

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

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

**OTHER POSTS**

<b><u>POST 09/166</u></b>	:	<b><u>SENIOR MANAGER: MEDICAL SERVICES REF NO: GS 2/22</u></b> Component: Medical Applicants who previously applied need not re-apply
<b><u>SALARY</u></b>	:	Grade 1: R1 534 689 per annum, all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<b><u>CENTRE</u></b>	:	Greys Hospital, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	MBCHB Degree or equivalent qualification plus; Current Registration with the HPCSA (2021/2022) as a Medical Practitioner: A minimum of six (6) years' experience after registration with HPCSA as a Medical Practitioner. NB 3 Years of the six (6) years' experience after registration with HPCSA as a Medical Practitioner must be at managerial level; and Proof of current and previous work experience endorsed and stamped by Human Resource. Recommendation: Valid EB drivers license (code8). Knowledge, Skills and Experience: Possess sound knowledge of the relevant Acts, Policies and Regulations administered by the KZN Department of Health. Possess sound knowledge of the District Health System. Possess sound knowledge of legislation relating to the practice of Medicine in South Africa. Have good communication, leadership, decision making, team building and motivation skills. Be computer literate with a proficiency in MS Office Software Applications.
<b><u>DUTIES</u></b>	:	Ensure the provisions of protocols and guidelines to the Medical, Allied Professions Team at Grey's Hospital and in the catchment area (area 2). Formulate policies and procedures for clinical services and ensure that they are in accordance with the current statutory regulations and guidelines. Provide leadership, management and support to all Cluster Managers and Heads of Departments, Clinical Managers, Pharmacy Manager, Allied Health Professionals and all staff in the area 2. Conduct service assessment and implement quality improvement programmes and ensure continuous clinical governance, training and research is done within Grey's Hospital and area 2. Liaise with stakeholders within and outside the Department of Health such as Chief Specialists at Head Office, other hospital management teams, the Health District Office, Medical School, Doctors and medical students in area 2 on medical management issues. Ensure optimal use of resources, both human and financial. Formulate strategic plans in keeping with the requirements of the hospital and the department as directed by the mission. Ensure that cost- effective service delivery is maintained within the hospital. Maintain Discipline and deal with grievances and Labour Relations issues in terms of the laid down procedures and policies. Ensure that Medico-legal issues are attended to timeously and outreach programmes in area 2 are managed properly.
<b><u>ENQUIRIES</u></b>	:	Dr K.B Bilenge Tel No: 033 – 8973321
<b><u>APPLICATIONS</u></b>	:	Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
<b><u>FOR ATTENTION</u></b>	:	Mrs. M. Chandulal
<b><u>NOTE</u></b>	:	Directions to candidates: The following documents must be submitted: Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). NB: Prospective applicants must please use the New Z83 which is effective as at 01 January 2021. Applicants must indicate the reference number of the vacancy in their applications. Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information. It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates. NB: Failure to comply with the above instructions will disqualify applicants. The circular

minute number / reference must be indicated in the column provided on the form Z83 e.g GS 2/22. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). The employment equity target for this post is: African Male, African Female, Coloured Male.

- CLOSING DATE** : 28 March 2022
- POST 09/167** : **MEDICAL OFFICER REF NO: MOPAEDS01/2022 (X1 POST)**  
Department: Paediatric and Child Health
- 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 REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital  
: Current registration with Health Professions Council as a Medical Practitioner. Completion of Community Service. Experience in Paediatrics will be an advantage. 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 (6) 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 (11) 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. Knowledge Skills and Experience Required: Knowledge and skills in Paediatrics including emergencies. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.
- DUTIES** : The candidate will be expected to work in the Paediatric Medical service which includes neonatal and paediatric Intensive care, high care, paediatric subspecialty services and within the Radiology Department providing sedation. After-hours clinical participation in the call roster. Assist with the provision and development of paediatric services as determined by the Clinical HOD at Inkosi Albert Luthuli Central Hospital. Active participation in the clinical activities in the allocated domain (in-patient, out-patient and after-hours). Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes and research. To assist in outreach and teaching when required.
- ENQUIRIES APPLICATIONS** : Prof PM Jeena Tel No: 031 240 2046  
: 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](http://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** : 28 March 2022
- POST 09/168** : **MEDICAL OFFICER REF NO: MOPUL/01/2022 (X2 POSTS)**  
Department: Pulmonology
- 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 REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital  
: MBCHB Degree. Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Experience: **Grade 1:** No experience required from South African qualified employees. One year 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 2:** Five (5) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. Six (6) Years relevant experience after registration as Medical Practitioner with the 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 (11) Years relevant experience after registration as Medical Practitioner with the 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. Knowledge, Skills Training and Competencies Required: Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Knowledge and skills in general medicine and ability to assess and manage medical emergencies. Demonstrate ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team.
- DUTIES** : Assist with the provision of pulmonology and critical care services as determined by the Head of Pulmonology at IALCH. Assist with evaluation and management of patients with acute and chronic respiratory conditions at IALCH. Assist with evaluation and management of patients with COVID-19, both acutely and on follow-up. Maintain clinical, professional and ethical standards. Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. Participate in the academic, research and outreach activities of the department in general, and COVID-19 interventions in particular. Mandatory performance of commuted overtime in adult ICU, managing both COVID and non-COVID patients. Participate in clinical audit programmes, clinical governance and CPD activities.
- ENQUIRIES** : Professor K Nyamande Tel No: (031) 240 1345, Dr Fakey Khan Tel No: (031) 240 1376

- 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](http://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** : 28 March 2022
- POST 09/169** : **DEPUTY DIRECTOR: SYSTEMS REF NO: MAN 11/2022 (X1 POST)**
- SALARY** : R744 255 per annum (Level 11), (all inclusive package)
- CENTRE** : Harry Gwala Regional Hospital
- REQUIREMENTS** : Grade 12 (senior certificate), Degree/National Diploma in Administration as recognised by the SAQA. Three years managerial experience in a related field. A certificate of service obtained from the HR Department must be attached.
- DUTIES** : Ensure effective co-ordination, management and quality of work of all the functional components of the systems department within the Hospital: Ensure the provision of patient records administration services and mortuary. The provision of auxiliary services i.e. general registry, pottering and cleaning service; telecommunication services; transport management services; laundry services staff residence services. Ensure the provision of maintenance services i.e. Technical services, Medical technical services, Maintenance and night duty services. Ensure the provisioning of contract management services i.e. Security services, Catering services. Ensure the provision of Safety and Waste Management Services. Perform regular walk abouts the institution. Perform regular inspections in the institution to keep abreast with the state of the institution. Meet with the relevant Supervisors to report defects and problems and ensure corrective measures are taken. Report problems that cannot be sorted out by staff to Hospital Management. Present reports at management meetings about the state of the nation. Report on all the faults that need management approval to maintain. Report back on progress made regarding problems/faults previously identified. Provide motivation, in consultation with the relevant Supervisors, to take corrective measures where problems are identified. Develop policies and strategies aimed at improving service delivery: Analyse and interpret legislation and existing frameworks in respect of service delivery imperatives. Ensure the review and development of effective policies and strategies. Develop best practices in respect of policy matters. Ensure implementation of policies and strategies. Provide advice and guidance to management regarding the interpretation and implementation of policies. Ensure effective, efficient and economical management of allocated resources of the Division. Manage the financial resources. Manage the human resources. Manage the allocated assets. Provide training, advice and guidance to staff. Manage EPMS. Manage potential risks and mitigation strategies. Bill of Right. Labour Relations Act. Public Service regulations. Occupational Health and Safety. Batho Pele. Human Resource Management. Project Management. Organisational,

influencing, motivational, presentation. Computer literacy e.g. Office suite. Staff management. Language, listening, interpersonal relations, time management, planning, communication-written and oral. Report writing. Supervisory. Problem solving. Self-discipline and ability to work under pressure with minimum supervision. Independent, patience, commitment, trustworthiness, honesty, accountability, commitment to excellence, continuous learning, amenable to change, cultural awareness. Innovative, meticulous, confidentiality, pro-active, reliability. Open communication, transparency, professionalism, punctuality. Gender and disability sensitive. Working under pressure.

**ENQUIRIES**  
**APPLICATIONS**

: Mrs. N.T. Nxaba Tel No: 033 395 4039  
: All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X 509, Plessislaer, 3216. For the attention of Mr. T.C. Manyoni or hand delivered to the box main gate behind the security office.

**NOTE**

: Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. Advertisements and accompanying notes must clearly capture the requirements for certification to reflect that applicants must submit copies of qualifications, identity documents 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 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. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria. Preference will be given to youth, people with disability and women in accordance with our employment equity. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays. Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, Coloured Male

**CLOSING DATE**

: 31 March 2022