

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

The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act.

OTHER POSTS

<u>POST 05/179</u>	:	<u>MEDICAL SPECIALIST WITH INTEREST IN GENETICS REF NO: MEDSPECGENETICS01/2022 (X1 POST)</u> Department: Paediatrics
<u>SALARY</u>	:	Grade 1: R1 122 630 per annum, (all-inclusive salary package), excluding commuted overtime Grade 2: R1 283 592 per annum, (all-inclusive salary package), excluding commuted overtime. Grade 3: R1 489 665 per annum, (all-inclusive salary package), excluding commuted overtime
<u>CENTRE REQUIREMENTS</u>	:	Inkosi Albert Luthuli Central Hospital Current registration as a specialist in Paediatrics with the Health Professions Council of South Africa. Grade 1: No experience required. Grade 2: Five (5) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Specialist in Paediatrics. Grade 3: Ten (10) years' experience after registration with the Health Professions Council of South Africa as a Specialist in Paediatrics. Knowledge, Skills Training and Competency Required: Proficiency in medical genetics. Human resource management – labour relations and staff development programmes. Management capability with good communication skills. Knowledge of clinical governance systems and programmes including QAP/QAP. Epidemiology and statistics Medical ethics. Research. Good interpersonal skills.
<u>DUTIES</u>	:	Responsibility for the development, management and ongoing provision of an efficient facility and community based Genetic Service in Inkosi Albert Luthuli Central Hospital, eThekweni District and the province of KwaZulu-Natal. Participate in the provision of an in- and outpatient consultative genetic service at specialist and multi-disciplinary clinics in Inkosi Albert Luthuli Central Hospital as well as tertiary and regional hospitals in its catchment area. Responsibility for the effective and efficient utilization of human, physical and financial resources within the Genetic Service. To relate with all clinical disciplines throughout the catchment area to ensure the efficient and effective coordination of Genetic Services. To ensure an appropriate scope of practice at the various levels of service and care commensurate to the designated hospitals and communities in the catchment area. To implement suitable quality assurance/improvement programmes as required to ensure an appropriate standard of care. Provide both academic and clinical service functions at the Hospital, including ward rounds, outpatient's clinics, and clinical training ward rounds. Participate in clinical research and academic programmes in the respective clinical department. Train under- and postgraduate students on both bedside training and classroom training at the hospital. Perform outreach to different regional hospitals in KZN. Undertake appropriate clinical research. Ensure good clinical governance in the discipline. Manage staff allocated to the genetic sub unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof. P Jeena Tel No. 0312402046 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.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . 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 candidate 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** : 25 February 2022
- POST 05/180** : **OPERATIONAL MANAGER NURSING: PHC REF NO: EGUM 01/2022 (X1 POST)**
(Re-advertisement), Applicants that applied before must re-apply for the post.
- SALARY** : R571 242 – R642 933 per annum, Plus 13th cheque/service bonus plus rural allowance 8%, plus Home owners allowances: Employee must meet prescribed requirements, plus Medical Aid (Optional)
- CENTRE** : E G & Usher Memorial Hospital – Gateway Clinic
- REQUIREMENTS** : Grade 12 Certificate or equivalent. Degree/Diploma in General Nursing plus 1 year post basic qualification in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. Current registration with SANC as a General Nurse with Midwifery (2022 receipt). A Minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC). Five (5) years of the period referred to above, must be appropriate / recognized experience after obtaining a 1 year post basic qualification in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. Knowledge, Skills, Training and Competencies Required: Knowledge of Nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Public Service Regulations, Labour Relations Act, disciplinary code and procedures, grievance procedures etc. Knowledge of SANC rules and Regulations and other relevant Legal Framework. Knowledge of Quality Assurance programmes Batho Pele principles and Patient Rights Charter. Insight into procedures and policies pertaining to Nursing care. Human Resource Management and Basic financial management skills. Leadership organisational, supervisory and report writing skills. Good communication, counselling, interpersonal relations, conflict management, decision making and problem solving skills. Computer skills in basic programmes. Recommendation: Training certificate on Nurse initiated and management of ART (Nimart). Unendorsed Driver's licence (code 8 or 10).
- DUTIES** : Monitor provision of quality and comprehensive primary health care package, ICSM in the Clinic. Assist in planning, organizing and monitoring of objectives of the specialized unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Ability to plan and organize own work and that of support personnel to ensure proper nursing care including participating actively in Operation Sukuma Sakhe Programme. Work as part of the multidisciplinary team to ensure good service delivery care. Demonstrate effective communication with patients, community and multidisciplinary team. Monitor safe patient service delivery and improve client satisfaction in the clinic. Participate in the attainment of National Core Standards Status. Contribute to the ideal Clinic realization and maintenance (ICRM) status. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate and understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and management of all patients through clinical audits. Monitor implementation of PHC Re-Engineering in the clinic, including ICDM. Monitor implementation and performance on indicators on daily, weekly and monthly basis,

provide feedback to management, analyze data and draw up quality improvement plan and implementation plan. Exercise control of discipline and any other Labour Related issues in terms of laid down procedures. Ensure complaint management is functional of in the Clinic.

**ENQUIRIES
APPLICATIONS**

: Ms. NB Dladla Tel No: 039 - 797 8100
: Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).

**FOR ATTENTION
NOTE**

: Human Resource Department
: The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Due to the National Level 1 Lockdown implementation, applicants are required to submit their applications copies of highest educational qualifications, Identity document, Driver's License (where applicable) and any other relevant qualifications without being certified. In addition, all shortlisted applicants will be requested to bring originals. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 01/2021.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due To Financial Constraints, No S&T will be paid to candidates when attending the interviews. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts.

CLOSING DATE

: 25 February 2022 at 16H00 afternoon

POST 05/181

: **OPERATIONAL MANAGER NURSING NIGHT DUTY SERVICES REF NO: OTH
CHC 01/2022 (X1 POST)**

SALARY

: R450 939 per annum. Other Benefits: 12% Rural Allowance, 13th cheque, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements)

**CENTRE
REQUIREMENTS**

: Othobothini Community Health Centre (Jozini)
: Senior Certificate (Grade 12) Matric / Grade 12. Diploma / Degree in General Nursing and Midwifery. Registration with SANC in General Nursing, Science and Midwifery. Proof of current registration with SANC as a Professional Nurse and Midwife Minimum of 7 years appropriate /recognizable experience in Nursing after registration as a Professional Nurse with SANC in General nursing and Midwife. Kindly attach certificate of Service/ Proof of work experience endorsed by HR. Recommendation: Degree /Diploma in Nursing Service Management / Nursing Administration. Knowledge, Skills, Training and Competencies Required: Knowledge and insight into nursing processes and procedures. Knowledge of Nursing statutes and other relevant Public Service Acts/ legislations. Decision making & problem solving skills. Interpersonal skills in dealing with conflict management. Knowledge and implementation of Bathos Pele principles.

- Supervisory and analytical thinking skills. Stress tolerance, flexibility, empathy and the ability to communicate constructively at all leave.
- DUTIES** : Provide effective management and professional leadership ensuring that wards and units are organized. Co-ordinate provision of quality pt. care. Provide effective supervision of wards and units on night duty ensuring implementation of nursing standards, policies and procedures. Manage and direct efficient utilization of resources to enhance service delivery. Ensure implementation of clinical competence in all departments. Exercise control of discipline, grievance and any other labour related issues in terms of laid down procedures. Maintain client satisfaction through monitoring and setting of service standards. Implement and monitor National Core Standards and ideal clinic priorities. Implement EMPDS. Advocate for patients by facilitating proper treatment care, and adherence to Patients' Rights Charter and Batho Pele Principles. Ensure wards and units keep accurate records. Compile accurate daily patient care statistics and other patient care related care related reports.
- ENQUIRIES** : Ms. N.I Mthethwa Tel No: 035 572 9002
- APPLICATIONS** : Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X12, Jozini, 3969 or hand deliver to Othobothini CHC, HR Department.
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za .Copies of ID, Std 10 certificate, educational qualifications, certificate of service / proof of experience signed by HR office must be submitted together with your CV. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.
- CLOSING DATE** : 25 February 2022

DEPARTMENT OF TREASURY

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

- APPLICATIONS** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road, Pietermaritzburg, 3200.
- FOR ATTENTION** : Ms S Ngema
- CLOSING DATE** : 25 February 2022
- NOTE** : A new application for employment Z83 form is applicable from the 1st January 2021. The Z83 new application form can be downloaded at www.dpsa.gov.za- **vacancies**. Application must be accompanied by a detailed CV, together with certified copies of your qualification certificates including Matric and ID. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Non-South African citizens or permanent residency holders must submit a documentary proof together with their applications. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected to the verification of qualifications, reference checks as well as a criminal record check and competency assessment. Correspondence will be limited to shortlisted candidates only and if you have not been contacted within 3 months of the closing date, please regard your application as unsuccessful. The successful candidate is required to enter into an employment contract and a performance agreement. Shortlisted candidates will be subjected to security vetting. Required documents do not need to be certified when applying for the post/s. only shortlisted candidates will be required to submit certified documents and will be informed by HR when they are invited for recruitment processes. The successful candidate has to disclose his/her financial interests. Shortlisted candidates will undergo a compulsory competency assessment and a technical exercise. Please note that all applicants for Senior Management positions are required to complete the SMS Pre-Entry Programme administered by the National School of Government (NSG) and attach certificate or proof of completion. The Course is available at NSG under the

name Certificate for entry into the SMS and the full details can be sourced by the following link <https://thensg.gov.za/training-courses/sms-pre-entry-programme>. Targeted: Females and people with disabilities who meet the requirements.

MANAGEMENT ECHELON

POST 05/182 : **RESEARCH AND SPEECH WRITER SPECIALIST (OFFICE OF THE MEC) REF NO: KZNPT 22/12**

SALARY : R1 057 326 – R1 245 495 per annum, (all-inclusive package)

CENTRE : KZN Provincial Treasury, Pietermaritzburg

REQUIREMENTS : An appropriate Bachelor's degree or equivalent qualification (NQF level 7) in Journalism / Public Relations. A minimum of 5 years' experience at a Middle Management level in research and speech writing, communications /any other professional writing related fields. Successful completion of the SMS Pre-Entry as endorsed by the National School of Governance, access the following link for more information <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. A valid driver's license and in the case of persons with disabilities who are unable to personally drive, the ability to meet work related travel commitments. Skills, Knowledge and Competencies: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act and Treasury Regulations; Access to Information Act; Basic Conditions of Employment Act; Labour Relations Act; Ministerial Handbook. High level of professionalism; highly motivated; initiative and critical thinker who will be able to gather and analyze information skilfully; good interpersonal skill; Research and analytical skills; Advanced skills in writing, editing, proof reading and report writing; Sound understanding of South African politics; excellent organizational and planning skills; flexible with ability to work on multiple projects simultaneously; sense of urgency and ability to identify and resolve problems in a timely manner; ability to work independently and under pressure; project and program management knowledge and experience;. Knowledge management; good telephone etiquette; Public Service Regulatory Framework and Policy formulation process within Government; Change management; Time management; Policy development; Diplomacy; Client orientation and customer focus; Advanced Computer skills: Spreadsheets (MS Excel), Word processing (MS Office) as well as internet and intranet.

DUTIES : Drafting of consistently high-quality, well-written and thought provoking materials under pressure and according to tight deadlines. Research and preparation of speeches, remarks, toasts, op-eds, opinions and articles that articulate the national and international vision and ideas of the principal that are in turn aligned to the strategic objectives of the Office of the MEC. Research and formulation of responses to Parliamentary questions (written and oral). Consulting and advising the MEC and his/her team on the form and content of speeches and other materials in order to have the highest impact on target audiences, in line with the MEC's priorities and communications strategy. Contribute to strategic decision-making about the communications of the Office of the MEC, including public statements, speeches and written contributions through various media formats. Identify and develop newsworthy ideas/topics and identifying possible high-profile media engagement opportunities for the Office of the MEC. Manage the Content Support Unit in the Office of the MEC which includes supervision of staff and overseeing the content generation process. Editorial oversight with regards to factual accuracy, alignment with government policy, as well as style and grammatical correctness. Working with the MEC to ensure alignment and consistency of the said speeches, op-eds, opinions and articles with other substantive written material including but not limited to briefing notes, concept documents, talking points, key messages and media Q&A's. Undertake original research on a range of national and international topics as needed to substantively inform the speechwriting process. Research and write speeches and notes that articulate the Provincial vision and ideas of the MEC which are aligned to the strategic objectives of the MEC: KZN Finance; Engage and liaise with various departments and stakeholders on content-related matters.

ENQUIRIES : Ms. N Mbodla Tel No: (033) 897 6988