

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

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

OTHER POSTS

- POST 07/101** : **MEDICAL OFFICER GRADE1, 2 OR 3: REF NO: MBO 12/2021 (1 POSTS)**
Re advert, those who applied previously no need to re-apply
- 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
- CENTRE** : Mbongolwane District Hospital
- REQUIREMENTS** : Medical Officer **Grade 1** Senior certificate/Matric or equivalent. MBChB degree or equivalent qualification PLUS, Proof of current registration (2021) with HPCSA as a Medical Practitioner – Independent practice. Certificate of service from current/previous employers stamped by HR must be attached. Certificate of registration with HPCSA as a Medical Practitioner – Independent practice. Experience: No experience required. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with recognized foreign health professional council, of whom it is not required to perform Community Service, a required in South Africa. Medical Officer **Grade 2**: Experience: 5 years relevant experience after Registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration as a Medical Practitioner with recognized foreign health professional council, of whom it is not required to perform Community Service, a required in South Africa **Grade 3**: Experience: 10 years relevant experience after registration with HPCSA as a Medical Practitioner. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, whom it is not required to perform Community Service, as required in South Africa Recommendations: Caesarean section accreditation. Anaesthesia accreditation. Diplomas in O&G, Anasthesia, HIV management and Child Health will be added advantage. Knowledge, Skills, Training and Competencies Required: Knowledge of current health legislations and policies at public institutions. Knowledge of national quality standards relating to primary health care. Sound knowledge of national HAST Programme. Sound knowledge of Maternal and Child Health. Knowledge on information management and quality improvement strategies. Ability to function within Multidisciplinary team. Exhibit sound knowledge of District Health System. Excellent human, communication and leadership skills. Good team building and problem solver. Good communication and interpersonal skills. Willingness to participate in CPD meetings
- DUTIES** : Clinical responsibilities including examination, investigation, diagnosis, and prompt treatment of patients in OPD/casualty, Maternity, Paediatric and adult wards. Perform necessary and appropriate emergency lifesaving procedures. Diagnose and facilitate referrals to higher level of care. Provision of quality patient centered care. Maintain accurate and appropriate health records in accordance with the legal and ethical considerations and continuity of patient care. Ensure proper hand over of critically ill patients when going off duty. Provide preventive health interventions and measures to promote good health. Undertake continuing medical education and professional development and study professional literature to keep abreast with current medical practice. Performance of required administrative duties. Collaboration with medical practitioners and other health care workers in neighboring health institutions.
- ENQUIRIES** : Mrs SI Mkhwanazi Tel No: 035 4766242
- APPLICATIONS** : All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280 or hand deliver to Mbongolwane District Hospital
- FOR ATTENTION** : Human Resource Practices/Chief Executive Office
- NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department

OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity document and Driving Licence – such copies need not be certified when applying for a post. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. **NB:** Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered

- CLOSING DATE** : 11 March 2022
- POST 07/102** : **ASSISTANT DIRECTOR: SYSTEMS MANAGEMENT: REF NO: MBO 01/2022 (1 POSTS)**
- SALARY** : R382 245 – R450 255.per annum
CENTRE : Mbongolwane District Hospital
REQUIREMENTS : Matric/ Senior Certificate/Grade 12. Degree/ Diploma in Public Management or Administration. 3 years supervisory experience in Systems management. Certificate of service of previous and current experience obtainable and endorsed by Human Resource Department. Valid driver's license Knowledge, Skills, Training and Competencies Required: Ability to multi-task and manage change. Policy formulation and analysis. Knowledge of PFMA and Treasury Regulations. Financial management skills. Decision making skills. Problem solving skills. Sound analytical and communication skills. Strong leadership
- DUTIES** : Manage day to day functioning of systems unit both at the hospital and clinics. Manage the following services, Telecommunication, Registry, Maintenance services, Catering, Gardening services, Patient Administration, Security services, Laundry Services, Transport services, Waste management services and Health and safety. Identify efficiency gaps and apply processes to improve efficiency. Evaluate and determine need for service/work to outsource. Monitor staff attendance; identify developmental needs and training of staff. Implement stock control practices. Develop mechanisms to monitor hotel services. Deal with non-performance of contractors and manage accordingly. Ensure regular meetings are held with contractors or Private service providers. Nomination of safety representatives per component and implement/monitor safety initiatives.
- ENQUIRIES** : Mrs SI Mkhwanazi Tel No: 035 4766242
APPLICATIONS : All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280 or hand deliver to Mbongolwane District Hospital
- FOR ATTENTION** : Human Resource Practices/Chief Executive Office
NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity document and Driving Licence – such copies need not be certified when applying for a post. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. **NB:** Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered
- CLOSING DATE** : 11 March 2022

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS

- : Direct or hand deliver applications to the addresses as indicated below: -
- EThekwini North District:** The District Director Department of Social Development, Private Bag X1503 Durban: 4000 or hand deliver to: 214 Dr Pixley KaSeme Street, 8th Floor Durban 4000. Attention: Mr MG Nzama.
- UMkhanyakude District:** The District Director: Department of Social Development, P. O. Box 246; Mbazwana; 3974 or hand deliver to Ngwenya Properties; Sodwana Bay Road; Mbazwana; 3974. For Attention: Mr SS Mngomezulu.
- Zululand District:** The District Director Department of Social Development, Private Bag X13 ULUNDI, 3838 or hand deliver to King Dinuzulu Highway, Administration Building, 2nd Floor, Zone 3, Ulundi, 3838. Attention: Ms FN Ntombela
- Harry Gwala District:** The District Director: Department of Social Development, Private Bag X1724, Pietermaritzburg: 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg 3201. For Attention: Ms TW Gazu.
- UMgungundlovu District:** The District Director: Department of Social Development, Private Bag X1724, Pietermaritzburg: 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg 3201. For Attention: Mr PM Mpanza.
- UMzinyathi District:** The District Director: Department of Social Development, Private Bag X2057 Dundee, 3000 or hand deliver to 50 Gray Street, Dundee, 3000. Attention: Mr CM Ndaba.

CLOSING DATE

: 18 March 2022

NOTE

: Applications must be forwarded to relevant address. Applications must indicate the reference number of the post applied for and the Centre on new Z83 form obtainable from any Public Service Department and should be accompanied by a comprehensive CV, ID, qualifications and a valid driver's license required by the post advertised. Required documents need not to be certified when applying for a post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Applications who previously applied for this position should re-apply. Application forms Z83 (Application for employment) should be fully completed and signed by the applicant. Under no circumstances will faxed or e-mailed applications be accepted. The Department is an Equal Opportunity Affirmative Action employer. The employment is subject to signing of the employment contract and annual performance agreement. The successful candidates will be required to undergo security clearance and to disclose financial interests in accordance with relevant prescripts. Due to ongoing spread of COVID-19 infections, where possible, interviews and technical exercise will be conducted virtually. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his/her application was not successful.

OTHER POSTS

POST 07/103

: **SOCIAL WORKER: GRADE 1 (30 POSTS) RESPONSIBLE FOR GENDER BASED VIOLENCE**

SALARY CENTRE

: Grade 1: R261 456 per annum

: Prophet Isaiah One Stop Development Centre-Inanda Ref No: DSD01/02/2022PRO (EThekwini North District) (3 posts)

: Manyiseni One Stop Development Centre-Ingwavuma Ref No: DSD02/02/2022MANY (uMkhanyakude District) (2 posts)

: Godlwayo One Stop Development Centre-Ophongolo Ref No: DSD03/02/2022GODL (Zululand District) (4 posts)

: Nkunzana One Stop Development Centre-Nongoma Ref No: DSD04/02/2022NKUNZ (Zululand District) (1 post)

: Msebe One Stop Development Centre-Nongoma Ref No: DSD05/02/2022MSEBE (Zululand District) (1 post)

: Osuthu One Stop Development Centre-Nongoma Ref No: DSD06/02/2022OSUTHU (Zululand District) (1 post)

: Riverside One Stop Development Centre-Umzimkhulu Ref No: DSD07/02/2022RIVER (Harry Gwala District) (3 posts)

INKosi Mhlabunzima Maphumulo One Stop Centre- Mkhambathini Ref No: DSD08/02/2022INKOSIM (UMgungundlovu District) (3 posts)
 Emaswazini One Stop Development Centre- Landskop Ref No: DSD09/02/2022EMASWA (UMgungundlovu District) (3 posts)
 INKosi Hlatshwayo One Stop Centre- Nondweni(Nquthu) Ref No: DSD10/02/2022INKOSIH (UMzinyathi District) (2 posts)
 INKosi Molefe One Stop Development Centre- Ezicole (Nquthu) Ref No: DSD11/02/2022INKOSIM (UMzinyathi District) (1 post)
 Msinga Top One Stop Development Centre-Tugela Ferry Ref No: DSD12/02/2022MSING (UMzinyathi District) (2 posts)
 Mkhuphula One Stop Development Centre- Tugela Ferry Ref No: DSD13/02/2022MKHU (uMzinyathi District) (1 post)
 Emachunwini One Stop Development Centre Emhlangano(Tugela Ferry) Ref No: DSD14/02/2022EMA (UMzinyathi District) (2 posts)
 INKosi Mbongeleni One Stop Development Centre (1 post)-Engome (Greytown) Ref No: DSD15/02/2022MKHU (uMzinyathi District)

REQUIREMENTS

: Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Service Professions as a Social Worker; A valid driver's license; Proof of current registration with the South African Council for Social Services Profession as a Social Worker. Knowledge: Public Service Act and Regulations, Batho-Pele Principles, Knowledge and understanding of human behavior and social systems, The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organizations and communities to enhance their problem solving capabilities; The ability to promote, restore, maintain, advocate for, and enhance functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; The understanding and ability to provide social services towards protecting people who are vulnerable, at risk and unable to protect themselves. Advantage: Experience in rendering professional care and support to victims of Gender Base Violence and femicide. Skills: Computer literacy, Planning and organizing, communication (written, verbal and liaison), interpersonal, Business ethics and Analytical, problem solving, report writing, time management, presentation, facilitation, language, numeracy and driving.

DUTIES

: Render a social service with regard to the care, support, protection and development of vulnerable individual, groups, families and communities through the relevant programs; Support lower level employees such as Social Auxiliary Workers, Community Care Givers and Student Social Workers; Keep up to date with new developments in the social work and social welfare fields of probation services; Perform all administrative functions required of the job.

ENQUIRIES

: Mrs RM Ntombela (EThekwinini North District) Tel No: 031 336 8776
 Mr BM Gumede (UMkhanyakude District) Tel No: 035 571 1000
 Mrs SH Mfeka (Zululand District) Tel No: 035 874 85006
 Mrs SM Sikhakhane (Harry Gwala District) Tel No: 039 259 7034
 Mr ST Mphuthi (UMgungundlovu District) Tel No: 033 341 7906
 Ms B Mchunu (UMzinyathi District) Tel No: 034 299 7577