of district clinical specialist team responsible for the delivery of quality health care at all levels within Ugu Health district. Promote equitable access to an appropriate level of care through coordination of quality, regular and reliable medical services in the PHC clinics and Community Health Centre for Ugu Health District. Provide

supervision and support to Medical officers, sessional doctors, community service doctors and PHC nurse practitioners. Provide technical advice and support to District Director and District Management team. Conduct quality improvement and Audit programs. Contribute to training and development programs in the district especially IMCI and PHC etc. Ensure maintenance of optimal referral patterns, clinical protocols and medical processes within the District, based on epidemiological research, disease profiles and community needs. Ensures effective and active participation in Clinical Governance meetings in the District. Consult personally as a Family Physician in the PHC clinics and Community Health Centre. Working with Multidisciplinary District Health management and Health Care team. Foster effective teamwork and collaborate within the district specialist team. Enable engagement with the local community and relevant non-government organisations. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Assist with strategic and operational planning of services in the district and/ or catchment area of the regional. Assist with the co-ordination and supervision of discipline related services within the district. Assist with the recruitment and management of relevant human resources.

ENQUIRIES : Ms S. Mabaso Tel No: 039 – 688 3000
APPLICATIONS : Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240.
FOR ATTENTION : Mr J.L. Majola
CLOSING DATE : 28 September 2021

POST 32/87 **SPECIALIST: GRADE 1, 2 OR 3 – (ANAESTHESIA AND ICU) REF NO: PSH 30/21 (X1 POST)**

SALARY : Grade 1: R1 106 040 – R1 173 900 per annum
 Grade 2: R1 264 623 - R1 342 230 per annum
 Grade 3: R1 467 651 – R1 834 890 per annum
 The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions applies)

CENTRE : Port Shepstone Hospital
REQUIREMENTS : Senior certificate, MBChB degree. An appropriate qualification that allow registration with HPCSA as a Medical Specialist. Current HPCSA Registration card 2020 /2021. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist in Anaesthesia. In the event that a candidate who is eligible for subspecialist registration has not received their registration and is successful in his/her application for the post, the appointment will be as a specialist at their current salary level. Proof of current registration certificate with the HPCSA as a Specialist Anaesthetist. The successful candidate must reside within the Ugu District. N.B: (Proof of experience and / or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience). **Grade 1** No Experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist **Grade 2** Minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist Proof of experience endorsed and stamped by Human Resource Office must be attached to the application. **Grade 3** Minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist Proof of experience endorsed and stamped by Human Resource Office must be attached to the application Knowledge, Skills and Experience Sound clinical knowledge and experience of procedures and protocols in ICU. Good verbal and written communication skills, leadership and interpersonal skills. Cross cultural awareness. Sound teaching and supervisory abilities. A concern for excellence, ethics and quality care. The ability to function in a multi-disciplinary team. Knowledge of current Health and Public Service Legislation, regulations and Policies. Sound supervisory and leadership skills. Ability to function as a part of multi-disciplinary team. Ability in Program planning, implementation and

		evaluation. Specialist knowledge of the clinical principles and procedures relating to Anaesthesia. Broad clinical experience, including good knowledge of Intensive Care Good communication and interpersonal skills.
<u>DUTIES</u>	:	Ensure an optimal Anaesthesia and ICU service. Assist the Head: Clinical Unit in the development of management protocols / policies for the department. Provide Anaesthesia and ICU clinical care and oversight as expected of a specialist in the field. Assist with quality improvement imperatives including clinical audits (morbidity and mortality reporting and reviewing, clinical documentation audits etc.) and continuous professional development activities. Training of registrars, junior doctors, interns, nurses and colleagues and promote on-going staff development in accordance with individual and departmental needs. Maintain satisfactory clinical, professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes of the district. Supervise, teach and assess interns and medical students. Performance of overtime duties (including a shift work roster) is a requirement.
<u>ENQUIRIES</u>	:	Dr P B Dlamini or Dr VL Moses Tel No: (039) 688 6000
<u>APPLICATIONS</u>	:	should be submitted for attention: Human Resource Manager, Port Shepstone Regional Hospital, P/Bag X 5706, Port Shepstone, 4240.
<u>FOR ATTENTION</u>	:	Mr. ZM Zulu
<u>NOTE</u>	:	Directions to Candidates: Application for employment (Z83). Copy of Identity document, copy of Matric, MBChB qualification, copy of Specialist qualification/equivalent and copy of HPCSA Registration as a Specialist. Proof of payment of HPCSA annual fees or relevant Certificate. Detailed Curriculum vitae. NB: Application form (Z83) and C.V. with copies of ID, educational qualifications. Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verification
<u>CLOSING DATE</u>	:	01 October 2021 at 16h00
<u>POST 32/88</u>	:	<u>MEDICAL SPECIALIST (GRADE 1, 2 & 3) REF NO: THH09/2021 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R1 106 040 – R1 173 900 per annum Grade 2: R1 264 623 - R1 342 230 per annum Grade 3: R1 467 651 – R1 834 890 per annum
<u>CENTRE</u>	:	Town Hill Hospital – (Psychiatry)
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12). A basic qualification of MBCHB plus FC Psychiatry (SA), M Med Psychiatry or equivalent. Current (2021) registration with the HPCSA. Proof of current and previous work experience endorsed by HR (Certificate of Service) Code 8 driver's license Other Requirements: Computer literacy: Word, Spreadsheet, Presentation and search engine software /applications. Knowledge, Skills and Competencies Required Clinical knowledge and skills at the level of a Specialist Psychiatrist. Knowledge of mental health legislation and policies. Policies and practices relevant to the organisation of mental health services. Programme planning, implementation and evaluation. Knowledge and ability to develop programme focused on psychosocial rehabilitation and Management of substance abuse commodity with mental illness. Management of human resources, experience in providing expert opinion in psychiatry, clinical research skills and computer literacy. Leadership, communication skills with the ability to communicate professionally and conduct oneself in a professional manner at all times and have sound ethical values. Grade 1: Appropriate qualification (MBCHB or equivalent) plus registration with the HPCSA as a Medical Specialist in Psychiatry Grade 2: Appropriate qualification (MBCHB) or equivalent Plus appropriate five (5) years' experience after registration with HPCSA as a Medical Specialist Psychiatry Grade 3: Appropriate qualification (MBCHB or equivalent) Plus ten (10) years' experience after registration with the HPCSA as a Medical Specialist in Psychiatry. All-inclusive salary package (This package consists of 70% basic salary and 30%flexible portion that may be

<u>DUTIES</u>	:	structured in terms of the applicable rules) Other Benefits: Commuted Overtime (Commuted overtime limited to applicable groups) Clinical: Provide specialist psychiatrist care, assessments and evaluations of mental health care users (MHCU's) Teaching and Outreach: Provide academic teaching and clinical training to students and trainees in Medical, Nursing and Allied Health Professions Provide specialist advice, guidance and training to clinical paramedical and management staff both within the tertiary services and as part of Outreach to Area 2. Administrative: Participate in the development of clinical management guidelines, protocols and referral pathways for the management of MHCU's. Attend to administrative matters as pertains to the inpatient and outpatient services. Ensure the effective, efficient and economical use of allocated resources inclusive of human resources. Research Stimulate, participate in and supervise research.
<u>ENQUIRIES</u>	:	Dr. P. Luthuli (Clinical Manager) Tel No: 033 341 5654
<u>APPLICATIONS</u>	:	To be forwarded to : Mr. SW Zulu, The Human Resource Manager, TownHill Hospital, PO Box 400, Pietermaritzburg, 3200
<u>CLOSING DATE</u>	:	27 September 2021
<u>FOR ATTENTION</u>	:	Mr SW Zulu
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Applicants must submit 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 Human Resource. People with disabilities should feel free to apply for these 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.
<u>CLOSING DATE</u>	:	27 September 2021
<u>POST 32/89</u>	:	<u>MEDICAL SPECIALIST GRADE 1, 2 & 3 REF NO: UTHUK /21/2021 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R1 106 040 – R1 173 900.per annum, all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Grade 2: R1 264 623 – R1 342 230 per annum all-inclusive, package consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Grade 3: R1 467 651 – R 1 834 890 per annum package of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<u>CENTRE</u>	:	Uthukela District (Forensic Pathology Service)
<u>REQUIREMENTS</u>	:	A tertiary qualification (MBCHB) or equivalent and specialist qualification in appropriate field. Must be registered as a Specialist Pathology (Forensic) with the Health Professional Council of South Africa or have completed training as Specialist Pathology and in the process of registering as a Specialist. Current registration with HPCSA as Medical Specialist (2020 Receipt).Experience: Medical Specialist Grade 1: Not applicable; Registration with the HPCSA as a Medical Specialist in Pathology (Forensic). Medical Specialist Grade 2: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Pathology (Forensic). Medical Specialist Grade 3: 10 Years appropriate experience as a Medical Specialist after

registration with the HPCSA as a Medical Specialist in Pathology (Forensic). Recommendation: Computer literacy (proof must be attached). Valid Driver's license. The ideal candidate must have: Commuted overtime is required and is payable in accordance with applicable policies. Communication and Co-operation between the Department of Health, Justice, the Director Of Public Prosecutor and South African Police Service in respect of Inquests and Criminal proceeding following Medical-Legal death investigations. Community service in its diverse forms. Supervision of Support Staff. Maintenance of the chain of custody of specimens and documents retained. Death Scene examinations.

DUTIES : To perform a medico- legal post- mortem examination including Scene of Death visits when required. Teach postgraduate student in the various facilities to develop their skills, using a Medico-Legal patient centered approach. To examine and put through tissues samples for histological analysis. Participate in health research. Consultation with Medical Practitioner and bereavement counselling of next of kin.

ENQUIRIES : Dr S Ntsele Tel No: 033 940 2405
APPLICATIONS : All applications should be forwarded to: The Human Resources Manager Uthukela Health District office, Private Bag X 9958 Ladysmith 3370, OR Hand Delivered to HR Officer (Room 20) 32 Lyell Streets, Ladysmith 3370.

FOR ATTENTION : Mrs. C.G.K Hadebe
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 (Only shortlisted candidates will submit certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and emailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

CLOSING DATE : 01 October 2021

POST 32/90 : **MEDICAL OFFICER GRADE 1, 2 & 3 REF NO: UTHUK /20/2021 (X1 POST)**

SALARY : Grade 1: R821 205 – R844 670 per annum
 Grade 2: R938 964 – R1026 693 per annum
 Grade 3: R1 089 693 – R1362 366.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 formal annually)

CENTRE : Uthukela District (Forensic Pathology Service)
REQUIREMENTS : MBCHB Degree. Current registration with the HPCSA as a Medical Practitioner (2020 Receipt). Registration certificate with the HPCSA as Medical Practitioner. **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: Computer literacy (proof must be attached). Valid Driver's license. The ideal candidate must have: Knowledge of Computer. Knowledge of mortuary and its operation. Knowledge of Access to Information Act. High level of integrity. Knowledge of Occupational Health and Safety Act. Knowledge of Post-mortem procedures. Knowledge of Criminal Justice System. Knowledge of Court etiquette and rules of trial. Report writing skills. Excellent communication skills.

DUTIES : To perform a medico-legal post-mortem examination. Crime scene attendance. Bereavement counselling of next of kin. Consultation with Medical Practitioners.

ENQUIRIES : Dr S Ntsele Tel No: 033 940 2405
APPLICATIONS : All applications should be forwarded to: The Human Resources Manager Uthukela Health District office, Private Bag X 9958 Ladysmith 3370, OR Hand Delivered to HR Officer (Room 20) 32 Lyell Streets, Ladysmith 3370.

FOR ATTENTION : Mrs. C.G.K Hadebe
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 (Only shortlisted candidates will submit certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and emailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

CLOSING DATE : 01 October 2021

POST 32/91 : **MEDICAL OFFICER REF NO: GJGM 52 /2021 (X1 POST)**
 General Justice Gizenga Mpanza Regional Hospital (Stanger Hospital)
 Component: Accident and Emergency

SALARY : Grade 1: R821 205 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance.
 Grade 2: R938 964 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance.
 Grade 3: R1 089 693 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance.

CENTRE : GJG Mpanza Regional Hospital
REQUIREMENTS : Knowledge, Skills and Experience Required: Sound knowledge and skills in Emergency Medicine including advanced adult and Paediatric resuscitative intervention. Sound clinical knowledge in general medicine including management of acute and chronic medical conditions. Good interpersonal and supervisory skills. Ability to work in a challenging environment. Sound assessment, diagnostic and management skills. Knowledge and skills in

emergency care. **Grade 1:** Minimum Requirements: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner **Grade 2:** Minimum Requirements: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professions Council of South Africa. Five (5) years post registration experience as a Medical Practitioner **Grade 3:** Minimum Requirements: A tertiary qualification (MBCHB or equivalent). A valid registration with the Health Professions Council of South Africa. Ten (10) years post registration experience as a Medical Practitioner. ACLS, PALS, ATLS or Diploma in Primary Emergency Care is recommended.

DUTIES

: Provision of quality patient centered medical care to all patients in the emergency unit. Maintain accurate Medical records in accordance with legal and ethical guidelines. Provision of continuity of care to patients involving assisting in the Family Medicine wards if the need arises. Ability to assist the senior medical staff in the smooth running of the department. To provide training for nurses, junior staff, interns and medical students.NB. Performance of Commuted Overtime and a staggered shift system is compulsory and will be worked in the discipline based on the needs of the institution.The Following Learning Opportunities Are Available In the Accident & Emergency Unit Supervision by an Emergency Physician with daily ward rounds and "on the floor teaching" in A & E. Emergency ultrasound training. Advanced airway management and ventilation techniques. Evidence based protocol driven management. Opportunity to conduct research in the unit. Preparation for the Diploma in Emergency Care (Dip PEC). Preparation to enter the Fellowship in Emergency Medicine.

ENQUIRIES

: Dr J Govender (Head of Department Tel No: 032 437 6076

APPLICATIONS

: The Human resource manager, GJG Mpanza Regional Hospital, Private Bag x10609, Stanger, 4450

FOR ATTENTION

: Mr. S. Govender

NOTE

: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV I.D Copy, Updated Curriculum Vitae. Please note that Shortlisted candidates will be advised to bring certified copies on the date of the interview. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. GJGM 52/2021.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE

: 30 September 2021

POST 32/92

OPERATIONAL MANAGER (OUT PATIENTS NIGHT SUPERVISOR) REF NO: ED/OM/2021

Job Purpose: To provide effective Planning, Monitoring, Evaluation and Reporting services in the institution as well as for feeder clinics.

SALARY

: Grade 1: R562 800 – R633 433 per annum. Other Benefits; 13th Cheque Medical Aid (Optional), Housing Allowance Employee must meet prescribed. Requirements and Rural Allowance 12%.

CENTRE

: Edumbe Community Health Centre

REQUIREMENTS

: Senior Certificate (Grade 12).Diploma/Degree in General Nursing and Midwifery. One year post basic qualification in Primary Health Care, Current registration with SANC as Professional Nurse and Midwifery. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and Midwifery, of which five(5) years must be recognizable experience after obtaining one(1) year post

basic qualification in Emergency and Trauma or Orthopedic. Certificate of service stamped and signed by Human Resource Department Unendorsed valid Code B driver's license. Proof of current/previous work experience endorsed and stamped by the employer/s. Knowledge, Skills, Training and Competencies Required: Knowledge and insight into Nursing process and procedures. Knowledge of nursing statutes and other relevant Public Services Act/legislations. Decision making and problem solving skills. Interpersonal skills in dealing with conflicts management. Knowledge and implement Batho Pele principles. Supervisory and analytical thinking skills. Stress tolerance, flexibility, empathy and ability to communicate constructively. Disaster management skills. Team building and supervisory skills.

DUTIES : Provide effective management and professional leadership ensuring that ward unit are organized and covered with Professional staff. To provide quality patient care. Provide effective supervision of wad/unit ensuring implementation of nursing standard, policies and procedures. Manage and direct efficient utilization of resources to enhance service delivery. Exercise control of discipline, grievance and any other Labour related issues in terms of laid down procedures. Maintain client satisfaction through monitoring and setting of service standards. Implement and monitor National Core Standards. Implement EPMDS. Advocate for patients in facilitating proper treatment care and adherence to Patient Rights Charter and Batho Pele Principles. Ensure to keep accurate records. Compile unit statistics monthly.

ENQUIRIES : Ms. BTN Kunene Tel No: (034) 995 8500/67
APPLICATIONS : All applications should be forwarded to: The Human Resource Manager, Edumbe community Health Centre, P/Bag x 322, Paulpietersburg, 3180, or hand delivered to: The Human Resource Office, Stand No 463 eDumbe Main Street, Paulpietersburg, 3180. Human Resource Management Edumbe Main Street Paulpietersburg.

FOR ATTENTION : Mrs. EP Mdlalose
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, Identity Document and Driver's Licence 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 : 27 September 2021

POST 32/93 : **OPERATIONAL MANAGER (SPECIALTY) REF NO: THH10/2021 (X2 POSTS)**

SALARY : R562 800 – R633 432 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing allowance (Employee must meet prescribed requirements).

CENTRE : TownHill Hospital
REQUIREMENTS : Highest education qualification (Matric/Grade 12) or equivalent. Proof of current registration with the SANC as a General and Psychiatric Nurse PLUS postbasic nursing qualifications. Basic qualifications accredited with the SANC in terms of Government Notice 425 (i.e. Diploma /Degree in General and Psychiatric nursing) or equivalent post basics nursing qualifications, with duration of at least one (1) year accredited with the SANC in terms of Government Notice No.R212 in the relevant speciality. A minimum of nine (9)

years appropriate / recognizable experience in nursing after registration Professional Nurse with SANC in General Nursing. At least five (5) of the period referred to above must be appropriate / recognizable experience after obtaining one (1) year post basic qualification in relevant speciality. A recognized experience at supervisory level. Certificate of service is also required obtainable from your Human Resource office. Knowledge, Skills, Training and Competencies Required Sound unit management, negotiations and problem solving skills. Knowledge of nursing care delivery approaches. Sound knowledge of scope of practice in the area of work performance. Ability to formulate patient care related policies. Good communication, leadership, interpersonal skills and conflict management. Team building supervisory / management and analytic skills. Working knowledge of Labour Relations and Disciplinary procedure and processes. Knowledge of Occupational health and safety, infection control, medical waste and risk assessment.

DUTIES

: Ensure management and leadership of the unit by providing written vision, mission and strategic objectives for the unit. Render efficient, professional quality nursing care at a unit management level in accordance with the scope of practice as laid down by the Nursing Act. Deals with grievance and labour relation issues in terms of laid down policies and procedures. Execute duties and functions with proficiency, in support of the aims and strategic objectives of the institution. Ensure keeping, maintaining and auditing of accurate and complete patient records. Exercise control and account for expenditure through ongoing efficient and effective control of financial, human and material resource. The proper utilization of resources and exercise care over government property. Liaise with the Multi – disciplinary team to ensure continuity of patient care. Promote and uphold professionalism standards to contribute towards improved patient care and staff relations. Co-ordination of optional, holistic specialised nursing care provided within set standards. Ensure that measures are in place to improve the quality of care and standards in the ward /department. Facilitate and ensure health promotion and rehabilitation in the ward /department. Manage staff performance in the ward /department. Organizes ward functioning through delegation and direct supervision of Nursing Personnel. Manage and evaluate performance standards ensuring that responsibilities are adhered to within the budget. Analyse the need for training and development of the staff, formulate and implement training development strategies and monitor the effectiveness of this training.

**ENQUIRIES
APPLICATIONS**

: Mr. A.M. Ntombela (Nursing manager) Tel No: (033) 341 5517
 : To be forwarded to: Mr SW Zulu, The Human Resource Manager, TownHill Hospital, P.O. Box 400, Pietermaritzburg, 3200

**FOR ATTENTION
NOTE**

: Mr SW Zulu
 : 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. Applicants must submit 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 Human Resource. People with disabilities should feel free to apply for these 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

: 27 September 2021

POST 32/94 : **OPERATIONAL MANAGER NURSING (CASUALTY NIGHT DTY SERVICES) REF NO: GAM CHC 12/2021**

SALARY : R562 800 – R633 432 per annum. Other Benefit(s) 13th Cheque Medical Aid (Optional) GEHS (employee must meet prescribed requirements) 12% rural allowance

CENTRE REQUIREMENTS : Gamalakhe CHC
: Senior Certificate / Matric; Degree/ Diploma in General Nursing and Midwifery that allows registration with SANC as a Professional Nurse. A post basic qualification with a duration of at least one (01) year accredited with SANC in Clinical Nurse Science, Assessment, Diagnosis, Treatment and Care. Proof of current registration with SANC (2021 receipt) Experience A minimum of 09 years appropriate/ recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Proof of previous and current work experience endorsed and stamped by Human Resource Department (certificate of service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Skills: Knowledge of SANC Rules and Regulations Knowledge of Legislative Framework and Departmental prescripts Leadership, organizational, Decision making, problem solving and interpersonal skills Basic financial management skills Knowledge of Human Resource Management Personal Attitude, Responsive, Professionalism, Supportive, Assertive and Team player role. Communication skills and decision making skills. Leadership and supervisory skills.

DUTIES : Assist in planning, organizing and monitoring of objectives of the specialized unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Ability 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 Monitor Provision of quality comprehensive service delivery at emergency unit. Display awareness and willingness to respond to patient's needs, requirements and expectations. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and multidisciplinary team. Supervisor and oversee all 24 hour clinic units. Monitor safe patient service and improve client satisfaction. Participate in the attainment of National Core Standards. Contribute to the realization of Ideal Clinic (ICRM) status. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Financial Management Policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits. Ability to supervise Medical and Surgical emergencies and refer appropriately. Monitor implementation of PHC Re-Engineering Monitor implementation and performance on indicators on weekly, daily and monthly basis; provide feedback to management and analysis of data. Exercise control of discipline and any other Labour Related issues in terms of laid down procedures. Ensure effective, efficient and economical use of allocated resources.

ENQUIRIES : Mrs. GB Tshiseka Tel No: 039 318 1113

APPLICATIONS : All applications should be forwarded to: The CHC Manager Gamalakhe Community Health Centre, Private Bag X 709, Gamalakhe, 4249

FOR ATTENTION : Human Resource Department

CLOSING DATE : 27 September 2021

POST 32/95 : **OPERATIONAL MANAGER NURSING (PHC) REF NO: GAM CHC 13/2021**

SALARY : R562 800 – R633 432 per annum. Other Benefit(s) 13th Cheque Medical Aid (Optional) GEHS (employee must meet prescribed requirements) 12% rural allowance

CENTRE REQUIREMENTS : Gamalakhe Chc- Shelly Beach Clinic
: Senior Certificate / Matric Degree/ Diploma in General Nursing and Midwifery that allows registration with SANC as a Professional Nurse. A post basic qualification with a duration of at least one (01) year accredited with SANC in Clinical Nurse Science, Assessment, Diagnosis, Treatment and Care. Proof of

current registration with SANC (2021 receipt) Experience A minimum of 09 years appropriate/ recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Proof of previous and current work experience endorsed and stamped by Human Resource Department (certificate of service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Skills: Knowledge of SANC Rules and Regulations Knowledge of Legislative Framework and Departmental prescripts Leadership, organizational, Decision making, problem solving and interpersonal skills Basic financial management skills Knowledge of Human Resource Management Personal Attitude, Responsive, Professionalism, Supportive, Assertive and Team player role. Communication skills and decision making skills. Leadership and supervisory skills.

DUTIES

: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how tis impacts on service delivery. Ensure clinical nursing practice by nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of Human Resource and Financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at unit level to ensure good nursing care by nursing team. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the facility. Display concern for patients, advocating and facilitating proper treatment and care and ensuring that the facility adheres to the principle of Batho Pele Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Financial Management Policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits and drawing quality improvement plans for the facility and ability to supervise Medical and Surgical emergencies and refer appropriately. Monitor implementation and performance on indicators on daily, weekly and monthly basis; provide feedback to management, analyse data and draw up quality improvement plan and implementation plan. Ensure quality data collection, validation and verification is done as per guidelines. Exercising control of discipline and any other Labour Related issues in terms of laid down procedures. Ensure complaints management and work towards reducing them. Ensure functionality of the Clinic committee programme so that community involvement and participation is achieved.

ENQUIRIES APPLICATIONS

: Mrs. N.O Ndwendwe Tel No: 039 318 1113
 : All applications should be forwarded to: The CHC Manager Gamalakhe Community Health Centre, Private Bag X 709, Gamalakhe, 4249

FOR ATTENTION CLOSING DATE

: Human Resource Department
 : 27 September 2021

POST 32/96

: **OPERATIONAL MANAGER NURSING GENERAL DAY AND NIGHT DUTY REF NO: OPM GEN 11/2021 (X2 POSTS)**

SALARY

: Grade 1: R444 276 per annum. Other Benefits: medical aid (optional), rural allowance, housing allowance: employee must meet the prescribed requirements.

CENTRE REQUIREMENTS

: Eshowe District Hospital
 : Basic R425 qualification i.e. Diploma/degree in nursing. Current registration with South African Nursing Council as a Professional Nurse with Midwifery. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General nursing and Midwifery. NB: Certificate of service from previous employers is compulsory, please include verification of employment from

current employer, which must be endorsed and signed by Human Resource Management. Knowledge, skills, training and competencies required: Knowledge of nursing care policies and procedures, nursing statutory regulation and guidelines and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele Principles, Public Service Regulation and Grievance Procedures. Good communication, report writing, facilitation, leadership, organizational, decision making and problem solving skills. Financial Management. Computer skills.

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Display a concern for patients, promoting, advocating and facilitating proper treatment and care ensuring that the unit adheres to the principles of Batho Pele. Improve Hospital efficiencies. Assist with the management of the transformation process and change within the units to ensure that the objectives of the institution are met. Deputise the Assistant Nursing Manager. Provide day and night services.

ENQUIRIES : Acting Nursing Manager: Mr MT Dube Tel No: 035-4734500
APPLICATIONS : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

FOR ATTENTION : Mrs GZ Dube: Human Resource Manager
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. The application form must be accompanied by a detailed Curriculum Vitae. Applicants must submit copies of qualification, Identity document drivers license (where appropriate), certificate of service and any other relevant documents. Such documents need not to be certified when applying for a post. Only shortlisted candidates for a post will be required to submit documents on or before the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE : 27 September 2021

POST 32/97 : **CLINICAL PROGRAMME COORDINATOR- QUALITY ASSURANCE REF NO: CPC IPC QA 13/2021 (X1 POST)**

SALARY : R444 276 - R500 031 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.

CENTRE : Eshowe District Hospital
REQUIREMENTS : Standard 10/Grade 12. Degree / National Diploma in General Nursing and Midwifery. Proof of Current registration with South African Nursing Council (SANC) as a Professional Nurse. Minimum of seven (7) years' experience /recognizable experience in Nursing Healthcare after registration as a Professional Nurse and Midwife with the SANC in General Nursing. NB: Certificate of service from previous employers is compulsory, please include

verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge, skills and competencies: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial policies and practices. Strong interpersonal communication and presentation skills. Knowledge of Total Quality Management (TQM). Knowledge of Norms and Standards, Ideal Clinic Realization and Maintenance. Provincial Quality initiatives (Human Rights, Batho Pele Principles and Patient Rights Charter.

DUTIES : Facilitate the formation of Quality Assurance committee and ensure function of such thereof. Work as part of a multidisciplinary team to ensure that quality care services are rendered by all Health Care Providers in the community health center and Clinics. Perform quality improvement audits and surveys monthly and reports to senior management and staff. Monitor and evaluate delivery of quality care at the institution and clinics. Ensure implementation of Provincial initiatives (Patients' Rights Charter, Batho Pele programmes etc). Provide advice on various aspects of quality care at the institution and clinics. Monitor and evaluate compliance to the National and Provincial Quality Programmes e.g. norms and standards for the CHC and PHC. Conduct Ideal clinic assessments, facilitate and co-ordinate compiling off all Quality Improvement Plans and ensure timeous submission. Ensure waiting times and Patient Experience of Care surveys within the institution and satellite clinics are conducted. To conduct audits, analyse, create reports advise on quality improvement plans.

ENQUIRIES : Assistant Manager Nursing Area: Mrs Zc Mzobe Tel No: 035-4734500
APPLICATIONS : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

FOR ATTENTION : Mrs GZ Dube: Human Resource Manager
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. The application form must be accompanied by a detailed Curriculum Vitae. Applicants must submit copies of qualification, Identity document drivers license (where appropriate), certificate of service and any other relevant documents. Such documents need not to be certified when applying for a post. Only shortlisted candidates for a post will be required to submit documents on or before the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE : 27 September 2021

POST 32/98 : **OPERATIONAL MANAGER NURSING (GENERAL STREAM) REF NO: STF 03/2021**
 (Re- advertisement). Those who previously applied for the post are encouraged to re-apply.

SALARY : R444 276 per annum, plus 13th. Cheque, Rural Allowance, Medical aid (optional), Home Owners Allowance (employee must meet prescribed requirements)

CENTRE : St Francis Hospital Mahlabathini
REQUIREMENTS : Senior Certificate (Grade 12) Degree/Diploma in General Nursing, Midwifery and Mental health. Current registration with South African Nursing Council

(SANC) as a General I Nurse, midwife /accoucher and mental health nurse. A minimum of 7 years appropriate/ recognizable experience in nursing after registration as a general nurse in a hospital environment. Attach proof of working experience endorsed and stamped by Human Resource NB: Proof of experience and /or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience. Recommendation: Computer literacy, Driver's license and Degree/Diploma in Nursing Management. (Attach proof) Knowledge, Skills, Training and Competences: Leadership, management, planning, organizing and co-ordination skills. Knowledge of relevant Acts, prescripts, policies and procedures governing health care service delivery. Clinical competencies and policy formulation. Sound knowledge of nursing care delivery approaches and scope of practice in the areas under their control. Sound knowledge of priority programs, clinical guidelines, protocols, policies and procedures. Good communication, interpersonal ,negotiation, decision making, problem solving, conflict management, counselling, teaching, mentorship and supervisory skills .Basic financial management skills .Knowledge of code of conduct, Labour relations and related policies.

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

ENQUIRIES : Mr Z.E Zulu Tel No: (035) 8730013
APPLICATIONS : KwaZulu-Natal St Francis Hospital, Private Bag x564, Mahlabathini, 3865, Tel-035 8730203

FOR ATTENTION : Mrs TV Gcabashe
NOTE : Applications must be submitted with a signed and dated Z83 Form, obtainable from any Public Service Department, and must be accompanied by a detailed CV, together with copies of your qualification including an academic record for all relevant qualification and a Matric certificate (only shortlisted candidates will submit certified copies). Kindly attach a copy of a Driver's licence if required and your ID/Passport. Applicants must provide original Service records for all relevant experience, proof of management experience (where it is a requirement), job description for current position and a letter from the respective Human Resources for occupying acting positions. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. Candidates will be subjected to the verification of qualifications, reference checks as well as a criminal record check and competency assessment. Person with disabilities should feel free to apply for the post. Please note that due to financial constraints, no subsistence and travelling payment will be considered to candidates that will be invited to the interview.

CLOSING DATE : 27 September 2021

POST 32/99 : **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE**
NDLANGUBO CLINIC REF NO: CNP 12/2021 (X3 POSTS)

SALARY : Grade 1: R383 226 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.

Grade 2: R471 333 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements

**CENTRE
REQUIREMENTS**

: Eshowe District Hospital
: Basic R425 qualification i.e. Degree/Diploma in General Nursing. Minimum of four years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC registration Post Basic qualification with duration of one year in Clinical Nursing Science Health Assessment, Treatment and Care. Driver's license (Only for School Health post). Registration with South African Nursing Council as a Professional Nurse (PHC). NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Experience **Grade 1:** minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing OR advance midwifery). Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Experience **Grade 2:** minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele. Interpersonal skills, negotiating conflict handling and counseling skills.

DUTIES

: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a Primary Health Care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. 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)

**ENQUIRIES
APPLICATIONS**

: Acting Nursing Manager - Mr MT Dube Tel No: (035) 473 4500
: Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

**FOR ATTENTION
NOTE**

: Mrs GZ Dube: Human Resource Manager
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. The application form must be accompanied by a detailed Curriculum Vitae. Applicants must submit copies of qualification, Identity document drivers license (where appropriate), certificate of service and any other relevant documents. Such documents need not to be certified when applying for a post. Only shortlisted candidates for a post will be required to submit documents on or before the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission

(CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

- CLOSING DATE** : 27 September 2021
- POST 32/100** : **CLINICAL NURSE PRACTITIONER - (MOBILE CLINIC) REF NO: EGUM 07/2021 (X1 POST)**
Re-advertisement
- SALARY** : Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Plus 13th cheque/service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
- CENTRE REQUIREMENTS** : E G & Usher Memorial Hospital
: Matric/Senior Certificate or equivalent. Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse, 1 (One) year post basic qualification in Primary Health Care accredited by SANC. Proof of current registration with South African Nursing Council as a General Nurse, Midwife and Primary Health Care Nurse (SANC Receipt for 2021). Valid driver's licence code 08 (B) /10 (C1). Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse in General Nursing of which at least (10) years of the period must be appropriate / recognized experience after obtaining one year Post Basic Qualification in Primary Health Care .Knowledge, Skills, Training And Competencies Required: Knowledge of nursing care processes and procedures. Knowledge of SANC Rules and Regulations and other relevant Legal Framework, Knowledge of Quality Assurance programmes, Batho-Pele Principles, Patient Rights Charter. Human Resource Management and Basic Financial Management skills. Leadership, Supervisory and Report writing skills. Good Communications, counselling, interpersonal relations, conflict management, decision making and problem solving skills.
- DUTIES** : Manage and monitor proper utilization of human, financial, and physical resources. Promote quality nursing care as directed by the professional scope of practice and nursing standard as determined for a Primary Health Care facility. Supervise and ensure the provision of an effective and efficient patient care through appropriate nursing or client care. Provide relevant health care information to health care users to assist in achieving optimal care and rehabilitation of patients. Ensure that programmes on staff development and training are in place. Provide direct and indirect supervision of all clinic staff and to give guidance. Execute duties and functions with proficiency and perform duties according to scope of practice and by upholding the principles of Batho Pele. Implement Infection Control Standards and practices to improve the quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Ensure that the clinic implement departmental projects and quality data management. Improve the knowledge of staff and patients through health education and in-service training. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in Clinic facility.
- ENQUIRIES APPLICATIONS** : Ms. NB Dladla Tel No: 039 - 797 8100
: Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

**FOR ATTENTION
NOTE**

: Human Resource Department
: The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Due to the National Level 3 Lockdown implementation, applicants are required to submit their applications copies of highest educational qualifications, Identity document, Driver's License (where applicable) and any other relevant qualifications without being certified. In addition, all shortlisted applicants will be requested to bring originals. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 05/2017.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews
: 27 September 2021 at 16H00 afternoon

CLOSING DATE

POST 32/101

**OCCUPATIONAL HEALTH NURSE PRACTITIONER) GRADE 1/GRADE 2
REF NO: OH/8/2021**

Job Purpose: To ensure optimal health for all employees in the Institution and clinics by providing holistic health care and support.

SALARY

: Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Other Benefits; 13th Cheque Medical Aid (Optional), Housing Allowance
Employee must meet prescribed. Requirements and Rural Allowance 12%

**CENTRE
REQUIREMENTS**

: Edumbe Community Health Centre
: Senior Certificate (Grade 12).Diploma/Degree in General Nursing and Midwifery /Achoucheur. Current registration with SANC as a Professional Nurse. Post basic qualification in Occupational Health Nursing (Certification or Diploma). Current proof of registration with SANC 2020. Certificate of service stamped by HR Department. Proof of current and previous experience endorsed and stamped by HR must be attached. Knowledge, Skills, Training And Competencies Required:- Primary Health Care and Occupational Health Care, Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights, Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Good and sound Knowledge of Compensation for Occupational Health and Safety Act no. 85 of 1993.Good communication both verbal written. Coordination and liaison. Problem solving. Report writing. Computer literacy.

DUTIES

: Provide support and assistance to ensure optimal health status for all employees in the Institution and Clinics. Roll – out Occupational Health Programs for the CHC and Clinics. Conduct Medical Surveillance programme to employees. Execute all duties, functions and responsibilities in compliance with the OHS Act 85 of 1993, COID Act 130 of 1993 and other relevant legislation. Manage Occupational Health statistics and reports to Manager. Develop Occupational Health and Safety Training program for employees (involve stakeholders with relevant experience. Manage HIV/Aids in the workplace (HAST) Management of Employee Health and Wellness program at

		the facility. Initiate and manage Compensation claims for affected staff. Conduct Risk Assessment in all workplaces. Record keeping.
<u>ENQUIRIES</u>	:	Ms BTN Kunene Tel No: 034 995 8500
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The Human Resource Manager, Edumbe community Health Centre, P/Bag x 322 Paulpietersburg, 3180, or hand delivered to: The Human Resource Office, Stand No 463 eDumbe Main Street, Paulpietersburg, 3180. Human Resource Management Edumbe Main Street Paulpietersburg.
<u>FOR ATTENTION</u>	:	Mrs. EP Mdlalose
<u>NOTE</u>	:	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, Identity Document and Driver's Licence 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
<u>CLOSING DATE</u>	:	27 September 2021
<u>POST 32/102</u>	:	<u>CLINICAL NURSE PRACTITIONER (PHC TRAINER) REF NO: ED/TR/2021</u> Job Purpose: To develop and train all sub district personnel and to identify gabs. To do in-service training. According to the gabs identify. To conduct clinical audit. To develop QIP's
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276 per annum. Other benefits: 13th cheque Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirement and 12% rural allowance Grade 2: R471 333 – R579 696 per annum. Other benefits: 13th cheque Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirement and 12% rural allowance
<u>CENTRE</u>	:	Edumbe Community Health Centre
<u>REQUIREMENTS</u>	:	Grade 1 Matric senior certificate (Grade 12), Degree/Diploma in Nursing plus one year post Basic qualification in Primary health care. 3-5 years' experience in Nursing after registration as a Professional Nurse. Current registration with SANC as General Nurse. Matric Senior Certificate, Diploma /Degree in Nursing plus one year post Basic qualification in Primary Health Care. Current registration with SANC as General Nurse. A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC in General Nursing and Midwife. At least 10 years of the period mentioned above must be recognizable experience in the specific Speciality after obtaining the relevant one (1) year post-basic qualification required for the relevant Speciality. Valid driver's license. NB: Proof of work experience signed by Human Resource section Recommendations: Nimart training plus one year experience after obtaining the certificate. Experience in PHC training. Experience on HAST Program MCWH, NCD, EPI. Computer literacy – Proof must be provided. Report writing skills, financial management skills. Empathy and counselling skills and knowledge. Strong interpersonal, communication and Presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public health sectors. Ability to translate information objectives in to practical plans. Ability to prioritize issues and other work related matters and to comply with the time frames. Proven initiatives, decisiveness and to acquire new knowledge swiftly. Knowledge of Batho Pele Principle.

- DUTIES** : Assess Sub-District Training needs and co-ordinate the development of integrated training plan involving all the stakeholders. Co-ordinate, manage and monitor the implementation of Training programmes in the sub- district. Ensure the effective and efficient utilization of resources allocated to the section. Adapt and modify training material to keep it current and interest in the health care message being delivered thereby ensuring buy-in by audience. Assist programme managers to train community members at outreach, to further health practices to the community at large. Translate health care policies as stipulated by provincial programme management into Training initiatives. Work closely with program manager, PHC Supervisors, Sub district trainers and other external service providers in addressing the implementation of Training Programmes .Ensure maintenance of quality PHC training in the district.
- ENQUIRIES** : All enquiries should be directed to Mrs. LT Msibi Tel No: 034 995 8528
- APPLICATIONS** : All applications should be forwarded to: The Human Resource Manager, Edumbe community Health Centre, P/Bag x 322 Paulpietersburg, 3180, or hand delivered to: The Human Resource Office, Stand No 463 eDumbe Main Street, Paulpietersburg, 3180. Human Resource Management Edumbe Main Street Paulpietersburg.
- 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, Identity Document and Driver's Licence 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** : 27 September 2021
- POST 32/103** : **PNB1 PROFESSIONAL NURSE GRADE 1 SPECIALTY NURSING REF NO: OSI NUR/ 02/2021 (X1 POST)**
- SALARY** : R383 226 per annum. Other Benefits: 13TH Cheque, Medical Aid (Optional) & Housing Allowance (Allowance must meet Prescribed requirements)
- CENTRE** : Osindisweni District Hospital, Verulam
- REQUIREMENTS** : **Grade 1:** Senior Certificate standard 10/Grade 12. Degree/Diploma in General Nursing and midwifery qualification. Current registration with South African Nursing Council (SANC) as an Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as a Professional nurse with the SANC in General Nursing. A post basic qualification in specialty as a ophthalmological nursing. **Grade 2** Grade 12 (Standard 10) certificate. Degree/Diploma in General Nursing and Midwifery. 1 Year post basic qualification in the specialty ie Ophthalmological nursing, A minimum of 14 Years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing, of which a least 10 years must be appropriate/recognizable experience after obtaining the one year post basic in Ophthalmological nursing. Proof of current registration with SANC as a General Nurse, Midwifery and Ophthalmological nursing (2021). Previous and current working experience which endorsed by Human Resource must be attached. Experience: A minimum of 2 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. Knowledge Skills Training and Competence Required: Knowledge of nursing care processes

and procedures, nursing statutes, and other relevant legal frameworks such as Nursing act Health Act Occupational Health and Safety act, Patient Rights. Demonstrate ethical nursing practices, professionalism, responsiveness, pro-activeness, accuracy, and flexibility, and initiative, co-operation, supportive and assertive. Conflict management and negotiation skills. Problem solving skills. Ability to work in a team.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Assist in planning/organizing and monitoring of the objectives of the specialized unit in consultation with subordinates. Provide a therapeutic environment for staff, patients and public. Provide 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 e.g. Work book, handover rounds. Liaise and communicate with the multi-disciplinary team as well as other departments within the hospital e.g. during operational meeting with nursing supervision and subordinates. Effective utilization of resources. Assist with the allocation/change list, day and night duty rosters and inputs for leave. Do readjustments as required on the shift to provide adequate nursing cover. Assist in record keeping and providing statistical information on training and staffing as requested including agency staff. Assist in evaluation of staff on work performance –according to staff management system. Execute disciplinary code and grievance procedure executed up to a certain level then referred to the nurse to the nurse manager. Implement employer assistance plan. Material resources monitor financial resources with emphasis on cost containment and keeping of all records within financial policies regarding tenders, procedure and the policy regarding revenue generation, e.g. UPFS. Order and monitor appropriate levels of consumables i.e. according to norms. Check all equipment to ensure working order and refer for repairs. Assist in orientation, induction and mentoring of all nursing staff and orientation of the other staff. Assist in the planning coordination of training and promote learning opportunities for all nursing categories i.e. on the job training. Assist with relief duties of the supervisor and act as junior shift leader on both day and night shift. Partake in overall specialized unit function i.e. team building.

ENQUIRIES : Ms. P.P Thusi Tel No: 032 541 9202/9231

APPLICATIONS : Applications to be forwarded to: The Chief Executive Officer, Osindisweni District Hospital, Private Bag X15, Verulam, 4340.

NOTE : People with disability are also welcome to apply. (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). Employment equity target for this post is African Male.

CLOSING DATE : 30 September 2021

POST 32/104 : **CLINICAL NURSE PRACTITIONER: GRADE 1 OR 2 REF NO: HLOKOZI 03/2021 (X1 POST)**

SALARY : Grade 1: R383 226.per annum
Grade 2: R471 333.per annum
Other Benefits: 13TH Cheque, 8 % rural allowance, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements)

CENTRE REQUIREMENTS : Hlokozi Clinic (IXOPO)
Senior Certificate / STD 10/ Grade12. Basic R425 qualification (diploma/degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic nursing qualification with a duration of at least one year accredited with SANC in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. Proof of current registration with SANC (2021). Certificate of service/ proof of relevant experience endorsed by HR. Knowledge: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework, e.g. Batho Pele Principles. Conflict handling and counselling skills. Good report writing skills. Good communication skills (both verbal and written). Good interpersonal skills. Understanding of

- challenges facing public health sector. Ability to plan and prioritize issues and other work related and comply with timeframes.
- DUTIES** : Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Screen, diagnose and treat patients. Maintain accurate and complete patients' records according to legal requirements Assist in compiling and updating of procedural guidelines. Identify problems areas needing improvement and communicate them to Operational Manager. Co-ordination of services within the institution and other services related to community health (NGO's CBO's CHW, etc.). Ensure supervision, provision and basic patients' needs. Evaluate and follow up patients during clinical visits. Provide education to patients and staff. Promote preventive health for clients. Initiate treatment, implementation of programs and evaluation of patients' clinical conditions. Attend and participate during doctors' visits. Assess in service training needs, planning and implementation of training.
- ENQUIRIES APPLICATIONS** : Ms S.N.P. Shezi Tel No: 039 834 7500
- NOTE** : Please forward applications quoting reference number to: The Chief Executive Officer, Christ The King Hospital, Private Bag X542, Ixopo, 3276
- Applications must be submitted on the New Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za .No faxed or e-mailed applications will be accepted. Copies of qualifications, identity document and driver's license (where appropriate) need not be certified .Only shortlisted candidates for a post will be required to submit certified copies on or before the date of the interview. Where experience is required a confirmation letter of relevant experience from the employer on an official letterhead (not certificate of service) must be submitted together with your CV. People with disabilities should feel free to apply. Applicants in possession of foreign qualifications must attach an evaluation/ verification certificate from the South African Qualifications Authority (SAQA). Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.
- CLOSING DATE** : 27 September 2021
- POST 32/105** : **ASSISTANT DIRECTOR REF NO: CTK 07/2021 (X1 POST)**
- SALARY** : R376 596 per annum. Other Benefits: 13TH Cheque, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Christ The King Hospital (IXOPO)
- : Senior Certificate / STD 10/ Grade12. A 3 year Degree/ Diploma in Human Resource Management/ Public Admin/ Public Management. At least 3 years supervisory experience in HR. Proof of experience endorsed by HR Office. Recommendations: Code 8 Driver's license. Computer Skills (attach Certificate) Knowledge of Public Service Act, Regulations, Labour Relations Act, and all other relevant legislation. Good verbal and written communication skills. Good planning and organising skills. Ability to work under pressure. Extensive analytical skills and high level of accuracy. Knowledge of Persal System.
- DUTIES** : Manage Human Resource Practices, Planning and Development, Labour Relations, and Employee Health and Wellness Programmes. Supervise staff and manage day to day functioning of Human Resource Department in the institution to ensure the rendering of high quality services. Manage the development of, implementation and monitoring of Human Resource Risk Management in order to mitigate and eliminate risks. Ensure effective, efficient and economical utilisation of resources allocated to the institution. Develop Human Resource Plan and Employment Equity Plan for the institution and ensure they are put into practice. Advise Managers on all aspects of Human Resource Management.
- ENQUIRIES APPLICATIONS** : Mrs S.W. Maseko Tel No: 039 834 7500
- : Please forward applications quoting reference number to: The Chief Executive Officer, Christ The King Hospital, Private Bag X542, Ixopo, 3276
- NOTE** : Applications must be submitted on the New Application for Employment Form (Z83), which is obtainable at any Government Department or from website-

www.kzhealth.gov.za . No faxed or e-mailed applications will be accepted. Copies of ID, Std 10 certificate, educational qualifications need not be certified. Only shortlisted candidates will be required to submit certified copies on or before the day of the interview. Where experience is required a confirmation letter of relevant experience from the employer on an official letterhead (not certificate of service) must be submitted together with your CV. People with disabilities should feel free to apply. Applicants in possession of foreign qualifications must attach an evaluation/ verification certificate from the South African Qualifications Authority (SAQA). Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.

- CLOSING DATE** : 30 September 2021
- POST 32/106** : **SAFETY OFFICER REF NO: MONT 06/2021 (X1 POST)**
- SALARY** : R316 791 - R373 167 per annum
- CENTRE** : Montebello Hospital
- REQUIREMENTS** : Grade 12 or Equivalent qualification. Appropriate Degree/National Diploma in Environmental Health or Appropriate four years B. Tech Degree/National Diploma in Safety Management. 3-5 years appropriate experience. Proof of previous and current work experience endorsed by HR (certificate of service). Recommendation: Valid Code 08/EB Drivers license.
- DUTIES** : Identification of potential situations that could lead to injury/disability/death of staff member/visitor; property damage or loss, internal disasters, medico-legal claim and reporting thereof to the Assistant Director: Systems. To ensure the delegated management and administrative functions are carried out timely and correctly in order for health and safety to function in the hospital and all clinics. To ensure safety statistics are captured, analyzed, interpreted and reported. To participate in safety investigations for the purpose of investigating all types of accident to patients, staff and visitors and to design tools to prevent future accidents. Assisting in development and compilation of manuals, policies and protocol that will be included in the rolling out of health and safety training, orientation and induction programmes. Ensuring that safety audits are carried out for the institution in compliance with the Occupational Health and Safety Act 85 of 1993. Ensuring that the buildings, construction, plants and machinery meet and maintain compliance certificates that are regulated by the Occupational Health and Safety Act 85 of 1993 and its regulations. To ensure quality management is in place for safety by participating in developing quality improvement plans as well as policies and procedures.
- ENQUIRIES** : Mr E.M. Dlamini Tel No: 033- 506 7000
- APPLICATIONS** : All Applications Should Be Forwarded To: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236.
- FOR ATTENTION** : Human Resource Manager
- 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. Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that it is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date,

- kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.
- CLOSING DATE** : 27 September 2021
- POST 32/107** : **PROFESSIONAL NURSE (GENERAL STREAM) REF NO: OSI NUR/03/2021 (X1 POST)**
- SALARY** : Grade 1: R256 905 per annum
Grade 2: R315 963 per annum
Other Benefits: 13th Cheque, 8% Rural Allowance, Housing Allowance (employee must meet prescribed requirements), & Medical Aid (Optional).
- CENTRE REQUIREMENTS** : Osindisweni District Hospital, Verulam.
: **Grade 1:** Grade 12 (Standard 10). Degree/Diploma in General Nursing & Midwifery. Current registration with the South African Nursing Council (SANC) as a Professional Nurse. **Grade 2:** Grade 12 (Standard 10), Degree/Diploma in General Nursing & Midwifery. Current registration with the South African Nursing Council (SANC) as a Professional Nurse. 10 years appropriate/recognisable experience post registration as a Professional Nurse. Certificate of Service of previous and current experience endorsed by Human Resources. Knowledge, Skills And Competences Required: Knowledge of Nursing care processes and procedures, nursing statutes and other relevant legal frameworks as such as Nursing Act, Health Act, Occupational and Safety Act, Patient Rights Charter, Batho Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedures, Grievance Procedure, etc. Good Communication Skills, Report writing skills, Computer Literacy and Ability to function as part of the team, Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Initiative, Cooperation, Supportive & Assertiveness.
- DUTIES** : Implement of a comprehensive nursing care plan/program for the promotion of health self-care, treatment and rehabilitation of patients. 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. Report and communicate on the continuity of care to the caregivers and members of the health team. Create and maintain a complete and accurate nursing record for individual health care users. Audit clinical records by analyzing data. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Implement quality improvement plan. Participate in the auditing of quality of nursing and health care. Develop and document interventions and progress of patients to facilitate continuity of care. Maintain a professional and ethical practice as well as enabling environment for ethical practice. Protect and advocate rights of patients regarding health care. Apply the principles of nursing care in service rendering, for the maintenance of professional excellence. Implement quality improvement plan, the Nursing Act and Regulations, the Code of Ethics and Professional Practice of South African Nursing Council. Implement procedures that maintain effective infection control and occupation and safety measures in accordance with Occupational Health & Safety legislation. Participate in health promotion and illness prevention initiatives. Implement nursing intervention to achieve expected outcomes. Maintain the duty roster, leave schedules and attendance register.
- ENQUIRIES APPLICATIONS** : Ms P.P. Thusi (Deputy Manager Nursing) Tel No: 032 541 9202/9231
: Applications to be forwarded to: The Chief Executive Officer, Osindisweni District Hospital, Private Bag x15, Verulam, 4340.
- NOTE** : Employment equity target for this post is African Male. People with disability are also welcome to apply. (This department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department)
- CLOSING DATE** : 30 September 2021

DEPARTMENT OF TREASURY

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

- APPLICATIONS** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road Pietermaritzburg, 3200
- FOR ATTENTION** : Ms L Mthimunya

CLOSING DATE : 27 September 2021
NOTE : A new application for employment Z83 form is applicable from the 1st January 2021. The Z83 new application form can be downloaded at www.dpsa.gov.za-vacancies. Applications must be accompanied by a detailed CV and copies of qualifications or and certificates including Matric and ID. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resource. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Non-South African citizens or permanent residency holders must submit a documentary proof together with their applications. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected to the verification of qualifications, reference checks as well as a criminal record check and competency assessment. Correspondence will be limited to shortlisted candidates only and if you have not been contacted within 3 months of the closing date, please regard your application as unsuccessful. The successful candidate is required to enter into an employment contract and a performance agreement. Shortlisted candidates will be subjected to security vetting. The successful candidate has to disclose his/her financial interests. Shortlisted candidates will undergo a compulsory competency assessment and a technical exercise. Targeted: For all SMS posts the department is targeting Females and people with disabilities who meet the requirements, and for all Deputy Director Posts and Assistant Director the department is targeting African Males and African Females and people with disabilities who meet the requirements.

MANAGEMENT ECHELON

POST 32/108 : **DIRECTOR: ORGANIZATIONAL RISK & INTEGRITY MANAGEMENT REF NO: KZNPT 21/16**

SALARY : R1 057 326 per annum, (All-inclusive package). (A remuneration package)
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A 3 year NQF Level 7 Degree in Commerce/Accounting/ Auditing and Risk Management. A minimum of 5 years' middle management experience in Accounting and or Auditing /Internal Auditing / Risk Management environment. Successful completion of the SMS pre-entry certificate as endorsed by the National School of Governance. A valid driver's license and in the case of people with disabilities who cannot personally drive, proof of ability to meet work related commitments is required Skills, Knowledge And Competencies: Detailed knowledge of public sector and public/private systems and relevant legislation/statutes, including: The Constitution of the Republic of South Africa. Public Financial Management Act (PFMA). Public Sector Risk Management Framework. Treasury Regulations. Public Service Regulatory Framework (PSRF). Financial Disclosure Framework. Senior Management Handbook 2008. Public Service Regulation, 2016. National development Plan, 2012. Prevention and combating Corrupt Activities act, 2000. Public Service Anti-Corruption strategy, 2002. Guidelines for implementing Minimum Anti-Corruption Capacity. Public Sector Integrity Management. Promotion of Administrative Justice Act, 2000. Government Priorities Protected Disclosure Act, 2000, Generally Recognized Accounting Principles. Generally Accepted Accounting Principles. King III Report, 2009, Risk Analysis/management. Public Service Act, 1994. Risk Management Practices. Basic Accounting System, Departmental Accounting framework. Service Delivery (Batho Pele). Labour Relations Act. Public Service Code of conduct. Provincial Treasury Practice notes. Internal Control procedures. Advanced MS Office Applications Spreadsheets (MS Excel), word processing (MS Word), power point. Problem-solving. Analytical and numeracy. Analytical and quantitative method tools. Verbal and written communication. Good interpersonal relations. Research. Report writing. Policy interpretation/analysis and development. Project planning and management. Change management. Negotiation. Financial management. Organizing and Presentation. Facilitation. Time management. Policy development Management. Driving, Statistical and quantitative analysis, Computer skills: MS Word, MS Excel, MS PowerPoint, internet and intranet. Self-discipline and ability to work under pressure.

DUTIES : Develop and manage the implementation of risk management strategies. Manage and facilitate the capacity building on departmental staff on risk management. Ensure the development and implementation of Fraud Prevention, Anti-Corruption mechanisms, strategies and programmes. Manage the development of Organisational risk, policies, procedures, strategies, risk plan and framework. Manage the resources of the directorate.

ENQUIRIES : Ms. N Shezi, Tel No (033) 897 4685

POST 32/109 : **DIRECTOR: STRATEGIC MANAGEMENT AND INSTITUTIONAL PERFORMANCE REF NO: KZNPT: 21/17**

SALARY : R1 057 326 per annum, (All-inclusive package). (A remuneration package)
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A 3 year NQF Level 7 qualification in Public Administration/Management/Strategic management/ Organizational Development. A minimum of 5 years middle management experience in Monitoring and Evaluation/Strategic Planning/Organizational Development environment. Successful completion of the SMS pre-entry certificate as endorsed by the National School of Governance. A valid driver's license and in the case of people with disabilities who cannot personally drive, proof of ability to meet work related commitments is required. Skills, Knowledge And Competencies: Knowledge of Human resources prescripts and interpretation thereof. Knowledge of broad government imperatives, Treasury regulations, the Public Finance Management Act. In depth knowledge of evaluation system. In depth knowledge of the organizational design, job evaluation, job descriptions and business process. Management as well as related prescripts. Constitution of the Republic of South Africa. Planning frameworks relevant legislation and plans. Public service regulation, 2016. MTEF and the budget. PFMA, treasury regulations. Public service act 1994. Strategic plan framework. Annual performance plans. Monitoring and evaluation. National Treasury Strategic planning. Knowledge of government- wide monitoring and evaluation systems. Annual performance plans. National Treasury strategic planning. National development plan. Service delivery framework. National growth and development plan. Advanced MS office Applications. Ministerial Hand book. Protocol manual of South Africa Intergovernmental matters. Provincial growth and Development plan. KwaZulu-Natal Citizen's Charter. Analytical. Financial management. Leadership, planning, organisational, management, computer literacy, policy analysis/development, interpersonal relations, presentation, problem solving, verbal communication, project management skills, ability to initiate and support organisational transformation, change management skill, advanced ability to communicate, creativity, conflict management, people management, negotiation skill, stakeholder/relationship management, strategic planning, strategic direction, risk management and time management.

DUTIES : Manage the provisioning of organizational development and change management interventions. Manage the integrated monitoring and evaluation services in the department. Manage the provisions of integrated planning and reporting services in the department. Manage the development and implementation of frameworks and policies. Manage resources of the Directorate.

ENQUIRIES : Ms. INN Zwane-Dlomo Tel No (033) 897 4444

POST 32/110 : **DIRECTOR: TRAINING AND CAPACITY BUILDING REF NO: KZNPT 21/18**

SALARY : R1 057 326 per annum, (All-inclusive package)
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A 3 year NQF Level 8 (an Honours Degree/ Post Graduate Diploma) In Financial Accounting/Management. A minimum of 5 years' middle management experience in Financial Management training and capacity development for public sector. 2 years' experience as an accredited SAICA assessor. Successful completion of the SMS pre-entry certificate as endorsed by the National School of Governance. A valid driver's license and in the case of people with disabilities who cannot personally drive, proof of ability to meet work related commitments is required. Skills, knowledge and competencies: Human resources prescripts and interpretation thereof Broad government imperatives Knowledge of broad transformation issues and implementation

thereof Public Finance Management Act; Municipal Finance Management Act Public Service Code of Conduct National Treasury practice notes and guidelines KwaZulu-Natal Procurement Policy Framework Treasury Regulations of 2016 Provincial Treasury policies, practice notes and guidelines; Commercial Law principles/procedures; Public Service Regulatory Framework Public Sector, Local government and public entities systems Standards for the Professional Practice of Internal Auditing Advanced Public sector accounting and financial management frameworks and standards Generally Recognised Accounting Practices Principles Generally Accepted Accounting Principles SAICA Training Regulations Learner Tracking Systems and Training Contract Management System (TCMS) Labour Relation Act Basic Conditions Of Employment Act Skills Development Act MTEF and the budget process, Public Service Act, 1994 Constitution of the Republic of South Africa Planning frameworks relevant legislation and plans Public Service Regulation, 2016 MTEF and the budget process, PFMA, Treasury regulations. Strategic plan framework Annual Performance plans Monitoring and evaluation National Treasury Strategic Planning National Development Plan Service Delivery Framework. National and Provincial Practices Notes Provincial Growth and Development Plan Advanced MS office Applications. Analytical Financial management Leadership Planning Organizational Management Computer literacy Policy Analysis/development Interpersonal relations Presentation Problem-solving communication Project management skills Ability to initiate and support organizational transformation. Problem solving skills Change management skills Advanced communication skills. Creativity Conflict management skills People Management Negotiation skills Stakeholder/relationship management.

DUTIES : Manage the provisioning of the rotational and generic plans, policies, systems and processes aligned to South African Institute of Chartered Accountants (SAICA) requirements. Manage, monitor and evaluate the assessment process, inclusive of feedback engagements to assessments role-players and attend to non-compliance issues. Provide and manage training relating to financial management in the Public Sector. Ensure quality assurance of the SAICA Trainee Accountant Programme in order to ensure that accreditation standards are met at all times. Manage the development and implementation of frameworks and policies for the SAICA trainee Accountant Programme.

ENQUIRIES : Ms. A Singh Tel No: (033) 897 4549

POST 32/111 : **DIRECTOR: MUNICIPAL ACCOUNTING AND REPORTING REF NO: KZNPT 21/19 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R1 057 326 per annum, (All-inclusive package)
 : KZN Provincial Treasury, Pietermaritzburg
 : A 3 year NQF level 7 qualification in a Financial Accounting or Financial Management field. A minimum of five (5) years middle management experience in Financial Reporting/Accounting/Management environment. Successful completion of the SMS pre-entry certificate as endorsed by the National School of Governance. A valid driver's license, and in the case of persons with disabilities who are unable to personally drive, proof of the ability to meet work related travel commitments is required Skills, Knowledge And Competencies: Extensive understanding and working knowledge of GRAP standards used by local government; Standards for the Professional Practices of Internal Auditing; General Accepted Accounting Principles; Extensive working knowledge of public sector, particularly, local government sphere; Detailed knowledge of public sector financial management systems and relevant legislation/statutes, including: Constitution of the Republic of South Africa (as amended); Public Finance Management Act and Treasury Regulations; Municipal Finance Management Act (MFMA). Municipal Systems Act (and amendments); Municipal Structures Act; Local Government Transition Act; PSRF (Public Service Regulatory Framework); PFMA Regulations in respect of Supply Chain Management); Provincial Procurement Act and Regulations; Provincial Internal Audit Act; PGDS (Provincial Growth and Development Strategy); National Treasury guideline documents, regulations and gazettes; Performance Measurement systems – best practice and guidelines; Asset Management principles and respective legislation; Public Finance Management Principles and Practice as well as National and Provincial Practices Notes. Chairing meetings; Conflict Management; Problem

solving, analytical and numeracy; Good interpersonal relations; Computer skills: Spreadsheets (MS Excel), word processing (MS Word), Presentations PowerPoint and Internet; Research and analysis; Report writing and general writing; Monitoring, follow-up and forecasting; Project Management; Change Management; Analytical, Statistical and quantitative analysis; Financial Management; Planning; People Management; Strategic Planning and Management; Training and Mentoring; Policy Analysis and Development; Negotiation Skills; Innovative thinking; Analytical thinking; Decisiveness; Leadership; Risk Management; Advanced verbal communication and presentation; Budgeting; Co-ordinating activities of different service providers and Stakeholder Relationship Management.

DUTIES : Manage the provision of support to municipalities regarding the compilation of Annual Financial Statements (AFS) in compliance with Generally Recognised Accounting Practice (GRAP) Standards. Manage audit readiness and review for municipalities. Manage consultative support and liaison services with Stakeholders: Guide the implementation of policies. Manage the resources of the Directorate.

ENQUIRIES : Mr. F Cassimjee Tel No (033) 897 4341

POST 32/112

DIRECTOR: REVENUE AND DEBT MANAGEMENT REF NO: KZNPT 21/20

SALARY : R1 057 326 per annum, (All-inclusive package)
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A 3 year NQF 7 Degree in Commerce or Finance or Accounting. A minimum of five (5) years middle management experience in revenue and debt management within the public/municipal finance field. Successful completion of the SMS pre-entry certificate as endorsed by the National School of Governance. A valid driver's license, and in the case of persons with disabilities who are unable to personally drive, proof of the ability to meet work related travel commitments is required Skills, Knowledge And Competencies: Knowledge of the Constitution of Republic of South Africa; Planning frameworks relevant legislation and plans; Public Service Regulation, 2016; MTEF and the budget process; Municipal Finance Management Act (MFMA); Public Finance Management Act (PFMA) and Treasury Regulations; Municipal Systems Act (and amendments); Municipal Structures Act. Municipal Property Rates Act. Public Finance Service Regulatory Framework (PSRF); SCM Regulations. PFMA Regulations i.r.o. Supply Chain Management; Provincial Procurement Act and Regulations; Provincial Internal Audit Act; Generally Recognized Accounting Practice (GRAP) and any other applicable accounting standard used by local government; Public Service Act, 1994; Strategic plan framework; Annual Performance Plans; Employee Performance and Management System; National Development Plan; Service Delivery Framework; National and Provincial Practices Notes; Provincial Growth and Development Plan Analytical; Financial Management; Leadership; Planning; Organisational; Management; Computer Literacy; Policy Analysis/Development; Interpersonal Relations; Presentation; Problem-solving; Verbal Communication; Project Management Skills; Ability to initiate and support organizational transformation; Change Management skills; Advanced Communication skills; Creativity; Conflict Management skills; People Management; Negotiation skills; Stakeholder/relationship management. Ability to work under pressure and meet deadlines as well as use a computer for prolonged periods.

DUTIES : Manage the revenue management support initiatives provided to municipalities: Manage the cash management support initiatives provided to municipalities. Manage the debt management support initiatives provided to municipalities. Manage the indigent households support initiatives provided to municipalities. Guide the implementation of policies. Manage the resources of the Directorate.

ENQUIRIES : Mr. F Cassimjee Tel No (033) 897 4341

POST 32/113

DIRECTOR: PUBLIC ENTITIES FINANCIAL REPORTING REF NO: KZNPT 21/21

SALARY : R1 057 326 per annum, (All-inclusive package)
CENTRE : KZN Provincial Treasury, Pietermaritzburg

- REQUIREMENTS** : A 3 year NQF level 7 qualification in Financial Accounting or Financial Management field. Successful completion of the SMS Pre-Entry for SMS as endorsed by the National School of Governance. A minimum of 5 years' middle management experience in Financial Reporting/Accounting/Management. A valid driver's license and in the case of persons with disabilities who are unable to personally drive, the ability to meet work related travel commitments. Skills, Knowledge and Competencies: PSRF (Public Service Regulations Framework). Public Finance Management Act and Treasury Regulations. MTEF Budget compilation and analysis. Standards for the Professional Practices of Internal Auditing. General Recognized Accounting Principles. Generally Accepted Accounting principles. Public Service Regulations. Financial Systems. Computer literacy. Strategic Planning and Management. Innovative thinking. Analytical. Decisiveness. Report. Problem Solving. Inter-personal relations. Risk Management. Human Resource Management. Financial Management. Analytical and quantitative method tools. Project Management. Research. Policy Development. Chairing meetings. Conflict Management.
- DUTIES** : Ensure the preparation and consolidation of financial information for Public Entities. Develop and implement financial management support strategies for Public Entities. Oversee the monthly financial management reporting processes for Public Entities. Provide audit readiness support for Public Entities. Provide consultative support and liaison services with Stakeholders. Manage the resources of the directorate.
- ENQUIRIES** : Ms. A Singh Tel No (033) 897 4549
- POST 32/114** : **DIRECTOR: PROVINCIAL MOVEABLE ASSETS REF NO: KZNPT 21/22**
- SALARY** : R1 057 326 per annum, (All-inclusive package)
- CENTRE** : KZN Provincial Treasury, Pietermaritzburg
- REQUIREMENTS** : A 3 year NQF level 7 qualification in Financial Management / Accounting. A minimum of 5 years' middle management experience in an SCM Moveable Asset and Inventory management environment. Successful completion of the SMS pre-entry certificate as endorsed by the National School of Governance. A valid driver's license and in the case of people with disabilities who cannot personally drive, proof of ability to meet work related commitments is required. Skills, Knowledge and Competencies: Public Finance Management Act. MTEF. Republic of South Africa Constitution. Planning Frameworks relevant legislation and Plans. Public Service Act, 1994. National Treasury practice notes and guidelines. KwaZulu-Natal Procurement Policy Framework. Treasury Regulations. Provincial Treasury policies, practice notes and guidelines. Strategic Plan Strategic. Annual Performance Plan. Monitoring and Evaluation. National Treasury Strategic Planning. National Development Plan. Service Delivery Framework. National and Provincial Practices Notes. Provincial Growth and Development Plan. Advanced MS Office Applications. Knowledge of Accounting Frameworks related to asset inventory and management. Public Service Regulatory Framework and SCM Practices and Procedures. Public Service Regulation 2016. Communication. Computer literacy. Financial Management. Strategic planning and management. Financial management. Leadership. Management. Human resource management. Project planning and management. Analytical. Conflict Management. Business process management. Good inter-personal relations. Problem solving. Change management. Presentation. Interpersonal Relation. Policy analysis and development. Project Management.
- DUTIES** : Manage and monitor the development and the implementation of asset management frameworks within Provincial Department and public Entities. Ensure the improvement and implementation of asset and inventory management. Ensure the provisioning of guidance and technical advice on asset and inventory management. Oversee the provisioning of knowledge management and capacity development. Manage the resources of the directorate.
- ENQUIRIES** : Ms. A Singh, Tel No (033) 897 4549

OTHER POSTS

POST 32/115 : **DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: KZNPT21/23**

SALARY : R733 257 per annum, (All-inclusive package)
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A 3 year NQF Level 7 qualification in Monitoring and Evaluation / Public Management/ Strategic Management. A minimum of 3 years' junior management experience in a monitoring and evaluation management field. Skills, Knowledge and Competencies: Constitution of the Republic of South Africa. Planning frameworks relevant legislation and plans. Public Service Regulation, 2016. MTEF and the budget process, PFMA, Treasury regulations. Public Service Act, 1994. Strategic plan framework. Annual Performance plans. Monitoring and evaluation. National Treasury Strategic Planning. Knowledge of Government Wide Monitoring and Evaluation Systems. National Development Plan. Service Delivery Framework. National and Provincial Practices Notes Provincial Growth and Development Plan. Advanced MS office Applications. Numeric. Mathematical accuracy. Analytical. Accounting. Leadership. Planning. Organizational. Management. Policy Analysis/development. Interpersonal relations. Presentation. Problem-solving. Verbal and written communication. Report writing and Negotiation skills.

DUTIES : Manage the provision of input into draft bills, policies, programs, systems and others related to monitoring and evaluation within the Department and report thereon. Ensure the provisioning of support to the development and implementation of evaluation guidelines. Facilitate customers and stakeholder feedback processes focused on continuously improving the level of service delivery and report thereon. Manage the coordination and the compilation of institutional performance plan. Develop policies and strategies aimed at improving service delivery. Manage resources of the Sub- Directorate.

ENQUIRIES : Ms. INN Zwane-Dlomo Tel No (033) 897 4444

POST 32/116 : **DEPUTY DIRECTOR: GENERAL MUNICIPAL SUPPORT REF NO: KZNPT 21/24 (X2 POSTS)**

SALARY : R733 257 per annum, (All-inclusive package)
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A 3 year NQF level 7 qualification in Accounting or Financial Management. A minimum of three (3) years junior management experience in public finance/treasury/external audit or related field. A valid driver's licence is necessary and applicants must be willing to travel and in the case of persons with disabilities who are unable to personally drive, proof of ability to meet work related travel commitments is required. Skills, Knowledge And Competencies: Understanding of GRAP accounting standards used by local government; Extensive working knowledge of public sector, particularly local government sphere; Detailed knowledge of public sector financial management systems and relevant legislation/statutes, including: Constitution of the Republic of South Africa (as amended); Public Finance Management Act and Treasury Regulations; Municipal Finance Management Act (MFMA), Municipal Systems Act (and amendments); Municipal Structures Act, Local Government Transition Act, PSRF (Public Service Regulatory Framework); PFMA Regulations in respect of Supply Chain Management; Provincial Procurement Act and Regulations; Provincial Internal Audit Act; PGDS (Provincial Growth and Development Strategy); National Treasury Guideline documents; Medium Term Strategies Framework (MTSF); Performance Measurement Systems – best practice and guidelines; Asset Management Principles and Public Finance Management Principles and Practice. Skills: Problem solving, analytical and numeracy; Verbal communication and presentation; Good interpersonal relations; Computer skills: Spreadsheets (MS Excel) and word processing (MS Word); Research and analysis; Report writing and general writing; Monitoring, follow-up and forecasting; Project Management; Budgeting; Change Management; Statistical and Quantitative Analysis; Financial Management; Budget Planning; People Management; Strategic Planning; Training and mentoring staff as well as Co-ordinating activities of different service providers. Ability to work under pressure and meet deadlines as well as use a computer for prolonged periods.

DUTIES : Co-ordinate and/or implement financial improvement measures that would assist in resolving the financial management issues encountered by delegated

municipalities. Co-ordinate the improvement of transparency, reduced risk and enhanced internal control. Co-ordinate the implementation of systems/processes to improve financial viability and sustainability. Comply with the implementation of policies. Management resources of the Sub-directorate. Ms. S Balgobind Tel No: (033) 897 4578

ENQUIRIES

POST 32/117

DEPUTY DIRECTOR: MUNICIPAL ACCOUNTING AND REPORTING REF NO: KZNPT21/25 (X3 POSTS)

SALARY CENTRE REQUIREMENTS

R733 257 per annum, (All-inclusive package)
KZN Provincial Treasury, Pietermaritzburg
A 3 year NQF level 7 qualification in Financial Accounting or Financial Management field. A minimum of three (3) years junior management experience in a financial reporting/accounting/management environment. A valid driver's licence is necessary and applicants must be willing to travel and in the case of persons with disabilities who are unable to personally drive, proof of ability to meet work related travel commitments is required. Skills, Knowledge and Competencies: Extensive understanding and working knowledge of GRAP standards used by local government; Standards for the Professional Practices of Internal Auditing; General Accepted Accounting Principles; Extensive working knowledge of public sector, particularly, local government sphere; Detailed knowledge of public sector financial management systems and relevant legislation/statutes, including: Constitution of the Republic of South Africa (as amended); PFMA and Treasury Regulations; Municipal Finance Management Act (MFMA); Municipal Systems Act (and amendments); Municipal Structures Act; Local Government Transition Act; PSRF (Public Service Regulatory Framework); PFMA Regulations in respect of Supply Chain Management); Provincial Procurement Act and Regulations; Provincial Internal Audit Act; PGDS (Provincial Growth and Development Strategy); National Treasury guideline documents, regulations and gazettes; Performance Measurement systems – best practice and guidelines; Asset Management principles and respective legislation; Public Finance Management Principles and Practice and National and Provincial Practices Notes. Skills: Innovative thinking; Analytical thinking; Decisiveness; Leadership; Inter-personal relations; Risk Management; Chairing meetings; Conflict Management; Problem solving, analytical and numeracy; Advanced verbal communication and presentation; Good interpersonal relations; Computer skills: Spreadsheets (MS Excel), word processing (MS Word), PowerPoint Presentations and Internet; Research and analysis; Report writing and general writing; Monitoring, follow-up and forecasting; Project Management; Budgeting; Change Management; Analytical, Statistical and Quantitative Analysis; Financial Management; Planning; People Management; Strategic Planning and Management; Training and mentoring staff; Co-ordinating activities of different service providers; Policy Analysis and Development; Negotiation skills and Stakeholder Relationship Management.

DUTIES

Co-ordinate the provision of support to municipalities regarding the compilation of Annual Financial Statements (AFS) in compliance with Generally Recognized Accounting Practice (GRAP) Standards. Co-ordinate the provisioning of financial management support to municipalities. Co-ordinate audit readiness and review for municipalities. Co-ordinate consultative support and liaison services with Stakeholders: Comply with the implementation of policies. Management of resources of the sub-directorate.

ENQUIRIES

Ms. K Pillay Tel No: (033) 897 4530

POST 32/118

DEPUTY DIRECTOR: REVENUE AND DEBT MANAGEMENT REF NO: KZNPT21/26 (X5 POSTS)

SALARY CENTRE REQUIREMENTS

R733 257 per annum, (All-inclusive package)
KZN Provincial Treasury, Pietermaritzburg
A 3 year NQF level 7 qualification in Commerce or Finance or Accounting. A minimum of three (3) years junior management experience in revenue and debt management within the public/municipal finance field. A valid driver's licence is necessary and applicants must be willing to travel and in the case of persons with disabilities who are unable to personally drive, proof of ability to meet work related travel commitments is required. Skills, Knowledge and Competencies Knowledge of the Constitution Republic of the Republic of South

Africa; Planning frameworks relevant legislation and plans; Public Service Regulation, 2016; MTEF and the budget process; Public Finance Management Act (PFMA); Treasury Regulations; Municipal Finance Management Act (MFMA); Public Finance Management Act (PFMA) and Treasury Regulations; Municipal Systems Act (and amendments); Municipal Structures Act; Municipal Property Rates Act; Public Finance Service Regulatory Framework (PSRF); SCM Regulations; PFMA Regulations i.r.o. Supply Chain Management; Provincial Procurement Act and Regulations; Provincial Internal Audit Act; Generally Recognized Accounting Practice (GRAP) and any other applicable accounting standard used by local government; Public Service Act, 1994; Strategic plan framework; Annual Performance Plans; Employee Performance and Management System; National Development Plan; Service Delivery Framework; National and Provincial Practices Notes; Provincial Growth and Development Plan. Skills: Analytical; Financial Management; Leadership; Planning; Organisational; Management; Computer Literacy; Policy Analysis/Development; Interpersonal Relations; Presentation; Verbal Communication; Project Management Skills; Ability to initiate and support organizational transformation; Problem solving skills; Change Management skills; Advanced Communication skills; Creativity; Conflict Management skills; People Management; Negotiation skills; Stakeholder/relationship management. Ability to work under pressure and meet deadlines as well as use a computer for prolonged periods.

DUTIES : Co-ordinate the provision of revenue management support initiatives provided to municipalities. Co-ordinate the provision of cash management support initiatives provided to municipalities. Co-ordinate the debt management support initiatives provided to municipalities. Co-ordinate the indigent households support initiatives provided to municipalities. Comply with the implementation of policies. Manage resources of the Sub-directorate.

ENQUIRIES : Ms. K Mare Tel No: (033) 897 4534

POST 32/119

DEPUTY DIRECTOR: STRATEGIC EXECUTIVE SUPPORT SERVICES REF NO: KZNPT21/27

SALARY CENTRE REQUIREMENTS : R733 257 per annum, (All-inclusive package)
 : KZN Provincial Treasury, Pietermaritzburg
 : A 3 year NQF level 6/7 qualification in Public Administration/Management/Financial Administration. A minimum of 3 years' junior management experience in a general office support services environment. Skills, Knowledge and Competencies: Working knowledge of the following Acts, prescripts, regulations, practice notes and procedures pertaining to General Administration, Finance, Asset Management, Human Resource Management, Public Finance Management Act and Treasury Regulations, Division of Revenue Act, Public Service Regulatory Framework, Public Finance Management – Best practices, National Treasury Guideline documents, South Africa's fiscal and monetary policy, Provincial policy priorities, Performance budgeting – best practices and guidelines. Vulindlela, Budget formulation, Basic Accounting System (BAS) and Standard Chart of Accounts (SCOA), In-Year Monitoring (IYM). Organising. Planning. Problem solving. Research. Analytical. Computer. Time management. Minute taking. Conflict management. Financial management. Project planning/management. Decision making. Inter-personal relations. Verbal and written communication. Presentation. Policy analysis and research. Staff supervision. Self-disciplined and ability to work under pressure with minimum supervision.

DUTIES : Provide and oversee Administrative Support services to the Chief Directorate. Provide and oversee Asset Management Support services to the Chief Directorate. Provide and oversee Financial Management Support services to the Chief Directorate. Provide and oversee Secretariat and logistical support services to the Chief Directorate. Customer relations. Manage resources of the Sub-Directorate.

ENQUIRIES : Mr. A Soopal Tel No (033) 897 4565

POST 32/120

DEPUTY DIRECTOR: ORGANIZATIONAL RISK AND INTEGRITY REF NO: KZNPT21/28 (X2 POSTS)

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

REQUIREMENTS

: A 3 year NQF Level 7 qualification with Accounting and or Auditing /Internal Auditing/Internal control/Risk Management as major subjects. A minimum of 3 years junior management experience in Accounting and or Auditing/Internal Auditing/Internal control/Risk Management field. A valid driver's license and in the case of people with disabilities who cannot personally drive, proof of ability to meet work related commitments is required. Skills, Knowledge And Competencies: Detailed knowledge of public sector and public/private systems and relevant legislation/statutes, including: the Constitution of Republic South Africa. Public Financial Management Act (PFMA). Public Sector Risk Management Framework, Treasury Regulations, Public Service Regulatory Framework (PSRF), Financial Disclosure Framework. Senior Management Handbook 2008, Public Service Regulation, 2016. National development Plan, 2012. Prevention and combating Corrupt Activities act 2000. Public Service Anti-Corruption strategy, 2002. Guidelines for implementing Minimum Anti-Corruption Capacity. Public Sector Integrity Management. Promotion of Administrative Justice Act, 2000. Government Priorities Protected Disclosure Act, 2000. General Recognized Accounting Principles. Generally Accepted Accounting Principles. King III Report, 2009. Risk Analysis/management. Public Service Act, 1994. Risk Management Practices. Basic Accounting System. Departmental Accounting framework. Service Delivery (Batho Pele). Labour Relations Act. Public Service Code of conduct. Provincial Treasury Practice notes. Internal Controls procedures. Advanced MS Office Applications. Problem-solving. Analytical and numeracy. Analytical and quantitative method tools. Verbal and written communication. Good interpersonal relations. Research. Report writing. Policy interpretation/analysis and development. Project planning and management. Change management. Financial. Organizing. Presentation. Facilitation. Time management. Policy development. Management. Statistical and quantitative analysis. Computer Skills: Spreadsheets (MS Excel), word processing (MS Word), power point (MS Office), internet and intranet. Self-discipline and ability to work under pressure.

DUTIES

: Develop organizational risk, policies, procedures, strategies, risk plan and framework: Develop and monitor the implementation of risk assessment response strategies. Facilitate the capacity building on departmental staff on risk management. Develop and monitor the implementation of Fraud Prevention, Anti-Corruption mechanisms, strategies and programmes. Management of all resources allocated to the Sub-directorate.

ENQUIRIES

: Ms. R Smith-Petersen Tel No: (033) 897 4556

POST 32/121

: **DEUTY DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: KZNPT 21/29**

SALARY CENTRE

: R733 257 per annum, (All-inclusive package)
: KZN Provincial Treasury, Pietermaritzburg

REQUIREMENTS

: A 3 year NQF Level 6 or 7 qualification in Public Administration/Public Finance or related field. A minimum of 3 years' junior management experience in Public Administration or a Public sector management/ inter-governmental relations environment. A valid driver's license and in the case of people with disabilities who cannot personally drive, proof of ability to meet work related commitments is required. Skills, Knowledge And Competencies: Extensive knowledge of Public Sector, including Local Government and Procedures, Constitution of the Republic of South Africa 1996, Public Finance Management Act and Treasury Regulations, Municipality Finance Management Act, KwaZulu-Natal Internal Audit Act, KwaZulu-Natal, Procurement Act and Regulations, KwaZulu-Natal Direct Charges Act, Income Tax Act, Banking, Provincial Borrowing Powers Act, Division of the Revenues Act, Adjustment Appropriation Act, Public Service Act & Public Service Regulations, Intergovernmental Relations Framework Act, Protocol Manual of South Africa, Labour relations Act, Employment Equity Act, National Development plan, Protocol Manual of South Africa, Provincial Growth and Development Plan, Community development ,Social Facilitation. Strategic capability and leadership, Programme and Project Management, Organising Problem solving and analytical Research Computer literacy Time management, Decision making, Inter-personal relations, Financial Management, Change Management. Policy analysis and development, diplomacy, conflict management, strategic management, presentation.

DUTIES : Coordinate the department's participation in structures and institution to promote inter-governmental relations (IGR). Monitor compliance with the resolutions of cooperative structures i.e. MinMEC, HoD's and Treasury in Cabinet and Cabinet Clusters. Coordinate and maintain the relationships of various stakeholders within IGR fora. Provide guidance and advice on international engagement in line with existing protocols. Develop implement and review strategies, policies, procedure manuals, guidelines and provide advice and guidance.

ENQUIRIES : Ms. R Smith-Petersen Tel No (033) 897 4556

POST 32/122 : **DEPUTY DIRECTOR: SCM STRATEGIC PROCUREMENT REF NO: KZNPT21/30**

SALARY : R733 257 per annum, (All-inclusive package)
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A 3 year NQF Level 7 qualification in Financial Management/ Commerce/ Supply Chain Management. A minimum of 3 years of Junior Management experience in SCM and related fields. A valid driver's license and in a case of people living with disabilities who are unable to personally drive, proof to meet driving work commitments is required. Skills, Knowledge and Competencies: Knowledge of applicable national and provincial policies and legislation is required, including: Public Finance Management Act (PFMA); Municipal Finance Management Act (MFMA), Preferential Procurement Policy Framework Act (PPPFA) and Regulations. National Treasury practice notes and guidelines. KwaZulu-Natal Procurement Policy Framework. Supply Chain Management Practices and Procedures. National and Provincial Practices Notes. Treasury Regulations. Provincial Treasury policies, practice notes and guidelines. Commercial Law principles/procedures. Public Service Regulatory Framework. Broad Based Black Economic Empowerment Act (BBBEE). SCM Practices and Procedures. BEE Code of Good Practice. Public Service Regulations. Knowledge of project management methodologies. Communication. Computer literacy. Financial Management. Strategic planning and management. Leadership. Management. Human resource management. Project planning and management. Analytical, Conflict Management, Business process management, Good inter-personal relations. Problem solving. Risk management. Change management. Presentation. Contract management. Policy analysis and development, Good inter-personal relations, Problem solving.

DUTIES : Manage the development and design of Strategic Procurement Framework and Strategies. Develop and manage the implementation of strategic procurement risks. Ensure monitoring, evaluation and report on supplier's development in the province. Provide advice and guidance to the stakeholders. Management of all resources allocated to the Sub directorate.

ENQUIRIES : Ms. NP Kubheka Tel No (033) 897 4407

POST 32/123 : **DEPUTY DIRECTOR: PROVINCIAL MOVEABLE ASSETS REF NO: KZNPT21/31 (X2 POSTS)**

SALARY : R733 257 per annum, (All-inclusive package)
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A 3 year NQF level 7 qualification in Financial Management / Accounting. A minimum of 3 years' junior management experience in asset and inventory management. A valid driver's license and in the case of persons with disabilities who are unable to personally drive, the ability to meet work related travel commitments Skills, Knowledge and Competencies: Public Finance Management Act. MTEF. Constitution of the Republic of South Africa. Planning Frameworks relevant legislation and plans. Public Service Act, 1994. National Treasury practice notes and guidelines. KwaZulu-Natal Procurement Policy Framework. Treasury Regulations. Provincial Treasury policies, practice notes and guidelines. Strategic Plan Strategic. Annual Performance Plan. Monitoring and Evaluation. National Treasury Strategic Planning. National Development Plan. Service Delivery Framework. National and Provincial Practices Notes. Provincial Growth and Development Plan. Advanced MS Office Applications. Knowledge of Accounting Frameworks related to asset inventory and management. Public Service Regulatory Framework and SCM Practices and Procedures. Public Service Regulation 2016. Communication. Computer

- literacy. Financial Management. Strategic planning and management. Financial management. Leadership. Management. Human resource management. Project planning and management. Analytical. Conflict Management. Business process management. Good inter-personal relations. Problem solving. Change management. Presentation. Interpersonal Relations. Policy analysis and development. Project Management.
- DUTIES** : Monitor the development and the implementation of asset management frameworks within Provincial Department and public Entities. Manage the improvement and implementation of asset and inventory management. Manage the provisioning of guidance and technical advice on asset and inventory management. Manage the provisioning of knowledge management and capacity development. Manage the resources of the Sub-directorate.
- ENQUIRIES** : Ms. A Singh, Tel No (033) 897 4549
- POST 32/124** : **ASSISTANT DIRECTOR: REVENUE AND DEBT MANAGEMENT REF NO: KZNPT21/40 (X2 POSTS)**
- SALARY** : R376 596 per annum
- CENTRE** : KZN Provincial Treasury, Pietermaritzburg
- REQUIREMENTS** : A 3 year NQF level 6/7 qualification in Commerce or Finance or Accounting. A minimum of three (3) years administrative experience at a supervisory in revenue and debt management within the public/municipal finance field. A valid driver's license is necessary and applicants must be willing to travel and in the case of persons with disabilities who are unable to personally drive, proof of ability to meet work related travel commitments is required. Skills, Knowledge and Competencies: Knowledge of the Constitution of the Republic of South Africa; Planning frameworks relevant legislation and plans; Public Service Regulation, 2016; MTEF and the budget process; Municipal Finance Management Act (MFMA); Public Finance Management Act (PFMA) and Treasury Regulations; Municipal Systems Act (and amendments); Municipal Structures Act; Municipal Property Rates Act; Public Finance Service Regulatory Framework (PSRF); SCM Regulations; PFMA Regulations i.r.o. Supply Chain Management; Provincial Procurement Act and Regulations; Provincial Internal Audit Act; Generally Recognised Accounting Practice (GRAP) and any other applicable accounting standard used by local government; Public Service Act, 1994; Strategic plan framework; Annual Performance Plans; Employee Performance and Management System; National Development Plan; Service Delivery Framework; National and Provincial Practices Notes; Provincial Growth and Development Plan. Skills: Analytical; Financial Management; Leadership; Planning; Organisational, Management; Computer Literacy; Policy Analysis/Development; Interpersonal Relations; Presentation; Problem-solving; Verbal Communication; Project Management Skills; Ability to initiate and support organizational transformation; Change Management skills; Advanced Communication skills; Creativity; Conflict Management skills; People Management; Negotiation skills; Stakeholder/relationship management.
- DUTIES** : Undertake the revenue management support initiatives provided to municipalities: Undertake the cash management support initiatives provided to municipalities: Undertake the debt management support initiatives provided to municipalities. Undertake the indigent households support initiatives provided to municipalities. Comply with the implementation of policies.
- ENQUIRIES** : Ms. K Mare Tel No (033) 897 4534