

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

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

OTHER POSTS

<u>POST 42/185</u>	:	<u>DIRECTOR: PHC SYSTEM DEVELOPMENT: REFNO.G161/2021</u>
<u>SALARY</u>	:	R1 057 326 per annum (An all-inclusive salary package)
<u>CENTRE</u>	:	Health Service Development: Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) in Nursing, Medicine (MBChB) or other health related profession; Plus Approved appropriate statutory council registration; Plus A minimum of 5 years appropriate experience at Middle Managerial level/ Technical Advisor in a Primary Health Care setting or District Health Services; Plus A Pre-Entry Certificate for SMS as endorsed by the National School of Government (NSG), (This is a Public service specific training programme which will be applicable for appointment at SMS level). Plus Training programmes undertaken and successfully completed in Project Management, Policy Development and Community Health/ Public Health will be an added advantage. Plus A valid code 08 driver's license. Knowledge, Skills, Training And Competence Required:-_The incumbent of this post will report to the Chief Director: District Health Service and will be responsible to develop the Primary Health Care Systems and Policies for the Department defining implementation protocols, norms, standards and monitoring arrangements in order to enable the Primary Health Care Institutions to function optimally inclusive of development of community support systems and mechanisms for the delivery of basic Primary Health Care Services, and as such the ideal candidate must:- Competencies: Knowledge: Possess extensive knowledge of the key issues affecting the ability of Health Institutions to effectively provide PHC services. Possess knowledge and experience regarding the management of diseases within the health services context. Possess extensive knowledge and skills regarding integrated policy development in the PHC environment. Possess extensive knowledge of quality and accreditation arrangements. Possess extensive knowledge of best practices and the ability to customize such practices to suit local needs. Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: -Develop policy frameworks and systems enabling the establishment and maintenance of an effective and efficient Primary Health Care System in the Province. Develop policy frameworks and systems enabling the establishment and maintenance of an effective and efficient community and household level. Develop policy frameworks and systems to promote community participation in the delivery of PHC services and governance oversight. Provide technical advice to the Member of the Executive Council, the Accounting Officer, EXCO and Institutions to continuously improve the impact made by the PHC System on health service delivery in the province. Provide support to School Health and Health Promotion program. Monitor, evaluate and report on the performance and service delivery of the Community Health Centres, Clinics, Mobiles and all outreach teams including the establishment of early warning detection. Ensure the effective, efficient and economical management and utilization of resources allocated to the component. Facilitate the implementation of Ideal Clinic Realisation and maintenance framework. Ensure coordination of Deputy Manager Nursing and DCST PHC at district level. Facilitate the implementation of HPRS, SyNCH, etc. Coordinate training and development of Primary Health Care in the Province. Coordinate clinical governance and other governance structures like clinic committees and CHC boards. Interact with different stakeholders including other departments within the province and nationally on the matters related to primary health care services. Represent the Department in different forums on matters related to primary health care.
<u>ENQUIRIES</u>	:	MR J Mndebele Tel No: (033) 395 3274/3019
<u>APPLICATIONS</u>	:	Note: E-Mail and Faxed Applications Will Not Be Accepted All Applications Should Be Forwarded To: The Head of Department: KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 Or Hand Delivered to: 330

NOTE

Langalibalele Street, Natalia Building, Registry, Minus 1: North Tower (Attention: 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. **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. **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.

CLOSING DATE

10 December 2021

POST 42/186

DEPUTY MANAGER: PHARMACEUTICAL SERVICES REF NO: PHARM/MANAGER/2021

Re-advertised and candidates who had previously applied may re-apply

SALARY CENTRE REQUIREMENTS

R1 042 092. per annum (All-inclusive remuneration package)

Addington Hospital: Kwazulu Natal

Minimum Experience: Degree in Pharmacy. Grade 12 certificate, Registration with the South African Pharmacy Council (SAPC) as a Pharmacist, Proof of current registration with SAPC as a Pharmacist (2021), Minimum of 3 years' experience after registration with SAPC as a Pharmacist, Certified copies of certificates/letters of service stating relevant recognisable working experience as a Pharmacist plus verification of qualifications by SAQA from current Employer if applicable, Valid unendorsed driver's license. Recommendations: Minimum of 3 years managerial experience in pharmaceutical environment (i.e. must have been at least Assistant Manager: Pharmaceutical Services, Pharmaceutical Policy Specialist, Pharmacy Supervisor or equivalent positions). Experience of working at a large multidisciplinary facility will be an added advantage. Knowledge, Skills, Training and Competencies Required: Extensive knowledge of relevant Legislation, Acts, Regulations and Policies. Extensive experience in the management of pharmacy including human resource, financial and risk management .Good communication, motivation, coaching, team building, decision making, interpersonal and problem solving skills. Ability to work under pressure and coordinate productivity. Sound knowledge of the District Health System and setting. Effective planning, organizational and managerial skills. Knowledge of the principles, functions and operations of medicine and therapeutic committee. Sound knowledge on the implementation of effective performance management system and capacity building for succession planning. Sound knowledge and implementation of effective monitoring and evaluation system Knowledge of Batho Pele principles Computer Literacy.

DUTIES

Key Performance Areas: Manage the Pharmaceutical Services at Addington Hospital and associated Clinics (i.e. the entire catchment area that Addington

Hospital is responsible for) in line with the National, Provincial and District strategies and priorities. Assume position of being the responsible pharmacist for Addington Hospital Pharmacy. Formulate and implement Standard Operating Procedures for Pharmaceutical Services and ensure that they are in line with current statutory regulations and policy guidelines. Provide leadership, management and support to all Clinical Heads, Clinical Managers, Allied health professionals and all staff under his/her supervision. Ensure rational use of resources (human, financial (asset and inventory) and physical). Provide and supervise training programmes (Pharmacist Interns and Pharmacy Support Personnel). Coordinate activities of Essential Medicines Programme including Pharmacy and Therapeutics Committee. Conduct service assessment and implement quality improvement programmes. Liaise with other stakeholders within and outside the department of health such as other hospital management teams, Health District Office on Pharmaceutical and management issues. Ensure continuous monitoring of morbidity and mortality through clinical audits. Translate and operationalize current national, provincial and district strategic plans. Ensure that cost-effective pharmaceutical service delivery is maintained within the hospital. Maintain discipline and deal with grievances and Labour Relation issues in terms of the laid down procedures and policies. Provide pharmaceutical advice to patients and professional colleagues. Compile monthly financial and other reports as required by the Chief Executive Officer or his/her delegate.

**ENQUIRIES
APPLICATIONS**

: Dr A Aron Tel No: 031 327 2000
 : All applications to be posted to: Recruitment, Human Resource Dept, Addington Hospital, P O Box 977 Durban, 4000 Or dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) from any Public Service: Department which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document. All required documents attached need not be certified when applying for post, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT Be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview.

CLOSING DATE

: 10 December 2021

POST 42/187

: **CHIEF EXECUTIVE OFFICER: REF NO: G134/2021**
 Cluster: Hospital Management Services

**SALARY
CENTRE
REQUIREMENTS**

: R882 042. per annum (Level 12) (An all Inclusive MMS Salary Package)
 : Catherine Booth Hospital
 : A degree/advanced diploma in a health related field, Registration with relevant professional council. A degree/diploma in health management or a degree/advanced in a management field. At least 5 (five) years' management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's license (Code 08). **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. Recommendations: Knowledge of relevant legislation such as 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, change management people management and empowerment. Progress

DUTIES

Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.
Key Performance Areas: Job Purpose: To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership, to improve operational efficiency within the health establishment, to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. 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, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority 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, establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health.

**ENQUIRIES
APPLICATIONS**

MR J Mndebele Tel No: 033 395 3274
All applications should be forwarded to: The Chief Director: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street, Natalia Building, REGISTRY, Minus 1:1 North Tower

**FOR ATTENTION
NOTE**

Miss Ns Buthelezi Tel No: 033 395 2896
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

10 December 2021

POST 42/188

CHIEF EXECUTIVE OFFICER: LEVEL 12: GJ CROOKES HOSPITAL: REF NO. G135/2021
Cluster: District Health Services

**SALARY
CENTRE**

R869 007. per annum (Level 12) (An all Inclusive MMS Salary Package)
GJ Crookes Hospital

- REQUIREMENT** : A degree/advanced diploma in a health related field, registration with relevant professional council; Plus A degree/diploma in health management or a degree/advanced diploma in a management field. Plus At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's license (Code 08). 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. Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership programme and project management, financial management change management people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.
- DUTIES** : Key Performance Areas: - Job Purpose To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. 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, planning of financial resource mobilisation, monitoring and evaluation, asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated 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 establish community networks and report to the Hospital. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes.
- ENQUIRIES APPLICATIONS** : MR J Mndebele Tel No: (033) 395 3274/3019
: All Applications Should Be Forwarded To: The Head of Department: KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 or Hand Delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1: North Tower (Attention: Mr. A Memela) Note: E-Mail And Faxed Applications Will Not Be Accepted
- 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. 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** : 10 December 2021
- POST 42/189** : **DEPUTY NURSING MANAGER: REF NO. EPH 04/2021 (1 POST)**
- REQUIREMENTS** : R853 272 – R963 723. per annum
- CENTRE** : Ekuhlengeni Psychiatric Hospital
- REQUIREMENTS** : Senior Certificate (grade 12) , appropriate Degree OR Diploma in General Nursing and Psychiatric Nursing plus current registration with the SANC, Minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general Nursing. At least 5 Five years of the period referred to above must be appropriate and / recognizable experience Management level. Proof of previous experience and current employment experience (Certificate of Service) endorsed and stamped by Human Resource Office. Valid driver's license EB (code 08) and computer certificate. Recommendation Degree/Diploma in Management Knowledge, Skill, Training & Competencies Required In depth knowledge and understanding of health related Acts, Regulations, Guidelines and other related policies such as Nursing Act and Regulations Health Act, Health Act and Code of Ethics Knowledge and understanding of Professional practice of the South African Nursing Council, Nursing standards of practice, Scope of Practice, Occupational Health and Safety Act and Mental Act. Knowledge and understanding of Legislative framework governing the Public services including: Skills Development Act, Public Service Regulations, Labour Relations Act, Grievance procedures and disciplinary procedures .Good communication, report writing, facilitation, co-ordination, decision-making, leadership, negotiation, networking and interpersonal skills. Strategic planning, responsiveness, pro-activeness, professionalism, Accuracy and flexibility to work under pressure.
- DUTIES** : Key Performance Areas: Provide guidance and towards the realization of the strategic goals and objectives of the division Nursing Component by establishing the strategic direction of the component to ensure the alignment with its business plans and participating in the development of the hospital Strategic plan, Provide professional, technical and management support for the provision of quality patient care through proper management of Nursing care programs Advocate and ensure promotion of nursing ethos and professionalism Develop and monitor of policies, programmes, regulation, practices, procedures and standards pertaining to Nursing care Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi- disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources i.e. human Financial, physical and material in accordance with relevant directives and legislation. Establish, Supervise and maintain coordinated functioning of the Nursing service to ensure acceptable standard of patient care Analyze staffing needs and develop a plan to meet the needs and continuously review, explore and utilization opportunities for professional development to enhance professional Knowledge Formulate and manage the component's budget against its strategic objective and ensure proper utilization thereof Initiate and identify ways of containing health care costs without compromising standards Facilitate formulation, reviewing policies, procedures and implementation thereof Ensure functioning quality improvement programmes in each component / department Monitor expenditure by putting into place relevant mechanisms to ensure appropriate and economical use of resources.
- ENQUIRIES** : Ms. N.S. Padayachee Tel No: 031 – 9054 777/6/5
- APPLICATIONS** : All applications should be forwarded to: The Human Resource Manager: Ekuhlengeni Psychiatric Hospital: KZN Department of Health, P.O. BOX 3, UMBOGINTWINI, 4125 OR Hand delivered to: Off Old South Coast Road, UMBOGINTWINI.
- FOR ATTENTION** : Ms. GP. Cele
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously

certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, 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. First Preference Will Be Given African Female

- CLOSING DATE** : 17 December 2021
- POST 42/190** : **MEDICAL OFFICER (SURGERY - TRAUMA) GRADE1- 3 REF NO: MO/SUG-TRA 01/2021 (POSTS X 3)**
- SALARY** : Grade 1: R833 523 - R897 939 per annum (all-inclusive package)
Grade 2: R953 049 - R1 042 092 per annum (all-inclusive package)
Grade 3: R1 106 037 - R1 382 802 per annum (all-inclusive package All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules Other Benefits In-Hospitable Area Allowance (18% of basic salary) Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into performance contract for commuted overtime.
- CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital – Surgery - Trauma
: MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner (Independent Practice Medical Practitioner). Proof of current registration as a Medical Practitioner with HPCSA (2021 / 2022). Copies of identity/ passport documents; all educational qualifications, professional registration certificates where applicable and certificate/s of service from previous employer/s must be attached and only the shortlisted candidates will be requested to submit the certified copies of their certificates and qualifications .Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Experience: Medical Officer **Grade 1**: No experience required The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 2**: 5 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 3**: 10 year's registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Knowledge, Skills, Training And Competencies Sound clinical knowledge, competency and skills in a clinical domain. The ability to work under supervision within a large team environment Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain Ability to teach; guide junior staff within the department.

- DUTIES** : Key Performance Areas; To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted to the Department. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits. Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained. Encouraged to apply for the post.
- ENQUIRIES** : DR JJ Pansegrouw Tel No: Tel: 031 907 8303
- APPLICATIONS** : Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060
- FOR ATTENTION** : MRS TZ Makanya
- NOTE** : Please note that due to financial constraints, there will be no payment of S&T Claims. NB: Persons with disabilities, the African Male / Female, Coloured Male and White Male / Female are
- CLOSING DATE** : 10 December 2021
- POST 42/191** : **MEDICAL OFFICER REF NO: MOONCOLOGY/1/2021 (1 POST)**
Department: Oncology
- SALARY** : Grade 1: R833 523 per annum (All Inclusive Salary Package) excluding Commuted Overtime.
Grade 2: R953 049 per annum (All-inclusive Salary Package) excluding Commuted overtime.
Grade 3: R1 106 037 per annum (All-inclusive Salary Package) excluding commuted Overtime
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Certified copy of MBCHB. Certified copy of Registration Certificate with the HPCSA as a Medical Practitioner. Certified copy of current renewal registration with HPCSA. Experience. **Grade 1:** No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Recommendation: At least 6 months experience in Radiotherapy & Oncology would be advantageous. Knowledge Skills And Experience_Required: Basic understanding of treatment principles and options in oncology. Good interpersonal skills. Ability to diagnose and manage common medical problems including oncological emergencies. Sound moral values based on integrity, trust and judgment. Sound communication skills. Prior experience in oncology is advantageous.
- DUTIES** : Work within a multidisciplinary framework in the management of oncology patients. Adhere to departmental treatment guidelines and policies. Undertake ongoing care of individual patients. Deal with emotional, social and physical aspects of disease for patients and their relatives. Maintain medical records, including morbidity and mortality statistics. Attend and participate in departmental academic meetings and outreach services. Rotate through other hospitals in the DFR area. The successful applicant will be required to perform after hours duties
- ENQUIRIES** : Dr Shona Bhadree Tel No: 031 240 1920
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
- 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 the selected candidates will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. 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 : 10 December 2021

POST 42/192 : **MEDICAL OFFICER (GRADE 1-3) REF NO: MAN06/2021 (2 POSTS)**

SALARY : Grade 1: R833 523 - R897 939 per annum
Grade 2: R953 049 - R1 042 092 per annum
Grade 3: R1 106 037 – R1 382 802 per annum (all-inclusive packages)

CENTRE : Manguzi Hospital

REQUIREMENTS : An MBChB degree or equivalent qualification, Plus Registration with Health Professionals Council as a Medical Practitioner, Plus Current registration with HPCSA as a Medical Practitioner post-Community service, or Foreign Workforce Management Programme (FWMP) approval from NDOH to register with HPCSA.CSMO who will complete their Community Service by end of December 2021 may apply Certificate of Service (Proof of Work Experience) from previous and current employer endorsed and stamped by HR must be attached. Experience Medical Officer **Grade 1** Registration with HPCSA as a Medical Practitioner. Foreign candidates require 1 year relevant experience after registration with a recognized foreign health professional Council, of whom it is not required to perform Community Service Medical Officer **Grade 2** Minimum of 5 years' experience after registration with the HPCSA as a Medical Practitioner post-Community Service. 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 Medical Officer **Grade 3** Minimum of 10 years 'experience after registration with HPCSA as a Medical Practitioner post-community service. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service Experience in surgery/orthopedics and/or obstetrics and anaesthetics will be a recommendation. Knowledge, Skills, Training, And Competencies Required Broad medical knowledge, including HIV and TB, paediatrics, surgery, obstetrics & gynaecology, orthopaedics, psychiatry, emergency medicine and anaesthetics. Ability to perform Cesarean sections Laparotomy for ectopic pregnancy Ability to perform general anesthesia for above will be an advantage Documented proof of the above should be attached Broad medical knowledge, including HIV and TB, paediatrics, surgery, obstetrics & gynaecology, orthopaedics, psychiatry, emergency medicine and anaesthetics. Ability to perform Cesarean sections Laparotomy for ectopic pregnancy Ability to perform general anesthesia for above will be an advantage Documented proof of the above should be attached Good communication and interpersonal skills. Willingness to teach and supervise junior doctors and students Recommendation Driver's license Knowledge, Skills And Competencies Broad medical knowledge, including HIV and TB, paediatrics, surgery, obstetrics & gynaecology, orthopaedics, psychiatry, emergency medicine and anaesthetics. Ability to perform: Cesarean sections Laparotomy

<u>DUTIES</u>	:	for ectopic pregnancy Ability to perform general anesthesia for above will be an advantage Documented proof of the above should be attached
	:	Key Performance Areas (KRAs) Consultation, diagnosis and treatment of patients in outpatients, casualty, wards and attached clinics. Implementation of required standards of care, including treatment protocols and guidelines Referral to higher levels of care when indicated. Participation in duty rosters. Performance of required administrative duties Facilitation of staff training and on-going medical education Collaboration with medical practitioners and other health care workers in neighbouring health institutions to promote an effective district health service
<u>ENQUIRIES</u>	:	Tel No: Dr M.Blalock Medical manager Manguzimedman@kznhealth.gov.za markblalock@gmail.com Tel No: 035 5920150
<u>APPLICATIONS</u>	:	should be forwarded to Assistant Director: HRM Manguzi District Hospital Private Bag x 301 KwaNgwanase 3973
<u>NOTE</u>	:	To: All Heads Of All Institutions Vacancies In The Department Of Health: Manguzi District Hospital Circular Minute No. 06/2021 The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. It must be ensured that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work. Directions To Candidates:- The following documents must be submitted:-Application must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.kznhealth.gov.za recent updated Comprehensive Curriculum Vitae (previous experience must be comprehensively detailed i.e. positions held and dates), as well as copies of all qualifications and identity document (these copies need not be certified) only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the department failure to submit the requested document/ information will result in your application not be considered. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. 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. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum as that of the advertised post are free to apply. 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. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications Failure to comply with the above instructions will results to your application being disqualified. Due to financial constraints S&T Claims will not be considered.
<u>CLOSING DATE</u>	:	22 December 2021
<u>POST 42/193</u>	:	<u>DEPUTY DIRECTOR: FINANCE REF NO: PMMH/FM/01/2021</u>
<u>SALARY</u>	:	R744 255 - R876 705. per annum (all-inclusive package) All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules
<u>CENTRE REQUIREMENTS</u>	:	Prince Mshiyeni Memorial Hospital Qualification: Degree/ National Diploma in Finance/ or Financial Management/ or Financial Accounting/ or Management majoring in Financial Management. Minimum Experience: 3 -5 years managerial experience in a financial field. Other Inherent Requirements For The Job:-Valid Driver's License- code B (Code 08). Computer literacy certificate- skills in Microsoft Office package (Excel/ PowerPoint/ Word/ Outlook).Knowledge, Skills, Training and Competencies Excellent knowledge, understanding and implementation of methods, practices, policies, regulations and acts that govern financial management in the public sector. Advanced computer literacy in Microsoft Office package (Word/ Advance Excel/PowerPoint/ Outlook). Good written and verbal communication skills. Financial report writing and presentation skills, Leadership, planning, organizing and problem solving skills. The ability to manage and lead a team. The ability to multitask, prioritise and work with high

volumes in a high pressure environment. Work in an integrated multi-disciplined team. Knowledge of transversal systems – PERSAL, BAS, VULINDLELA, LOGIS and other.

<u>DUTIES</u>	:	Key Performance Areas: Ensure that the budget is aligned to the Departmental Strategic Plans, Hospital and Clinics business plans, monitor and interpret cash flows and report on financial projections to Hospital Management and other relevant Management officials within the Department. Responsible for effective and efficient Management of Voucher Control processes. Ensure proper responsibility for the management, safeguarding and maintenance of assets and liabilities of the Hospital and Clinics. Take effective and appropriate steps to ensure maximum collection of revenue due to Hospital and Clinics. Implement and manage efficient, cost effective and integrated Supply Chain Management throughout the Hospital and Clinics. Monitor and manage the use of budget allocated to the Hospitals and Clinics. Ensure reconciliations of transversal systems. Management of audit findings and ensure improvement of audit outcomes. Effective management of risk. Co-ordinate and execute policy strategy. Manage employee work performance in terms of the employee performance management development system (EPMDS). Ensure proper financial control and compliance with the financial management delegation of authority. Ensure appropriate management and utilization of resources allocated to the component. Provide strategic support to the Chief Executive Officer in terms of overall financial management and governance of the hospital. Improve suppliers' payment and reconciliation of accounts.
<u>ENQUIRIES</u>	:	MR GBCTE Khawula Tel No: 031 907 8506
<u>APPLICATIONS</u>	:	Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060
<u>FOR ATTENTION</u>	:	MRS TZ Makanya
<u>NOTE</u>	:	Please note that due to financial constraints, there will be no payment of S&T Claims. Copies of identity/ passport documents; all educational qualifications, professional registration certificates where applicable and certificate/s of service from previous employer/s must be attached and only the shortlisted candidates will be requested to submit the certified copies of their certificates and qualifications. NB: Persons with disabilities, the African Male, Coloured Male and White Male / Female are encouraged to apply for the post.
<u>CLOSING DATE</u>	:	10 December 2021
<u>POST 42/194</u>	:	<u>CLINICAL PSYCHOLOGIST (GRADE 1-3) REF NO: MAN05/2021 (1 POST)</u>
<u>SALARY</u>	:	Grade 1: R724 062 – R796 041 per annum Grade 2: R844 884 – R937 704 per annum Grade 3: R980 529 – R1 155 006 per annum (all-inclusive packages)
<u>CENTRE</u>	:	Manguzi Hospital
<u>REQUIREMENTS</u>	:	Master's Degree in Clinical Psychology Plus Registration certificate with Health Professional Council of South Africa (HPCSA) as Independent Psychologist Proof of current registration in 2021 Certificate of Service (Proof of Work Experience) from previous and current employer endorsed and stamped by HR must be attached. Experience Psychologist Grade 1 : None after registration with the Health Professional of South Africa (HPCSA) in respect of RSA qualified employees who performed community service as required in South Africa. Psychologist Grade 2 : Minimum of eight (8) years relevant experience after registration with Health Professional Council of South Africa (HPCSA) as Independent Psychologist in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of nine (9) years relevant experience after registration with Health Professional Council of South Africa (HPCSA) as Independent Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Services as required in South Africa. Psychologist Grade 3 : Minimum of sixteen (16) years relevant experience after registration with Health Professional Council of South Africa (HPCSA) as Independent Psychologist in respect of RSA qualified employees who performed Community Services as required in South Africa. Minimum of seventeen (17) years relevant experience after registration with Health Professional Council of South Africa (HPCSA) as Independent Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Recommendation Fluency in Isizulu Driver's license Knowledge, Skills and Competencies Sound Clinical Knowledge regarding Clinical Psychology diagnostic assessment and therapeutic procedures and manuals. Knowledge

and the ability to administer and interpret psychometric tests. Ability to function in a multi-disciplinary team. Excellent communication and interpersonal relationship skills. Quality Assurance and improvement. Knowledge of relevant legislation. Problem solving skills planning and organizing Psych-legal assessment

DUTIES : Key Performance Areas (Kras): Development and implementation of clinical psychological services within the Hospital and PHC Provision of effective psycho-diagnostic and psycho-therapeutic services to in- and outpatients. Facilitate and co-ordinate quality improvement initiatives (Clinical Audits, ongoing medical education etc.) Ensure maintenance of comprehensive medical records and reports. Assistance to Medical and Nursing staff with management of mental health patients Perform medico-legal duties Administer and interpret Psychological tests Ensure compliance with policies and procedures. Outreach services to PHC clinics Assist mental health team to promote mental health in the community. Liaise with other stakeholders e.g. other government departments and NGO's. Supervise junior clinical psychologist and mental health team. In conjunction with the multidisciplinary team manage mental health patients holistically. Render monthly and quarterly statistical returns and reports. Ensure discipline is maintained in the department. Do EPMDS on junior staff. Compile annual work plan and quarterly reviews. Attend meetings and workshops representing the department. Do in-service training to nursing, medical and allied health staff on mental health issues. Ensure legal requirements with regards to the MHCA are met. The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. It must be ensured that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work.

ENQUIRIES APPLICATIONS : Mr. N.T Ngubane Contact No. 035 5920150 Ext No. 1008
: should be forwarded to Assistant Director: HRM Manguzi District Hospital Private Bag x 301 KwaNgwanase 3973

NOTE : Directions To Candidates:-The following documents must be submitted:- Application must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.kznhealth.gov.za) A recent updated Comprehensive Curriculum Vitae (previous experience must be comprehensively detailed i.e. positions held and dates), as well as copies of all qualifications and identity document (these copies need not be certified) only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the department failure to submit the requested document/ information will result in your application not be considered. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. 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. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum as that of the advertised post are free to apply. 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. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications Failure to comply with the above instructions will result in your application being disqualified. NB. This is a Re-Advertisement Post. Those who applied previously are also encouraged to re-apply. Due to financial constraints S&T Claims will not be considered.

CLOSING DATE : 22 December 2021

POST 42/195 : **ASSISTANT MANAGER NURSING (SPECIALITY-OPERATING THEATRES & CSSD) DIRECTORATE: THEATRES & CSSD**

SALARY CENTRE REQUIREMENTS : Grade 1: R624 216 – R702 549. per.annum. (All inclusive salary package)
: King Edward VIII Hospital (KEH)
: Matric or senior certificate/equivalent qualification, MBCHB degree or equivalent qualification Plus Registration certificate with the HPCSA as an Independent Medical Practitioner Plus, Current registration with the HPCSA

(2021/2022) Compulsory Overtime: Commuted overtime is compulsory
 Knowledge, Skills, Training And Competencies Required: Knowledge and insight into nursing processes and procedures Knowledge and insight into nursing statutes and other relevant public service acts .Decision and problem solving skills. Interpersonal skills and conflict management skills .Knowledge and implementation of Batho Pele principles Good communication skills. Supervisory and analytical thinking skills Ability to implement National core standards. Basic understanding of HR and financial policies and practices
 Recommendations: Computer Literacy Computer Literacy Diploma/degree in Nursing Management will be an added advantage Performance Areas: Manage and co-ordinate the implementation of holistic, comprehensive, specialized nursing care in the Theatre and CSSD component, in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the Theatre & CSSD services. Ensure adequate supervision of staff and provision of quality patient care in an efficient and cost effective manner Ensure effective utilization of all infection control and prevention practices by all staff including support service and cleaning staff Supervise implementation of health care delivery policies, procedures, clinical guidelines, and protocols, operational and strategic plans aimed at improving service delivery Execute disciplinary code and grievance procedure up to a certain level then refer to the Deputy Nursing Manager Facilitate and ensure implementation of Department priorities and National core standards Monitor and evaluate the care and management of all patients and ensure the keeping of accurate and complete patient's records Demonstrate a concern for patients, promoting and advocating proper treatment and care Monitor and evaluate staff performance Ensure effective data management Ensure ethics and professionalism is maintained Demonstrate effective communication with staff, patients and multidisciplinary team Exercise control over discipline grievance on all labor related issues Develop/establish and maintain constructive working relationship with nursing and other stakeholders

ENQUIRIES
APPLICATIONS

: Mrs NP Ngcobo Tel No: 031 360 3031
 : All applications must be addressed to the Deputy Director: HR, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013

NOTE

: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)

CLOSING DATE

: 10 December 2021

POST 42/196

: **CLINICAL PROGRAMME COORDINATOR (HIV / AIDS) REF NO: ETH 16/2021 (1 POST)**

SALARY

: Grade 1: R450 939.per annum to plus 13th Cheque, home owner's allowance, employer's contribution to pension and Medical aid optional (Employee must meet prescribed conditions)

CENTRE
REQUIREMENTS

: EThekwini District Office.
 : Grade 12 (senior certificate) Standard 10 or (Vocational National Certificate). Degree / Diploma in General Nursing & Midwifery. Current registration with SANC as General Nurse. A minimum of 7 years appropriate/ recognizable

nursing experience as a General Nurse. Valid Driver's License (code EB). Certificate of Service for previous and current work experience endorsed and stamped by HR Office must be attached. Recommendations: Supervision experience in a HAST unit. NIMART Training and Computer literacy with a proficiency in MS Office Software applications. Knowledge, Skills, Training and Competence required: Report writing abilities. Financial management skills. Knowledge of District health system. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. Ability to work under pressure and meet tight deadlines. Understanding of the challenges facing the public health sector. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly.

DUTIES : Ensure that clinical audits are conducted at a Sub-District level. Provide support, guidance and mentoring to health facilities with an aim of improving quality of patient care. Ensure Programme integration into Sukuma Sakhe Objectives. Compile monthly, quarterly and annual reports and forward to Supervisor and respective Provincial Managers; Ensure HAST programmes implementation (ART/ CCMT/ HTS and HIV integration in the district. Analyze emerging health practices and trends and introduce remedial action in conjunction with health care specialists. Plan, organize and conduct community rallies and events that convey health messages and practices which support health programme strategies. Participate in the formulation of the District HAST operational and business plans. Monitor resources allocated for ART/CCMT/ HTS. Participate in activities aimed at fully integrating HIV and AIDS programmes to the main stream of PHC services. Facilitate and hold district HAST quarterly meetings. Support facility and sub- district HAST meetings. Facilitate and conduct regular meetings with NGOs supporting the programme. Coordinating trainings and updates for NGOs and Health Care Workers. Promote preventive and promotive health services through community structures and organizations. Work in close collaboration with other stakeholders to implement the HAST programme. Ensure implementation and monitoring of integrated TB and HIV information systems in the district. Support implementation of COVID 19 activities.

ENQUIRIES : Ms ES Mbambo Deputy Director Clinical & Programmes Tel No: 031 240 5313
APPLICATIONS : Direct your application quoting the relevant reference number to: The Human Resource Manager Ethekwini District Office, 83 King Cetshwayo Highway, Mayville, Durban, 4000 or be posted to: The Human Resource Manager, Ethekwini District Office, Private Bag X 54318, Durban, 4000.

CLOSING DATE : 17 December 2021

POST 42/197 : **OPERATIONAL MANAGER NURSING: GENERAL OUTPATIENT SERVICES (X2 POSTS)**

SALARY : Grade 1: R450 939 per annum plus 13th Cheque, Housing Allowance: employee to meet prescribed requirements and Medical Aid: Optional.

CENTRE : Inkosi Albert Luthuli Central Hospital
 Ref No: OPMAN (Gen Nurs) Cardiothoracic/ENT/Uro /1/2021 (1 Post)
 Ref No: OPMAN (Gen Nurs)GI/Resp/Renal/1/2021 (2Posts)

REQUIREMENTS : Degree/Diploma in General Nursing (R425 qualification or equivalent) .Current registration with SANC as General Nurse and Midwife. A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing is required. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patients' needs, requirements and expectations. . Demonstrate ability to provide support and guidance within the unit. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate working knowledge of the hospital information system to enhance quality in the service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the unit.

DUTIES : Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient in outpatient services. .Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards as determined legislative framework and national Core Standards and Office of Health Standard Compliance. Perform duties within the ambits of legal framework as required. Ensure compliance to professional and ethical practice. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Perform duties as delegated by the supervisor and relief duties of the assistant nurse manager's office as required .Ensures implementation of programs relevant to the area of speciality. Serves in quality improvement, IPC and Health and Safety committees.

ENQUIRIES : Miss NO Mkhize Tel No: 031-241063
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

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 the selected candidates will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. 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 : 10 December 2021

POST 42/198 : **CLINICAL PROGRAMME CO-ORDINATOR REF NO: UGU 04/2021**
Component: ISHP, Oral Health and Health Promotion

SALARY : R450, 939. per annum
CENTRE : Ugu Health District Office
REQUIREMENTS : Diploma / Degree in General Nursing and Midwifery. Current registration with the SANC as a Professional Nurse and Midwifery. SANC Receipt for 2021. Minimum of 7 years appropriate or recognizable experience in nursing after registration as a professional Nurse with the SANC in General Nursing and Midwifery. Valid code B driving licence. Proof of current and previous work experience endorsed and stamped by Human Resource (Certificate of service and service record) must be attached. Knowledge: Presentation Skills. Report writing abilities. Financial management skill. Empathy and counselling skills. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other related matters and to comply with time frames. Computer literacy with a proficiency in MS Office Software applications

DUTIES : Co-ordinate the implementation of the WBPHCOTs and the Integrated School Health Programme policy (ISHP) in line with the PHC re -engineering framework and the National Health Insurance (NHI). Co-ordinate the implementation of Health Promotion Programmes in schools, Primary health

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

**ENQUIRIES
APPLICATIONS**

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

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 17 December 2021

POST 42/199

: **ULTRASOUND RADIOGRAPHER REF NO: UMP 11/2021**

SALARY

: Grade 1: R401 640 – R459 231 per annum
 Grade 2: R473 112 – R540 954 per annum
 Grade 3: R557 301 – R600 384 per annum

**CENTRE
REQUIREMENTS**

: Umphumulo Hospital
 : Diploma / Degree in in Ultrasound. Registration with the Health Professionals Council as an Ultrasound Radiographer. Current registration (2021). Proof of current and previous work experience endorsed and stamped by Human Resources **Grade 1:** Experience – Nil for South African Ultrasound Radiographer that have completed community service. One (1) year relevant experience, after registration as an Ultrasound Radiographer with a recognized Health Professional Council in respect of foreign qualified Ultrasound Radiographer **Grade 2:** Experience – 10 years appropriate experience after registration with HPCSA as an Ultrasound Radiographer. Eleven (11) years relevant experience, after registration as a Ultrasound Radiographer with a recognized Health Professional Council in respect of foreign qualified Ultrasound Radiographer. **Grade 3:** Experience – 20 years appropriate experience after registration with HPCSA as an Ultrasound Radiographer. Twenty one (21) years relevant experience, after registration as an Ultrasound Radiographer with a recognized Health Professional Council in respect of foreign qualified Ultrasound Radiographer. Sound knowledge of diagnostic

		sonography practice and ethos. Knowledge of relevant Health and Safety Acts. Planning and organization skills. Good communication and Interpersonal skills. Ability to perform quality assurance tests
<u>DUTIES</u>	:	Provide patient services consistent with the Scope of Practice and Clinical Standards for the Diagnostic Sonographer. Prepare exam room and ultrasound equipment to conduct sonography examinations in accordance with infectious disease, sterilization, and patient safety protocols, policies, and procedures. Ensure that the sonography examination request form is complete, contains relevant information, and meets the standard of "medical necessity." Evaluate if patient preparation is adequate before examination. Evaluate patient's inability or unwillingness to tolerate the examination and associated procedures. Apply independent, professional, ethical judgment, and critical thinking to safely perform diagnostic sonography procedures. Review patient medical history and supporting clinical information. Identify and document any limitations to the sonography examination. Promote good health practices and ensure optimal care of patients. Educate patients on their conditions whilst ensuring that patient's rights are upheld. Perform quality control procedures to ensure that the ultrasound equipment operates at optimal levels. Exercise responsibility to ensure that the ultrasound equipment is functioning accurately. Assist in developing and updating all written policies and procedures in line with applicable legislation. Promote Batho Pele principles in the execution of duties for effective service delivery. Contribute to the overall work process in the component. Participate in quality assurance and quality improvement projects. Participate in the implementation of the National Core Standards.
<u>ENQUIRIES</u>	:	T. Zintonga Tel No: 032 4814195
<u>APPLICATIONS</u>	:	Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department, Mr S. M. Naidoo
<u>FOR ATTENTION</u>	:	
<u>NOTE</u>	:	Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, copies of identity document, educational qualifications and professional registration certificates – NB. Documents need not be certified when applying for the post. Only shortlisted candidates will be requested to submit certified documents on or before the date of interview. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
<u>CLOSING DATE</u>	:	31 December 2021
<u>POST 42/200</u>	:	<u>PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY/PAEDIATRICS) REF NO: PN/PAEDS 02/2021 (X 2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R388 974 – R450 939.per annum Grade 2: R478 404 – R588 390.per annum Other Benefits: Home Owner Allowance (conditions apply) 13 th Cheque (conditions apply) Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)
<u>CENTRE</u>	:	Prince Mshiyeni Memorial Hospital
<u>REQUIREMENTS</u>	:	Grade.1: Minimum Appointment Requirements: Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in either 'Neonatal Nursing Science or Advanced Midwifery and Child Nursing

Science', with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing, Midwifery and relevant post basic qualification) Proof of current registration with the SANC (2021) Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. Minimum Appointment And Experience Requirements: Professional Nurse **Grade.2** Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in either 'Neonatal Nursing Science or Advanced Midwifery and Child Nursing Science', with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing, Midwifery and relevant post basic qualification) Proof of current registration with the SANC (2021) Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty (i.e. Nursery) after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele) Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to Ensure proper nursing care in the unit.

DUTIES

: Key Performance Areas: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB – Must be prepared to work shift as per allocation; includes night shift, weekends and public holidays. Further management reserves the right to allocate employees outside the appointed domain as service demands; this may occur in the instance of staff shortages experienced in any nurse component .Due to financial constraints, no subsistence & transport will be paid to candidates when attending the interviews.

**ENQUIRIES
APPLICATIONS**

: MS NP Ngalek Tel No: 031 907 8133 / 8138
: should be posted to The Human Resource Department, PrinceMshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060

**FOR ATTENTION
NOTE**

: MRS TZ Makanya
: Please note that due to financial constraints, there will be no payment of S&T Claims.Copies of identity/ passport documents; all educational qualifications, professional registration certificates where applicable and certificate/s of service from previous employer/s must be attached and only the shortlisted candidates will be requested to submit the certified copies of their certificates and qualifications. NB: Persons with disabilities, the African Male, Coloured Male / Female, Indian Male and White Male / Female are encouraged to apply for the post. NB: For experience above the experience set for appointment-one notch for every completed 2 years as at 31 March of the year preceding the date of appointment; minus 1 year for candidates appointed from outside the public service.

CLOSING DATE

: 10 December 2021

<u>POST 42/201</u>	:	<u>PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY / ORTHOPAEDICS)</u> <u>REF NO: PN/ORTHO 02/2021 (1 POST)</u>
<u>SALARY</u>	:	Grade 1: R388 974 – R450 939.per annum Grade 2: R478 404 – R588 390.per annum Other Benefits: Home Owner Allowance (conditions apply) 13 th Cheque (conditions apply) Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)
<u>CENTRE REQUIREMENTS</u>	:	Prince Mshiyeni Memorial Hospital Minimum Appointment And Experience Requirements: Professional Nurse Grade.1 Minimum Appointment Requirements: Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse.A post basic qualification in either 'Orthopaedic Nursing Science', with duration of at least 1 year, accredited with the SANC. Certificates of Registration with the SANC (General Nursing, Midwifery and relevant post basic qualification) Proof of current registration with the SANC (2021) Recently certified copies of identity/ passport documents; all educational qualifications, professional registration certificates where applicable and certificate/s of service from previous employer/s, and evaluation of foreign qualifications with South African Qualification Authority (SAQA) Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA).Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. Minimum Appointment And Experience Requirements: Professional Nurse Grade.2 Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in either 'Orthopaedic Nursing Science', with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing, Midwifery and relevant post basic qualification) Proof of current registration with the SANC (2021) Recently certified copies of identity/ passport documents; all educational qualifications, professional registration certificates where applicable and certificate/s of service from previous employer/s, and evaluation of foreign qualifications with South African Qualification Authority (SAQA)Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA).Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery.At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty (i.e. Nursery) after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele) Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to Ensure proper nursing care in the unit.
<u>DUTIES</u>	:	Key Performance Areas: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient.NB – Must be prepared to work shift as per allocation; includes night shift, weekends and public holidays.
<u>ENQUIRIES APPLICATIONS</u>	:	MRS IF Mpanza Tel No: 031 907 8248 Should be posted to The Human Resource Department, PrinceMshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060
<u>FOR ATTENTION</u>	:	MRS TZ Makanya

<u>NOTE</u>	:	NB: Please note that due to financial constraints, there will be no payment of S&T Claims. NB: For experience above the experience set for appointment-one notch for every completed 2 years as at 31 March of the year preceding the date of appointment; minus 1 year for candidates appointed from outside the public service. NB: Persons with disabilities, the African male, Coloured male / female, Indian male and White male / female should feel free to apply for the post.
<u>CLOSING DATE</u>	:	10 December 2021
<u>POST 42/202</u>	:	<u>CLINICAL NURSE PRACTITIONER GR 1/GR 2 REF NO: CATO 03/2021 (3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R388 974.per annum Grade 2: R478 404.plus 13th Cheque, home owner's allowance, employer's contribution to pension and Medical aid optional (Employee must meet prescribed conditions)
<u>CENTRE REQUIREMENTS</u>	:	Ethekwini District - Cato Manor CHC Grade 1. Senior Certificate/ Matric. Degree/Diploma in General Nursing and Midwifery. 1 year post basic qualification in Primary Health Care. Registration with the SANC as General Nurse, Midwife and Primary Health Care. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Grade 2 Senior Certificate/ Matric. Degree/Diploma in Nursing and Midwifery. 1 year post basic qualification in Primary Health Care. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in Primary Health Care. Recommendations: NIMART Training and Computer literacy with a proficiency in MS Office Software applications. Knowledge, Skills, Training and Competence required: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co-ordinating and planning skills. Team building and supervisory skill. Ability to formulate patient care related policies. Report writing abilities. Financial management skills. Knowledge of District health system. Ability to make independent decisions. Ability to work under pressure and meet tight deadlines. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly.
<u>DUTIES</u>	:	Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist the unit manager with the overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Promote preventive and promotive health for clients and the community in the clinic. Ensure proper utilization of human, material and financial resources and maintain updated record of resources in the clinic. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. To provide nursing care that leads to improve service delivery by upholding Batho Pele principles. Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic. Supervision of patients and provision of basic patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe, and therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observation of patients in the public. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilization and safe keeping of basic medical surgical pharmaceutical and stock Participate in the implementation of priority programmes to reduce morbidity and mortality rates, communicable and non-communicable diseases. Manage complications during pregnancy and puerperium. Initiate and lead obstetrics programmes such as PPP, PMTCT, CARMA, MBFI, ESMOE etc. Utilize information / statistics and legislations towards improving service delivery; effectively communicate with patients, supervisors and other clinicians.

- ENQUIRIES** : Ms CN Ndzeke Acting Deputy Manger Nursing Cato Manor CHC Tel No: 031 261 1581
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Human Resource Manager Ethekewini District Office, 83 King Cetshwayo Highway, Mayville, Durban, 4000 or be posted to: The Human Resource Manager, Ethekewini District Office, Private Bag X 54318, Durban, 4000.
- CLOSING DATE** : 17 December 2021
- POST 42/203** : **CLINICAL NURSE PRACTITIONER (PHC) GRADE 1&2 REF NIO: ISIG 03/2021 & EZAK 02/2021 (2 POSTS)**
- SALARY** Grade 1: R388 974. per annum
Grade 2: R478 404. per annum Other Benefits 13th Cheque, housing allowance (employee must meet prescribed conditions) Medical Aid(optional) and 8% Rural Allowance
- CENTRE** : Isigweje Clinic (1Post)
Ezakeni No2 Clinic (1 Post)
- REQUIREMENTS** : Senior certificate or Grade 12.Degree/Diploma in General Nursing and Midwifery. Basic R425 qualification (diploma/degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwifery. At least one (1) year Post-Basic qualification in Clinical Nursing Science, Health Assessment, Diagnosis, Treatment and Care (PHC) accredited with SANC. Proof of current registration with SANC (2021).Certificate of Service Endorsed by Human Resource Department.
Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least one year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care
Experience: **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General nursing. At least 10 years must be appropriate/ recognisable experience after obtaining the one year Post Basic qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care.
Recommendation: Unendorsed Driver's License (Code C1) Knowledge, Skills, Training and Competencies Required: Knowledge of SANC rules and regulations. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Knowledge of legislative framework and departmental prescript, Ability to formulate patients care related policies, Knowledge of sound provincial acts and national acts policies, Knowledge of sound nursing care delivery approaches, Basic financial management skills, Knowledge of human resource management, Ability to formulate vision, mission and objectives of the unit, communication skills and decision making, Ability to provide mentoring and coaching, Have leadership and supervisory skills.
- DUITES** : Key Performance Areas: Provision of nursing comprehensive of service according to PHC CORE packages, provision of holistic health care approach (preventative, promotive, curative and rehabilitative)services, provision of administration services, involvement with community stakeholder meetings and various committees, provision of staff development through EPMDS management, clinical teaching, trainings, workshops and continuous evaluation of employees, sit in different meetings, Responsible for screening, diagnosing and treatment care of patients at Primary Health Care level, Initiate community projects, involvement in Operational Sukuma Sakhe projects, Ensure safe and clean environment according to IPC standars, Utilize human and other resources efficiently in a cost effective maner, Work as part of multi-disciplinary team to ensure quality nursing care and quality standards (Ideal Clinic Realization, Norms and Standards) are met, Be involved in clinical audits, Ensure Data management, Advocate for nursing ethics and professionalism, Conduct health awareness/ campaigns and ensure priority programmes indicators are achieved.
- ENQUIRIES** : Mrs BA Mbatha , Tel No: 036 6379600
- APPLICATIONS** : All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X 9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakeni Main Road, Ezakeni 3381.
- FOR ATTENTION** : Mr S.D.Mdletshe

<u>NOTE</u>	:	Applications must be submitted on the prescribed Amended Z83, Application for Employment Form effective 01/01/2021 which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form(Z83) must be accompanied by a detailed Curriculum Vitae, applicants must submit copies of qualifications, Identity document and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for the documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Copies of Registration with relevant council must be attached. The reference number must be indicated in the column provided on the form Z83 (Part A).Persons with disabilities should feel free to apply for the post. Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting),credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC).Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/ Permanent Residents/ Work Permit holders must submit documentary proof together with their applications All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply .Please note that no S&T will be considered for payment to candidates that are invited for interview.
<u>CLOSING DATE</u>	:	14 December 2021
<u>POST 42/204</u>	:	<u>PROFESSIONAL NURSE-SPECIALITY (ADM): GRADE 1 & 2 REF NO: EZAK 03/2021 (1POST)</u>
<u>SALARY</u>	:	Grade 1: R388 974.per annum Grade 2: R478 404 per annum Other Benefits: 13 th Cheque, housing allowance (employee must meet prescribed conditions) Medical Aid (optional) and 8% Rural Allowance
<u>CENTRE REQUIREMENTS</u>	:	Ezakheni No2 Clinic Senior certificate or Grade 12.Degree/Diploma in General Nursing and Midwifery. One (1) year Post basic qualification in Advanced Midwifery and Neonatal Nursing Science .Registration with SANC as the General Nurse Certificate of service endorsed by Human Resource Department. Experience: Grade1: A minimum of 4 years appropriate/recognisable experience in nursing after Registration as a Professional Nurse. At least one year Post Basic Nursing qualification in Advanced Midwifery and Neonatal Nursing Science. Current SANC receipt for 2021.Experience: Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General nursing. At least 10 years must be appropriate/recognisable experience after obtaining the one year Post Basic qualification in Advanced Midwifery and Neonatal Nursing Science. Current SANC receipt for 2021 Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, and other legal framework Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills.
<u>DUTIES</u>	:	Key Performance Areas: Execute duties and functions with proficiency within prescripts and applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To provide nursing care that leads to improved service delivery by upholding Batho Pele principles and Patients' Rights. Render antenatal, labour and postnatal care. Ensure and advocate for the provision and supervision of patient's needs. Improve perinatal mortality and morbidity through implementation of priority programme. EMTCT, CARMMA, MBFI, ESMOE, BANC Provide and manage

all resources within the unit, cost effectively and ensure optimum service delivery. Conduct audit and implement quality improvement programme. Participate in the analysis, formulation and monitoring of objectives, policies and procedures including quality improvements programmes. Provide quality nursing care for patients with obstetric emergencies. Ensure the provision of a safe and therapeutic environment for patients, staff and public through implementation of Infection Control and Prevention and control standards, Occupational Health and Safety Act and prevention of medico/legal risks. Create and maintain complete and accurate patient records and registers. Ensure the provision of accurate statistical information and implement PPP programme. Assist in the implementation of National Core Standards and Ideal Clinic Realization. Provide adequate health education, awareness and be involved in campaigns. Promote women's and child health. Advocate for the Nursing Profession by promoting Nursing ethics and professionalism. Ensure improvement of MCHW Indicators to reach targets. Hours Of Duty: 40 hours per week. Shift work (day and night duty). Shift work may include straight shift and flexi hours and may include re-adjustments as required to provide adequate nursing coverage.

**ENQUIRIES
APPLICATIONS**

: Mrs BA Mbatha Tel No: 036 6379600
 : All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X 9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

**FOR ATTENTION
NOTE**

: Mr S.D.Mdletshe
 : Applications must be submitted on the prescribed Amended Z83, Application for Employment Form effective 01/01/2021 which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form(Z83) must be accompanied by a detailed Curriculum Vitae, applicants must submit copies of qualifications, Identity document and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for the documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Copies of Registration with relevant council must be attached. The reference number must be indicated in the column provided on the form Z83 (Part A).Persons with disabilities should feel free to apply for the post. Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting),credit records, citizenship) qualifications of Edicational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC).Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/ Permanent Residents/ Work Permit holders must submit documentary proof together with their applications All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T will be considered for payment to candidates that are invited for interview.

CLOSING DATE

: 14 December 2021

POST 42/205

: **PROFESSIONAL NURSE SPECIALTY (OCCUPATIONAL HEALTH) GR 1, 2
REF NO: GAM CHC 18/2021**

SALARY

: Grade I: R388 974 per annum
 Grade II: R478 404.per annum Other Benefits 13th Cheque Medical Aid (Optional) Housing allowance (employee must meet prescribed requirements) 12 % rural allowance Uniform allowance

CENTRE

: Gamalakhe CHC

- REQUIREMENTS** : STD 10 Certificate Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in occupational health. Current Registration with SANC (2021 Receipt) Previous and current proof of experience endorsed by Human Resource must be attached (with complete dates, months and year) Experience:-**Grade 1** A minimum of 4 years appropriate/recognizable experience in nursing, after registration as a Professional Nurse with SANC in General Nursing. **Grade 2** A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing of which 10 years must be experience after obtaining the one year post basic qualification in occupational health. Knowledge, Skills and Competencies Sound knowledge of Occupational Health & Safety Act no. 85/1993, Compensation for Occupational Injuries & Diseases Act no. 130/1993 and other public service regulations. Clinical and administrative knowledge in the field of occupational health nursing Strong interpersonal, communication, and presentation skills. Ability to make independent decisions and adhere to timeframes. Knowledge of infection prevention & control policies and risk management. Ability to uphold high level of confidentiality. Computer skills in basic programs.
- DUTIES** : Key Responsibilities: Render an optimal, holistic, specialized nursing care to employees. Advocate for proper healthcare treatment and willingness to respond to employee needs, requirements and expectations. Ensure the unit complies with infection prevention & control as well as occupational health and safety policies. Maintain accreditation standards by ensuring compliance with national norms and standards. Develop quality improvement plans, strategic plans, policies and procedures for the unit. Ensure that baseline medical surveillance, periodical and exit medical examinations are offered to all eligible employees. Orientate, train and develop staff on occupational health matters within the sub-district. Maintain accurate staff records and submit reports to relevant stakeholders.
- ENQUIRIES** : MS. Z.A. Mthembu Tel No: 039-318 1113
- APPLICATIONS** : All Applications Should Be Forwarded To: The HR Manager Gamalakhe Community Health Centre Private Bag X 709 Gamalakhe 4249
- FOR ATTENTION** : Human Resource Department
- CLOSING DATE** : 10 December 2021
- POST 42/206** : **CLINICAL NURSE PRACTITIONER (DUKUZA CLINIC) REF NO: EMS/32/2021**
Re-Advertised
- SALARY** : Grade 1: R388 974 – R450 939 per annum
Grade 2: R478 404 – R 588 390 per annum, Plus 13th Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)
- CENTRE** : Emmaus Hospital
- REQUIREMENTS** : Diploma/Degree in General Nursing PLUS 1 year post basic qualification in Primary Health Care and Midwifery registration with SANC as a registered and PHC nurse Current S.A.N.C receipt 2021.**Grade1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as General Nurse **Grade 2:**a minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post –post basic qualification in the relevant specialty. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge & Skills Sound Knowledge of all legislation and regulation applicable to the health services and nursing status, Sound knowledge of disciplinary processes and grievance procedure ,leadership, organizational, decision making, counseling and conflict management skills, Human Resource and financial management skills, Report writing and financial management skills, Knowledge of nursing care processes and procedures
- DUTIES** : Implementation of programmers to ensure proper nursing care, Demonstrate effective communication with patients, supervisors and other clinician including report writing monthly and statistics as required, Able to plan and organize own work and that of support personnel to ensure nursing care, Diagnose, treat and dispense medication, Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all health programmers, Display concern for

patients ,promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirement expectations, motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of care, To ensure that Batho Pele principle are Implemented, Ensure increased accessibility of health service to all community members including staff.

ENQUIRES APPLICATIONS

: Ms D.Z Hlongwane Tel: 036 488 1570 EXT: 8312
: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry Emmaus Hospital.

FOR ATTENTION NOTE

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

CLOSING DATE

POST 42/207

ARTISAN FOREMEN (GRADE A) REF NO: MCP/SYS 04/2021 (1 POST)

SALARY

R308 826 per annum Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

CENTRE REQUIREMENTS

: Malaria Control and Prevention (Jozini)
: Senior certificate, Standard 10 (Grade 12); Plus Appropriate Trade test Certificate in terms of section 13 (2) (h) of the Manpower Act 1981 as amended, A minimum of 5 years' post-qualification experience as Artisan, Unendorsed valid driver's license code B/ C1, Proof of previous and current work experience endorsed and stamped by HR Manager/Delegated Person Knowledge, Skills, Training And Competencies Required: The incumbent of this post will be responsible to ensure that all plumbing, electrical and carpentry, works, including basic furniture repairs, All new installations done by contractors and all air-conditioning maintenance done for Malaria Control and Prevention Services are carried out effectively and efficiency and in accordance with approved standards and regulations, The ideal candidate must: Have technical analysis knowledge inclusive of analytical and supervisory skills.

DUTIES

: Key Performance Areas: Ensure all electrical, plumbing and carpentry maintenance work for all Malaria Control and Prevention Services Buildings is done according to SABS and safety standards to ensure a safe work environment for all staff, Control and order stock for all maintenance work that needs to be undertaken, Keep accurate records of work records and materials for auditing purposes, Front line supervision of all workshop staff i.e. Artisans, Handymen and Tradesman Aids while developing and improving skills of these staff, Manage technical services and support in conjunction with Technicians / Artisans and associates in field, workshop, and technical office activities; ensure the promotion of safety in line with statutory and regulatory requirements, Develop and provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology; and ensure quality assurance in line with specification and perform administrative and related functions, Provide inputs into the budgeting process; Compile and submit reports as required; provide and consolidate inputs to the technical operational plan; update databases; and supervise tradesmen Aid/ Artisans/ Handyman and related personnel and assets, Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management; and manage the commercial value add of the discipline-related, activities and services and People management through implementation of EPMDs, Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements, Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives, Maintain and advance expertise: Continuous

individual development to keep up with new technologies and procedures; Research/literature studies on technical/engineering technology to improve expertise; Liaise with relevant bodies/councils on technical/engineering-related matters and be able to perform standby duties.

ENQUIRIES : to be directed to: Mr. M.C. Zondi (035) 572 1021, Senior System management Officer

APPLICATIONS : Targeted Group: Preference will be given to the following candidates as per Employment Equity target: which is African Female or Any person with disability regardless of race and gender. Direction to Candidates: Please forward applications quoting reference number to: Human Resource Management, Malaria Control Programme, Private Bag X 002, JOZINI, 3969 Or hand delivered to 304 Nsinde Road, Jozini 3969

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, Applicants must submit copies of qualifications, Identity document and drivers license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. 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 (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, please note that due to large no of application envisage to be received, applicants will not be acknowledge, however, successful applicants will be advices of the outcome

CLOSING DATE : 10 December 2021

POST 42/208 : **ADMINISTRATIVE CLERK (SUPERVISOR) – TRANSPORT REF NO: MCP/SYS 06/2021 (1 POST)**

SALARY : R261 372.per annum (Level 7) Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

CENTRE : Malaria Control Programme Centre
REQUIREMENTS : Senior certificate, Standard 10 (Grade 12); Plus A minimum of 3-5 years' Fleet/Transport Management services experience required, Proof of current and previous work experience endorsed/stamped by HR Manager/Delegated Person Knowlwdge, Skills, Training And Competencies Required: Transport Management, Driving skills; Good verbal and written communication skills, Good decision-making skills with ability to work under-pressure, Planning and Organisational ability.

DUTIES : Key Performance Areas:To provide day-to-day management of vehicles in terms of usage and maintenance, To ensure that vehicles log sheets are controlled and completed for all official trips, Monitor / Analyze Expenditure trends and report to Cash Flow Committee, Keep vehicles maintenance schedules and co-ordinate maintenance requirement with the District Office/ KZN DOH Transport Services and Fleet Management, Ensure accident reports are completed accordingly, and make follow-ups on progress, To form and chair Transport Committee meetings, To provide efficient and economically management of transport services to the Malaria Control and Prevention Services; to supervise and manage Transport Management Services personnel, Coordinating transport and ensuring that it is always used in the

best and most cost effective manner, Ensuring that vehicles are used optimally and vehicles that are not utilized are returned immediately for redistribution, Ensuring that all records in connection with the fleet are properly completed, checked regularly, monitored and submitted in accordance with instruction, All instructions in connection with the use, operation and maintenance of vehicles are complied with, as prescribed in this Policy and that all other prescripts are distributed within their department, Analyzing reports on (at least) a monthly basis in order to identify confirm and report any cases of possible fraud and misuse, Serving as a link between the officials from the department and service providers in accordance with the RT46 contract, Ensure the effective utilization of resources and the development of subordinate staff, Participate in institutional Fleet/Transport and other committees and supervise staff under Fleet/ Transport section.

- ENQUIRIES** : to be directed to: Mr. M.C. Zondi Tel No: (035) 572 1021,Senior System Management Officer
- APPLICATIONS** : Direction to Candidates: Please forward applications quoting reference number to: Human Resource Management, Malaria Control Programme, Private Bag X 002, JOZINI, 3969 Or hand delivered to304 Nsinde Road, Jozini 3969
- 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, Applicants must submit copies of qualifications, Identity document and drivers license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. 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 (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, please note that due to large no of application envisage to be received, applicants will not be acknowledge, however, successful applicants will be advices of the outcome Targeted Group: Preference will be given to the following candidates as per Employment Equity target: which is African Female or Any person with disability regardless of race and gender.
- CLOSING DATE** : 10 December 2021
- POST 42/209** : **FINANCE CLERK (SUPERVISOR) REF NO: MCP/FCS 04/2021**
- SALARY** : R261 372. per annum (Level 7) Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)
- CENTRE** : Malaria Control Programme
- REQUIREMENTS** : Senior certificate, Standard 10 (Grade 12) plus 3-5 years' Finance relevant experience required, Proof of previous and current work experience endorsed and stamped by HR Manager/Delegated Person Recommendation: Valid Driver's license, Bas Knowledge Knowlwdge, Skills, Training And Competencies Required: Knowledge of the Public Financial Management Act, Treasury Regulations and Practice Notes including SCM Policies, Computer Literacy: with MS Office Software Applications/ Packages Departmental and Transversal systems (e.g. BAS, PERSAL), Numeracy and Accuracy, Planning and Organisational ability

- DUTIES** : Key Performance Areas: Assist in preparation of financial reports and practice in relevant committees, Authorise BAS transactions inclusive of maintenance of debts/ suspense accounts, Draw & Analyse BAS / Persal reports to undertake reconciliations and/or clear incorrect expenditure both for Equitable Share & Conditional Grant, Monitor expenditure and report thereon to the Malaria Programme Cash Flow Committee, Conduct inspections, identify high-risk areas, deviations and report thereon; and facilitate corrective action with a view to mitigate financial risks, Prepare journals for processing on BAS for approval by your Supervisor and control all face value books used by the Malaria Programme, Ensure the effective utilization of resources and the development of subordinate staff, Participate in institutional finance and other committees, Supervise and manage staff under finance section, Monitor / Analyze Expenditure trends and report to Cash Flow Committee.
- ENQUIRIES** : to be directed to: Ms. JN Gumede (035) 572102, ASD: Finance
- APPLICATIONS** : Direction to Candidates: Please forward applications quoting reference number to: Human Resource Management, Malaria Control Programme, Private Bag X 002, JOZINI, 3969 Or hand delivered to 304 Nsinde Road, Jozini 3969
- 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, Applicants must submit copies of qualifications, Identity document and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. 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 (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, please note that due to large no of application envisage to be received, applicants will not be acknowledge, however, successful applicants will be advised of the outcome Targeted Group: Preference will be given to the following candidates as per Employment Equity target: which is African Female or Any person with disability regardless of race and gender.
- CLOSING DATE** : 10 December 2021
- POST 42/210** : **HUMAN RESOURCE PRACTITIONER REF NO: MCP/HRP 01/11/2021**
- SALARY** : R261 372 per annum Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)
- CENTRE** : Malaria Control Programme (Jozini Centre)
- REQUIREMENTS** : Senior Certificate / Standard / Grade 10 Plus An appropriate Degree/Diploma in Human Science/Human Resource Management/ Public Management, 1-2 years' experience in Staff/ Labour Relations Component, Proof of current and previous work experience endorsed/stamped by HR Manager/Delegated Person Recommendation: Valid Driver's license (Code B or above), Persal Certificate Knowledge, Skills, Training And Competencies Required: Broad knowledge and understanding of Human Resource Management legislations i.e. Labour Relations Act, Basic Condition of Employment Act, Grievance and Disciplinary Procedure ETC, Problem Solving Skill, Decision Making, Human Relations and Communication Skills, Investigation and Presiding Skills, Broad Knowledge of Persal System

- DUTIES** : Key Performance Areas: Manage the functioning of staff Relations Section in order to ensure the provision of high quality service, Promote and maintain sound staff relations within the Institution and ensure adherence to Labour Relations Act, Basic Condition of Employment Act and other related legislative prescript, Attend to all Grievance, Disciplinary and misconduct cases in terms of laid down policies and procedures, Prepare reports for Staff Relations issues, Promote orderly collective bargaining within the Institution, Investigate and preside when need arises, Collect and analyze statistic in respect of Labour Related matters, Provide efficient conflict management resolution, Approval of transaction on Persal, Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements, Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives, Maintain and advance expertise: Continuous individual development to keep up with new policies, SOP and procedures
- ENQUIRIES** : to be directed to: Mrs. M.F. Dladla: (035) 572 1021, ASD: Human Resource Management Services
- APPLICATIONS** : Direction to Candidates: Please forward applications quoting reference number to: Human Resource Management, Malaria Control Programme, Private Bag X 002, JOZINI, 3969 Or hand delivered to 304 Nsinde Road, Jozini 3969
- 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, Applicants must submit copies of qualifications, Identity document and drivers license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. 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 (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, please note that due to large no of application envisage to be received, applicants will not be acknowledge, however, successful applicants will be advices of the outcome Targeted Group: Preference will be given to the following candidates as per Employment Equity target: which is African Female or Any person with disability regardless of race and gender.
- CLOSING DATE** : 10 December 2021
- POST 42/211** : **PROFESSIONAL NURSE (GENERAL OLIVIESHOEK CLINIC) (EMS/31/2021)**
- SALARY** : **Grade 1:** R260 760 – R302 292 per annum, Salary, Plus 13th Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)
Grade 2: R320 703 –R368 307 per annum, Salary, Plus 13th Cheque, Plus rural allowance (8%). Plus Medical Aid (Optional).
Grade 3: R388 974 –R 492 756 per annum salary Plus 13th cheque Plus Rural allowance 8% medical aid (optional) employee must meet prescribed requirements

CENTRE REQUIREMENTS : Emmaus Hospital
 : Grade 12 (standard 10).Degree/Diploma in General nursing and midwifery. Current registration with South African Nursing Council (SANC) as a professional Nurse .2021 SANC Receipt. Degree /Diploma in General nursing and Midwifery, Grade 12 (Standard 10) Certificate, Current registration with South African Nursing Council (SANC) as Professional Nurse.10 Years appropriate /recognizable experience post registration as a Professional Nurse. Certificate of service of previous and current experience endorsed by Human Resource. Knowledge & Skills_Knowledge of nursing care processes, procedures, nursing statuses, and other relevant legal frameworks, such as Nursing Act, Health and Procedures in the Public service Regulation, Labour Relation Act, Disciplinary Code and Procedures etc. Good Communication & 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 a comprehensive nursing care/program for the promotion of health, self-care, treatment and rehabilitation of patients. Administer treatment plan pf 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 record by analyzing date. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Implement quality improvement plan, Nursing Act and regulation, Code of Ethics and Professional practice of the South African Nursing Council. 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 principle of nursing care in service rendering for the maintenance of professional excellence. Implement nursing interventions to achieve expected outcomes. Participate in health promotion and illness prevention initiatives. Implement procedures that maintain effective infection control and occupation and safety measures in accordance with Occupational Health & Safety legislation. Maintain the duty roster, leave schedules and attendance registers. Participate in outreach campaigns. Keep accurate record.

ENQUIRES APPLICATIONS : MS Hlongwane D.Z Tel: 036 488 1570 EXT: 8312
 : Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry Emmaus Hospital.

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

CLOSING DATE : 10 December 2021

POST 42/212 : **FORENSIC PATHOLOGY OFFICER GRADE 1 REF: UGU 08/2021 (X 2 POSTS)**
 Component: Harding MLM

SALARY CENTRE REQUIREMENTS : R170 955 per annum
 : UGU Health District Office
 : Grade 12, A code 08 valid driver's license. Knowledge: Knowledge of Mortuary administrative processes and policies, Knowledge of Medico-legal protocols and prescripts, Knowledge of criminal justice system, Knowledge of waste management policy, Knowledge of infection control protocols and OHS, Knowledge of cleaning materials and use of cleaning equipment

DUTIES

: To provide an efficient and effective administrative autopsy service - Preparation of relevant documentation required during autopsy process, Identification of body to doctor, Taking of verbatim notes as dictated by the doctor, Fingerprinting of deceased for identification of deceased, Photographing (including downloading of images into relevant database) for identification and record keeping, Collection of exhibits and samples/specimens under direct supervision of medical practitioner, Documentation and appropriate safe keeping and handover to SAPS of all exhibits and specimens to maintain chain of evidence, Maintain chain of evidence register, Assist families with identification process. To provide an effective transportation service in the collection and off-loading of bodies from crime scene to the mortuary; Collection and transportation of corpse between death scene and medico legal mortuary including loading and off-loading of corpse, Ensure completion of all relevant documentation necessary in the collection and transportation process, Admission of bodies into medico legal mortuary in accordance with prescripts. To maintain a technical autopsy service; Perform reconstruction of a corpse under direction/instruction/supervision of the Medical Officer in charge of the case/s, Movement and weighing of corpse, Ensure washing, shrouding and labeling of bodies post examination and ensuring area of work is maintained in a clean and hygienic condition, Handle and safe guard property of deceased and disposal of property to next-of-kin in the prescribed manner. To perform all administrative duties including registry, fleet, assets and stock control activities; Typing of all post mortem reports and any other subsequent documentation generated as a result of the post mortem examination, Communication and making necessary arrangements with relevant role players in preparation of post mortem examination as per medical officer's instructions, Maintain an effective and efficient filing system for all post mortem related documentation and to ensure safe custody thereof, Develop and maintain a database of all information pertaining to the autopsy service and the timely provision of monthly summary statistics to relevant stakeholders, Stock control including early warning arrangements, Reception and switchboard duties, Liaison with next-of-kin, undertakers, municipalities, hospitals and SAPS to arrange burials, cremations and pauper burials of unclaimed bodies, Liaison with court, negotiate court attendance by medical officers and other medico mortuary staff

ENQUIRIES

APPLICATIONS

: Ms. N.J. Mbadamana Tel No: 039 – 433 2459
: Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240

FOR ATTENTION

NOTE

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

CLOSING DATE

: 10 December 2021