

**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

<u>POST 12/155</u>	:	<u>CHIEF RADIOGRAPHER (ULTRASOUND) GR 1 REF NO: GS 1/22</u> Component: Radiology
<u>SALARY</u>	:	Grade 1: R473 112 - R525 087.per annum Other Benefits: 13 TH Cheque, Medical Aid (Optional), Home Owner Allowance, Employee Must Meet Prescribed Requirements
<u>CENTRE REQUIREMENTS</u>	:	Greys Hospital, Pietermaritzburg
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent National Diploma in Ultrasound / Bachelor's Degree in Technology: Ultrasound Certified copy of original registration with Health Professions Council of South Africa as an Radiographer (Ultrasound) Certified copy of current registration with the Health Professions Council of South Africa for 2021/2022 in the category Independent Practice: Ultrasound A minimum of three years' experience after registration with HPCSA as an Radiographer (Ultrasound): Independent Practice Proof of experience must be attached to the application (Certificates of service or official letters from previous/current employers and endorsed by HR Office) The Employment Equity Target For This Post Is: African Male, Indian Male, White Male, Coloured Male Recommendation: Experience performing high risk Obstetric and anomaly scans Experience in reporting on difficult pathologies Knowledge, Skills and Experience: Excellent knowledge of high risk obstetrics and gynaecology, general, small parts, vascular, musculoskeletal scanning techniques, protocols and procedures Basic knowledge of equipment use and trouble shooting Sound report writing and administrative skills and computer literacy Knowledge of relevant Health and Safety Acts and Infection Control measures Good communication, interpersonal relations and problem solving skills Basic supervisory skills
<u>DUTIES</u>	:	Key Performance Areas: Provide a high quality ultrasound service in keeping with tertiary status of the hospital: general scans with complicated pathology and detailed Obstetric Scans Provide correct interpretation of all ultrasound scans Compile comprehensive reports as required in the working environment Provide assistance, supervision and training to junior staff and students, including medical personnel Promote good health practices and ensure optimal care of the patient Execute all clinical procedures competently to prevent complications Participate in quality improvement programmes, policy making, in-service training and National Core Standards
<u>ENQUIRIES APPLICATIONS</u>	:	MS D Wood Tel No: 033-8973208
<u>FOR ATTENTION NOTE</u>	:	Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200 Mrs. M. Chandulal 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. 2. 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)

- CLOSING DATE** : 19 April 2022
- POST 12/156** : **DIAGNOSTIC RADIOGRAPHER GRADE 1 TO 3(ULTRASOUND): REF NO: HRM 11/2022: NO. OF (POSTS: 01)**
- 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 Other Benefits: Medical Aid (Optional), Housing Allowance: Employee Must Meet Prescribed Requirements
- CENTRE REQUIREMENTS** : King Edward VIII Hospital Complex
: Matric/Senior Certificate or equivalent qualification PLUS National Diploma/Degree in Diagnostic Radiographer (Ultrasound) PLUS 2021/2022 Registration with the HPCSA as a Diagnostic Radiographer (Ultrasound) Recommendation: Computer Literacy, Experience performing high risk Obstetric and anomaly scans, Pediatric scans as well as reporting on difficult pathology.
- DUTIES** : Key Performance Areas: Providing a high quality ultrasound service in keeping with Women and Child status of the hospital: Gynecological scans with complicated pathology, Pediatric and detailed Obstetric anomaly scans, Providing correct interpretation of all ultrasound scans. Compile comprehensive reports as required in the working environment. Willingness to participate in shift and standby duties including night, weekends and public holidays and when the need arises. Providing assistance, supervision and training to junior staff and students. Promote good health practices and ensure optimal care of the patient. Execute all clinical procedures completely to prevent complications. Participate in quality improvement programs, standard operating procedures, in-service training and National Core Standards.
- ENQUIRIES APPLICATIONS** : MRS. N Dlamini.Tel No: (031) 360 3410.
: All applications must be addressed to the Human Resources Manager, 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. Documents, Std 10, educational qualifications, certificates of service and professional registration certificates and proof of current registration must be submitted together related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the post. The reference number must be indicated in the column provided on the form Z83, e.g ref AFRO/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** : 19 April 2022
- POST 12/157** : **PROFESSIONAL NURSE SPECIALITY: ADVANCED MIDWIFERY REF NO: SAH 14/2021 (1 POST)**
Re-Advertisement
- SALARY** : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum Other Benefits: 13th Cheque, 12% Rural Allowance, Home Owners Allowance (Employee Must Meet Prescribed Requirements), Medical Aid (Optional)
- CENTRE** : ST Andrews Hospital: Maternity Ward

<u>REQUIREMENTS</u>	:	Grade 1: Diploma/ Degree in General nursing and Midwifery PLUS 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration with SANC as a General Nurse and Advanced Midwifery and Neonatal Nursing Science Grade 2: Diploma/ Degree in General nursing and Midwifery PLUS 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognizable experience in the specific specialty, after obtaining the one year post basic qualification in the relevant specialty. Current registration with SANC as a General Nurse, Midwifery and Advanced Midwifery and Neonatal Nursing Science Skills: Knowledge of nursing care and processes and procedures. Knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients' rights charter.
<u>DUTIES</u>	:	Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients' rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDs as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment
<u>ENQUIRIES</u>	:	Mrs Mr Singh Tel No: 039 433 1955 EXT 211
<u>APPLICATIONS</u>	:	Should Be Forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copy of Identity Document and Driver's Licence. Such copies need not be certified (certified documents will be limited to shortlisted candidates). 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, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply
<u>CLOSING DATE</u>	:	20 April 2022
<u>POST 12/158</u>	:	<u>FACILITY INFORMATION OFFICER REF NO. GS 3/22 (X 1 POST)</u> Component: Monitoring and Evaluation
<u>SALARY</u>	:	R261 372 per annum + 13 th cheque, medical-aid (optional) +Homeowners allowance (employee must meet the prescribed requirements)

- CENTRE** : Greys Hospital, Pietermaritzburg
- REQUIREMENTS** : Senior Certificate (Grade 12) or equivalent qualification plus National Diploma/ Degree in Information Technology/Management Information Systems Statics/Computer Science Knowledge, Skills and Experience: Computer literacy In depth knowledge and technical skill in Information Health System and Data Management Ability and skill to compile presentation and/or graphic presentation of facility health information/statistics Ability to work under pressure and meet reporting deadlines Good communication, interpersonal relations and problem solving skills
- DUTIES** : Key Performance Areas: Co-ordinate the collection of quality routine and non-routine facility data and the maintenance of Institutional Health and Management Information Databases. Ensure the maintenance and security of DHIS,TB/HIV Information systems Supervising and ensuring that data capturees capture correctly and timeously all health information as per collection tools and various other health information. Ensure validation, completeness and integrity of all facility health information data. Compiling and presentation of facilities monthly clinical statistical reports and information to promote health information use. Presentation of facility health information at the monthly Health Information committee meeting. Ensuring that quarterly reports are compiled, captured, and submitted timeously to the next level inclusive of surveys. Improving provision of accurate and complete data through staff trainings on data management processes/Standard Operating Procedures/policies. Conduct validation and verification audits on collected health information to ensure quality of data. Providing advice to ward managers and heads of departments regarding information technology and systems related needs e.g. completion of standardised collection tools and use of face value registers and IT policy related issues. Address Auditor General Findings on predetermined objectives and develop improvements plans. Ensure the effective, efficient and economical management of allocated resources of the Data Management office Manage EPMDs of staff in Data Management Office
- ENQUIRIES** : MS S Arends: Tel No: 033-897 3326
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs. M. Chandulal
- NOTE** : 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. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 3/22. 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, Indian Male, White Male
- CLOSING DATE** : 19 April 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** : 22 April 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. Targeted: Females and people with disabilities who meet the requirements.

OTHER POSTS

POST 12/159

: **DEPUTY DIRECTOR: NORMS & STANDARDS REF NO: KZNPT 22/09**

SALARY
CENTRE
REQUIREMENTS

: R744 255 per annum (A remuneration package) (All-inclusive package)
: KZN Provincial Treasury, Pietermaritzburg
: A 3-year NQF level 6/7 National Diploma/Degree in Financial Management or Commerce or Law. A minimum of three (3) years junior management experience in a financial management/norms and standards environment/policy development environment applicable to departments, municipalities and its respective entities. Skills, Knowledge and Competencies: Knowledge of Public Finance Management Act 1999 and Municipal Finance Management Act 2003. Knowledge Treasury Regulations. Knowledge of Provincial Treasury instruction notes, directives and instructions. Knowledge of Municipal Systems Act 2000 and Municipal Structures Act 1998 and other financial related prescripts applicable to the local government sphere. Knowledge of GRAP/GAAP. Planning and Organising, investigation, interpersonal relations. Research. Report writing. Presentation. Leadership. Supervision. Facilitation skills. Project planning/management. Decision making. Good verbal and written communication. Problem solving. Change management. Self-disciplined and able to work under pressure with minimum supervision. Computer skills.

DUTIES

: Develop financial norms and standards by reviewing existing policy/instruction notes/standard operating procedures and developing new policy/instruction notes/standard operating procedures. Manage the implementation and monitoring compliance of financial norms and standards to ensure compliance with the PFMA and MFMA and related financial prescripts and procedures, and take action where necessary. Provide effective financial management technical support service to all stakeholders including the research and issuing of guidelines and best practices. Improve accountability through effective financial delegations. Develop and implement training programs. Ensure the effective and efficient management of resources allocated to the sub-component.

ENQUIRIES

: Mr N Price Tel No: (033) 897 4324

POST 12/160

: **SPECIALIST: NORMS & STANDARDS REF: KZNPT 22/08 (2 POSTS)**

SALARY
CENTRE
REQUIREMENTS

: R382 245 per annum (A remuneration package) (All-inclusive package)
: KZN Provincial Treasury, Pietermaritzburg
: A 3-year NQF level 6/7 National Diploma/Degree with emphasis on Financial Management/Commerce or Law. A minimum of three (3) years' experience in a financial management policy development/ Norms & Standards environment. Skills, Knowledge and Competencies: Public Finance Management Act. Treasury Regulation. Municipal Finance Management Act. Generally

Recognized Accounting Practice. Computer literacy. Good verbal and written communication skills. Financial management. Facilitation and strong leadership skills. Problem solving. Organizational. Good inter-personal relations. Presentation. Analytical. Self- disciplined and able to work under pressure with minimum supervision.

DUTIES

: Develop and review financial norms and standards. Facilitate implementation and monitor compliance with legislative and related financial prescripts and procedures. Provide an effective financial management technical support service. Facilitate financial training strategies and programmes.

ENQUIRIES

: Mr. S Ntombela Tel No: (033) 897 4384