

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

- APPLICATIONS** : The Chief Director, Human Resource Management & Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered To: The Chief Registry Clerk, 14th Floor North Tower, Natalia 330 Langalibalele Street, Pietermaritzburg.
- FOR ATTENTION** : Mr LA Zulu
- CLOSING DATE** : 03 June 2022, (Applications received after this date will not be accepted).
- NOTE** : Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV together with copies of qualifications (including senior certificate), driver's licence (where applicable), ID and any other relevant documents. Such copies need not be certified when applying for a post. The Department discourages applications sent by registered mail and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Applicants who possess a qualification, which was obtained from a non-South African University, must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from State Security on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer and is committed to empowering people with disability.

MANAGEMENT ECHELON

- POST 18/271** : **CHIEF DIRECTOR: MONITORING & EVALUATION REF NO: 50/2022 (MESP)**
Business Unit: Monitoring Evaluation and Strategic Planning
- SALARY** : R1 269 951 per annum (Level 14), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service).
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Monitoring and Evaluation/ Performance Management/ Public Management/ Public Administration or a related qualification coupled with 5 years' experience at senior management level in the monitoring and evaluation and/or reporting environment as well as an SMS Pre-entry certificate as offered by the National School of Government (NSG). Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge and an understanding of relevant legislation, Knowledge of Public Sector legislation, Knowledge of M & E methodologies and Project Management, Planning and strategic planning skills, Team development, decision making and problem solving skills, Financial management skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 driver's licence.
- DUTIES** : The successful candidate will be required to manage the business unit responsible for monitoring and evaluation to keep track of the performance of the Department, municipalities and traditional affairs in order to inform the Province of the skills gaps with the following responsibilities, Develop and coordinate monitoring and evaluation systems for all departmental programmes, Develop a framework for monitoring the Five Year Local Government Strategic Agenda, Manage reporting of M & E, Facilitate co-operative governance between all spheres of government, Render programme manager functions.
- ENQUIRIES** : Mr T Tubane at Tel No: 033-260 8047

POST 18/272 : **DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: 29/2022 (CS)**
Chief Directorate: Corporate Services
Directorate: Information and Communication Technology

SALARY : R1 073 187 per annum (Level 13), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service).

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 qualification as recognised by SAQA in Informatics or computer science or Information Technology coupled with 5 years' experience at a middle management/senior management level in information technology environment as well as an SMS Pre-entry certificate as offered by the National School of Government (NSG). Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of policy analysis, Knowledge of Service Level Agreements, Knowledge of IT strategy development and project management, Knowledge of E-Government and enterprise architecture, Knowledge of systems development and IT service management, Knowledge of PFMA, Planning, team development and decision making skills, Problem solving skills and financial management skills, Good communication skills (verbal & written) , Computer literacy in MS Office and MS environment, Sound knowledge of ICT frameworks (TOGAF,GWEA) , A valid code 8 driver's licence.

DUTIES : The successful candidate will be required to manage an information and communication technology support service to the Department with the following key responsibilities:- Manage the provision of IT related business solutions, Manage the operation pertaining to user support, system maintenance, performance and service level, Development and manage implementation of a governance model and IMST architecture, Define and manage all IT service agreements, Manage e-governance implementation in the department, Manage resources of the component.

ENQUIRIES : Mr S Khanyi Tel No: 033-260 8025

OTHER POSTS

POST 18/273 : **DEPUTY DIRECTOR: TRADITIONAL GOVERNANCE REF NO: 30/2021(TGCM)**
Chief Directorate: Traditional Governance and Conflict Management
Directorate: Traditional Governance and Anthropology

SALARY : R882 042 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service).

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Public Management/ Public Administration/ Business Administration or a related qualification coupled with 3 years junior management experience within the Traditional Affairs environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Understanding and interpretation of relevant legislation, Understanding of Traditional Leadership and institutional matters, Sound working knowledge of the PFMA, Ability to analyse policies and apply correctly, Comprehensive report writing skills, Planning, decision making and problem solving skills, Research and presentation skills, Financial management, project management and control skills, Database management skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 drivers licence.

DUTIES : The successful candidate will be required to ensure institutional governance compliance with the following key responsibilities:, Establish and maintain strategies of Traditional Institutions, Manage the establishment and recognition of Traditional Institutions, Managing the process of the recognition of Izinduna, Manage the code of conduct of Traditional Institutions, Manage the resources of the Sub-Directorate.

ENQUIRIES : Ms KTB Ndlovu at Tel No: 033 3897560

- POST 18/274** : **DEPUTY DIRECTOR: ANTHROPOLOGY REF NO: 31/2022(TGCM)**
Chief Directorate: Traditional Governance and Conflict Management
Directorate: Traditional Governance and Anthropology
- SALARY** : R882 042 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service).
- CENTRE REQUIREMENTS** : Pietermaritzburg
The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Anthropology or Sociology or a related qualification coupled with 3 years junior management experience in an anthropology / Traditional Affairs environment Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Understanding and interpretation of relevant legislation, Understanding of Traditional Leadership and institutional matters, Sound working knowledge of the PFMA, Knowledge of IsiZulu, Zulu culture and customs, Ability to analyse policies and apply correctly , Comprehensive report writing skills, Planning, decision making and problem solving skills, Research methodology and presentation skills, Financial management, project management and control skills, Communication in vernacular language skills, Good communication skills (verbal & written) , Computer literacy in MS office, A valid code 8 drivers licence.
- DUTIES** : The successful candidate will be required to provide genealogical services in the recognition of traditional leadership with the following key responsibilities: Manage research on genealogical processes for the recognition of Amakhosi and Amabambabukhosi, Ensure that research is undertaken on customs and traditional rituals of various clans, Provide support during recognition and installation of Amakhosi, Provide advice and guidance to imindeni yobuKhosi, Manage the resources of the sub-Directorate.
- ENQUIRIES** : Ms KTB Ndlovu at Tel No: 033 3897560
- POST 18/275** : **DEPUTY DIRECTOR: MUNICIPAL CAPACITY OPERATIONS & IMPLEMENTATION REF NO: 32/2022 (CD)**
Chief Directorate: Capacity Development
Directorate: Capacity Operations and Implementation
- SALARY** : R882 042 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service).
- CENTRE REQUIREMENTS** : Pietermaritzburg
The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 qualifications as recognised by SAQA in HRM / HRD / Public Administration/ Public Management or a related qualification coupled with 3 years junior management experience in the public or local government sector in training; human resource development or capacity building field. Essential Knowledge, Skills And Competencies The successful candidate must have: - Knowledge of planning, Knowledge of team development, Knowledge of decision management, Knowledge of problem solving , Planning and team development skills, Decision making and problem solving skills, Good communication skills (verbal & written), Computer literacy in MS office, valid code 8 driver's licence.
- DUTIES** : The successful candidate will be required to develop and maintain capacity building systems with the following responsibilities, Implement and assess the impact of the performance of external capacity resources on the Province, Municipalities and Traditional Institutions, Monitor the learnership programmes, Assess and monitor the impact of training programmes implemented, Compile capacity status reports, coordinate capacity building programmes in various districts assigned.
- ENQUIRIES** : Ms S.B. Sewpersadh at Tel No: 033 355 6561
- POST 18/276** : **PROJECT MANAGER: PROJECT MANAGEMENT REF NO: 33/2022 (MI) (X2 POSTS)**
Chief Directorate: Municipal Infrastructure
Directorate: Infrastructure Development
- SALARY** : R882 042 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Pietermaritzburg

- REQUIREMENTS** : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Civil Engineering coupled with 3 years' junior management experience in the contract management environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge and understanding of the structure and functioning of government, project life cycle costing and cash flow management, Knowledge of relevant (municipal grant and infrastructure development) policies, Knowledge of supply chain management , Knowledge of labour intensive construction methodologies , Financial management skills, Analytical and problem solving skills, Information management and reporting skills, Planning, presentation and leadership skills, Innovation skills, Strategic planning and research skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 driver's licence.
- DUTIES** : The successful candidate will be required to manage infrastructure development programmes and project management with the following key responsibilities:-Manage implementation and co-ordination of municipal infrastructure development programmes, Support municipal project management, Infrastructure project business planning, Monitoring and evaluation of infrastructure development projects, Support financial management of infrastructure development programmes, Support reporting on infrastructure development programmes, Manage district capacity building programmes, Manage resources of the component.
- ENQUIRIES** : Ms C Jama at Tel No: 033 8975672
- POST 18/277** : **DEPUTY DIRECTOR: INVESTIGATIONS REF NO: 35/2022(MAG)**
Chief Directorate: Municipal Administration & Governance
Directorate: Municipal Investigations
- SALARY** : R882 042 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 as recognised by SAQA in Auditing /Finance /Law or a related qualification and a qualification as a certified Fraud Examiner by the Association of Certified Fraud Examiners, coupled with 3 years junior management experience and 5 years' experience as an investigator in an investigation environment. Furthermore, the candidate must be cleared in terms of National Security Clearance. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Extensive knowledge and understanding of the Prevention and Combatting of Corrupt Activities Act, the Public Service Act, the Municipal Finance Management Act and Local Government Legislation, Investigative and research skills, Planning, decision making and problem solving skills, Interpretation and application of legislation and policy skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 drivers licence.
- DUTIES** : The successful candidate will be required to execute forensic investigations within municipalities with the following key responsibilities: Manage the resources of the unit, Undertake investigations, Make recommendations on further forensic investigation to the MEC, Give evidence in civil recovery, criminal and disciplinary cases, Advise municipalities on investigative processes, Manage investigations undertaken by external teams, Approve investigation plans.
- ENQUIRIES** : Ms S Govender at Tel No: 033-355 6234
- POST 18/278** : **DEPUTY DIRECTOR: MUNICIPAL ADMINISTRATION REF NO: 36/2022 (MAG)**
Chief Directorate: Municipal Administration & Governance
Directorate: Municipal Administration
- SALARY** : R744 255 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Pietermaritzburg (Head Office)
- REQUIREMENTS** : The ideal candidate must be in possession of a Bachelor's Degree or NQF7 level qualification as recognised by SAQA in Public Administration/Management/Local Government or a related qualification coupled with 3 years' junior management experience in a public sector/local government/organisational development/ HR environment. Essential

Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of Public Finance Management Act, Knowledge of Public Service Regulations Act, Knowledge of Systems Act and Regulations, Knowledge of Municipal Structures Act, Knowledge of Municipal Financial Management Act , Knowledge of Local Government legislation, Knowledge of Ordinances, Knowledge of Treasury regulations and Occupational Health and Safety Act, Knowledge of Office Management and Archives Act, Knowledge of project management, Management, planning and organising ability skills, Leadership and strategic planning skills, Decision making, time management and problem solving skills, Financial management skills, Good communication skills (verbal & written), Computer literacy in MS office , A valid code 8 driver's license.

DUTIES : The successful candidate will be required to support efficient municipal administration with the following key responsibilities:- Ensure support to municipalities on human resource management, including organisational development/staff establishments and recruitment processes, Ensure support to municipalities on administrative statutory obligations, Ensure support to municipalities with regard to corporate support services, Develop policies, strategies and procedures aimed at improving service delivery within the municipal administration field, Manage the resources under your control.
Ms A Reddy at Tel No: 033 3556474/5

ENQUIRIES

POST 18/279 : **DEPUTY DIRECTOR: CONFLICT MANAGEMENT AND DISPUTE RESOLUTION REF NO: 37/2022 (TGCM)**
Chief Directorate: Traditional Governance and Conflict Management
Directorate: Conflict Management and Dispute Resolution

SALARY : R744 255 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 qualification as recognised by SAQA in Business Administration/Management or Public Administration/ Management/ Human Resource Management/ Labour Relations coupled with 3 years' junior management experience in the dispute resolution and conflict management environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of Legal prescripts that guide Traditional Institutions and Zulu custom and cultures plus knowledge of legal prescripts used, Knowledge of prescripts that guide Public sector, Knowledge of Traditional Affairs policies, Understanding of Traditional Institution, Knowledge of dispute resolution, management of conflict and project management, Knowledge of research methodology, Planning and project management skills, Team development, decision making and presentation skills, Leadership, networking and organising skills, Research skills, Good communication skills (verbal & written) , Computer literacy in MS Office, A valid code 8 driver's licence.

DUTIES : The successful candidate will be required to oversee good governance and facilitate conflict management within the traditional sphere of governance with the following key responsibilities: -Manage investigations of disputes within the traditional sphere of governance, Manage projects with regards to conflicts management and dispute resolution (training and development / awareness workshops, recognition of traditional leaders, database, etc.), Attend to all Traditional institutional legal disputes wherein the department is cited, Develop policies and strategies on conflict management and dispute resolution aimed at improving service delivery, Manage resources of the Sub-directorate.

ENQUIRIES : Mr E Mthiya at Tel No: 033 8975606

POST 18/280 : **DEPUTY DIRECTOR: TRADITIONAL FINANCIAL ADMINISTRATION REF NO: 39/2022(F)**
Chief Directorate: Finance
Directorate: Traditional Financial Administration

SALARY : R744 255 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 qualification as recognised by SAQA in Financial Management or a

related qualification coupled with 3 years' junior management experience in a financial management environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of policy analysis and development ,Knowledge of financial management, Knowledge of Treasury Regulations, Knowledge of PFMA and and Public Service Act and Regulations, Communication and presentation skills, Team development, decision making and problem solving skills, Organising and coordination of meetings skills, Policy development skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 drivers licence.

DUTIES : The successful candidate will be required to manage comprehensive payment administration system for the Department with the following key responsibilities: Manage the financial control processes of the Traditional institutions, Manage the payment and recording of financial obligations of the traditional institutions, Attend to financial administration queries/enquiries, Develop policies and strategies aimed at improving service delivery, Manage the resources of the sub-directorate.

ENQUIRIES : Mr B Cele at Tel No: 033 2608017

POST 18/281 : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: 402022 (HRMD)**
Chief Directorate: Human Resource Management and Development
Directorate: Labour Relations

SALARY : R744 255 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 qualifications as recognised by SAQA in Human Resource Management/ Labour Relations Management or a related qualification coupled with 3 years junior management experience in the labour relations environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of Labour Relations Act, Knowledge of Public Service Act and Regulations, Knowledge of rules of the General Public Service Bargaining Council (GPSBC) also know the DPSA Guidelines and Circulars, Knowledge of collective agreement and bargaining structure, Knowledge of departmental policies, Negotiation, dispute resolution and facilitation skills , Good communication skills (verbal & written) , Computer literacy in MS office, A valid code 8 drivers licence.

DUTIES : The successful candidate will be required to manage labour relation matters with the following responsibilities, Development and implementation of Labour Relations Policies, Codes and Practices, Management of grievances and dispute resolution mechanisms, Manage discipline processes, Facilitate collective bargaining, Represent and attend to labour disputes that have been referred to the bargaining council, Management of the sub-directorates resources.

ENQUIRIES : Ms S Zondi at Tel No: 033 260803

POST 18/282 : **DEPUTY DIRECTOR: TRANSPORT REF NO: 51/2021 (CD)**
Chief Directorate: Corporate Services
Directorate: Auxiliary Services

SALARY : R744 255 per annum, (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualifications as recognised by SAQA in Ppublic Administration/ Business Administration/ Public Management or related qualification coupled with 3 years junior management experience in the transport environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Understanding of relevant legislation, Knowledge of project management, Knowledge of fleet management, Management and planning skills, Leadership and team development skills, Decision making and problem solving skills, the ability to organise, Financial management skills, Good communication skills (verbal & written) ,Computer literacy in MS Office , A valid driver's licence.

DUTIES : The successful candidate will be required to provide a transport management service to the Department with the following responsibilities Manage the

- operation of official vehicles Manage the process of subsidized vehicles
 Manage the provision of technical services Manage the provision of input of
 policies and guidelines Manage the resources of the sub-directorate.
 Ms Z Mtshali at Tel No: 033-260 8028
- ENQUIRIES** :
- POST 18/283** : **ENGINEER WATER REF NO: 34/2022 (MID) (X2 POSTS)**
 Chief Directorate: Municipal Infrastructure
 Directorate: Infrastructure Development
- SALARY** : R728 829 - R1 106 814 per annum, (OSD)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Civil Engineering coupled with 3 years post qualification engineering experience and a valid code 8 driving license. Registration with ECSA as a Professional Engineer is a prerequisite. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: A sound knowledge and understanding of policy analysis, Knowledge of legislation (MPRA, MFMA, Municipal Systems Act), Knowledge of engineering design and analysis, Knowledge of research and development, Knowledge of computer-aided engineering applications, Knowledge of legal compliance, Knowledge of technical report writing, Ability to create a high performance culture, Good professional judgement, Decision making and team leadership skills, Conflict management, problem solving and analysis skills , Planning, organising and presentation skills, Innovation, analytical and creativity skills, Self-management and financial management skills, Customer focus and responsiveness skills, People and change management skills, Programme and project management skills, Information management and reporting skills, Good communication skills (verbal & written), Computer literacy in MS Office.
- DUTIES** : The successful candidate will be required to perform all aspects of varied innovative and complex engineering and facilitate municipal infrastructure development programmes and projects with the following key responsibilities: Design new systems to solve practical engineering challenges, improve efficiency and enhance safety, Conduct research and development, Perform office administration and budget planning, Manage the effective utilization of resources.
- ENQUIRIES** : Ms C Jama at Tel No: 033 8975672
- POST 18/284** : **ASSISTANT DIRECTOR: MUNICIPAL ADMINISTRATION REF NO: 41/2022 (MAG) (X2 POSTS)**
 Chief Directorate: Municipal Administration & Governance
 Directorate: Municipal Administration
- SALARY** : R477 090 per annum (Level 10)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 qualification as recognised by SAQA in Public Administration/Management/Local Government or a related qualification coupled with 3 years' administrative experience in a public sector/local government/organisational development/ HR environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of policy analysis, Knowledge of project management, Knowledge of relevant legislation, Planning and organising skills, Time management and development skills, Decision making and problem solving skills, Management of finances skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 driver's license.
- DUTIES** : The successful candidate will be required to support efficient municipal administration with the following key responsibilities: Assist with support to municipalities on human resource management, including organisational development/staff establishments and recruitment processes, Support to municipalities on administrative statutory obligations, Support to municipalities with regard to corporate support services, Assist with the development and implementation of policies, strategies and procedures aimed at improving service delivery within the municipal administration field, Management of resources, Provide guidance and advise to municipalities and stakeholders.
- ENQUIRIES** : Ms A Reddy at Tel No: 033 3556474/5

- POST 18/285** : **ASSISTANT DIRECTOR: FORENSIC AUDITS REF No: 42/2022(MAG)**
 Chief Directorate: Municipal Administration & Governance
 Directorate: Municipal Investigations
- SALARY** : R382 245 per annum (Level 09)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 qualification as recognised by SAQA in Auditing/ Policing/ Forensic Auditing or related qualification coupled with 3 years' experience in an investigation environment. Furthermore, the candidate must be cleared in terms of National Security Clearance. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Extensive knowledge and understanding of the Criminal Procedure Act, Prevention of Organised Crime Act, Public Service Act, law of evidence, the Municipal Finance Management Act and Local Government Legislation, Knowledge of application of legislation and policy planning , Project management, decision making and problem solving skills, Good communication skills (verbal & written) , Ability to manage and lead a team, Computer literacy in MS office, A valid code 8 drivers licence.
- DUTIES** : The successful candidate will be required to conduct forensic investigation services on behalf of the Department with the following key responsibilities: Undertake investigation at municipalities to establish irregularities, fraud corruption and quantity losses to determine culpability, Apply proactive measures to combat theft, fraud and corruption, Ensure the development and implementation of the fraud prevention plans, policies and procedures for municipalities, Conduct desktop investigations on cases of alleged corruption reported through the anti-corruption hotline regarding municipalities, Manage the resources under your control.
- ENQUIRIES** : Ms S Govender at Tel No: 033 355 6292
- POST 18/286** : **ASSISTANT DIRECTOR: TRADITIONAL ASSET MANAGEMENT REF NO: 43/2022 (F)**
 Chief Directorate: Finance
 Directorate: Supply Chain Management
- SALARY** : R382 245 per annum (Level 09)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 qualifications as recognised by SAQA in Supply Chain Management/Asset Management coupled with 3 years' administrative experience in a finance environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Sound knowledge of Supply Chain Management, Sound knowledge of PFMA, Treasury regulations, SCM and other financial prescripts, Functional knowledge of asset management, Knowledge of Public Service Act, Public Service Regulations and Labour Relations Act, Numeracy and report writing skills, Interpersonal and listening skills, Good communication skills (verbal & written), Intermediate skills, Computer literacy in MS office, A valid code 8 driver's license.
- DUTIES** : The successful candidate will be required to manage asset administration service in respect of traditional assets with the following key responsibilities: Ensure financial reconciliations (incl. adjusting entries) are undertaken of the asset register with the general ledger and financial statements, Manage the maintenance of all asset register and support of stock takes within the Traditional Institutions, Attend to financial administration of asset management , Facilitate the loss control procedure and effect correct journal entries on the LOCO system, Provide advice and guidance and input to policy , Supervise staff.
- ENQUIRIES** : Mr N Ludidi at Tel No: 033 2608023
- POST 18/287** : **ASSISTANT DIRECTOR: FINANCIAL ADMINISTRATION REF NO: 44/2022 (F)**
 Chief Directorate: Finance
 Directorate: Financial Administration Support
- SALARY** : R382 245 per annum (Level 09)
CENTRE : Pietermaritzburg

- REQUIREMENTS** : The ideal candidate must be in a possession of a Bachelor's Degree or NQF level 7 qualification as recognised by SAQA in Finance or related qualification, coupled with 3 years' supervisory and administrative experience in a financial environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of Policy analysis, Knowledge of project management, Knowledge of prescripts (PFMA, DoRA), Planning, decision making and problem solving skills, Team development skills, Financial management skills, Computer literacy (MS Word, Excel), A valid Code 8 drivers licence
- DUTIES** : The successful candidate will be required to manage the financial support processes of the Department with the following key responsibilities: Manage the processing of financial vouchers according to accounting policies processes and procedures, Manage financial transactions, Manage collection and banking of received funds (cashiers), Manage and develop staff.
- ENQUIRIES** : Mr B Cele at Tel No: 033 2608017
- POST 18/288** : **ASSISTANT DIRECTOR: FINANCIAL CONTROL REF NO: 45/2022 (F)**
Chief Directorate: Finance
Directorate: Financial Control
- SALARY** : R382 245.per annum (Level 09)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in a possession of a Bachelor's Degree or NQF level 7 qualification as recognised by SAQA in Finance or related qualification, coupled with 3 years' supervisory and administrative experience in a financial environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of Policy analysis, Knowledge of project management, Knowledge of prescripts (PFMA, DoRA), Planning, decision making and problem solving skills, Team development skills, Financial management skills, Computer literacy (MS Word, Excel), A valid Code 8 drivers licence.
- DUTIES** : The successful candidate will be required to manage the financial control processes of the Department with the following key responsibilities:- Manage the voucher control processes of the Department, Manage payroll control processes of the Department, Co-ordinate and manage queries from the Office of the Auditor-General, Manage and develop staff.
- ENQUIRIES** : Mr B Cele at Tel No: 033 2608017
- POST 18/289** : **ASSISTANT DIRECTOR: CHIEF WORK STUDY ANALYST REF NO: 46/2022 (HRMD)**
Chief Directorate: Human Resource Management & Development
Directorate: Organisational Design And Job Evaluation
- SALARY** : R382 245.per annum (Level 09)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 qualification as recognised by SAQA in Work Study/Management Services/ Human Resource Management/ and JE Certificate by DPSA/PALAMA/NSG coupled with 3 years' administrative experience in the work study/ job evaluation environment Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of Public Service Act and Regulations, Knowledge of PFMA, Knowledge of work study, Knowledge of job evaluation, Knowledge of procedures and methods, Research skills and financial management skills, Project management and facilitation skills, Information gathering and job analysis skills, Good communication skills (verbal & written), Computer literacy (MS Word, Excel), A valid Code 8 drivers licence.
- DUTIES** : The successful candidate will be required to provide and advice and make recommendations on organisational development and job evaluation with the following key responsibilities: - Provide organizational development, work study methods and change management , Provide Job Evaluation advice and services for the department, Facilitate the design of Job Descriptions, Research and analysis policies and procedures in the execution of duties, Exercise control of resources.
- ENQUIRIES** : Mr DM Cele at Tel No: 033 2608063

POST 18/290 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: 47/2022 (HRMD)**
Chief Directorate: Human Resource Management & Development
Directorate: Labour Relations

SALARY : R382 245 per annum (Level 09)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Human Resource Management/ Labour Relations Management or a related qualification coupled with 3 years' administrative experience in the Labour Relations environment and an overview in various Labour Relations fields/Misconduct/Grievance/Incapacity/Dispute Resolution processes. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of Labour Relations Act, Knowledge of Public Service Act, Knowledge of collective agreements and bargaining structures, Knowledge of departmental policies, Knowledge of Public Service Regulations, Negotiation, dispute resolution and facilitation skills, Innovation skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 drivers licence.

DUTIES : The successful candidate will be required to promote sound labour relations with the following responsibilities, Develop departmental Labour Relations strategy and policy, Provide advice and guidance in respect of labour issues, Manage dispute and grievance resolution mechanisms, Facilitate collective bargaining, Supervision of staff.

ENQUIRIES : Mr S Zondi at Tel No: 033 2608033

POST 18/291 : **ASSISTANT DIRECTOR: LABOUR DISCIPLINE & INVESTIGATIONS REF NO: 48/2022 (HRMD)**
Chief Directorate: Human Resource Management & Development
Directorate: Labour Relations

SALARY : R382 245 per annum (Level 09)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualifications as recognised by SAQA in Human Resource Management/ Labour Relations Management or a related qualification coupled with 3 years' administrative experience in the labour relations environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of investigation operating standards/procedures, Knowledge of Public Service Legislation, Knowledge of Code of Conduct , Knowledge of criminal codes, Acts and Regulations, Knowledge of internal discipline hearing procedures, Knowledge of applicable legislation in the field of investigations and discipline, Trial advocacy and report writing skills, Investigation and drafting of case files and presentation skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 drivers licence.

DUTIES : The successful candidate will be required to manage, undertake and coordinate discipline and investigation functions with the following responsibilities, Develop and maintain policies, Undertake investigations as assigned/allocated, Manage and assign case files/work assignments for investigations, Manage and monitor discipline cases, Verify charge sheets, Advise, guide and coordinate training on discipline and investigations procedures, Management of staff.

ENQUIRIES : Mr S Zondi at Tel No: 033 2608033

POST 18/292 : **ASSISTANT DIRECTOR: DISTRICT SUPPORT (UMGUNGUNDLOVU) REF NO: 49/2019 (CDWPP)**
Chief Directorate: Community Development Worker and Public Participation
Directorate: Community Development Workers and Rapid Response

SALARY : R382 245 per annum (Level 09)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 qualification as recognised by SAQA in Community Development /Social Science or a related qualification coupled with 3 years' administrative experience in a community development environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:-

Knowledge of dynamics, culture and language of targeted community, Knowledge of how government operates, Knowledge of human resource and financial management, Knowledge of project management, Knowledge of relevant legislation, Planning skills, Decision making and problem solving skills, Networking skills, Leadership and team work skills, Report writing skills, Employee development skills, Analytical and presentation skills, People management skills, Good communication skills (verbal & written), Computer literacy (MS Word, Excel), A valid Code 8 drivers licence.

- DUTIES** : The successful candidate will be required to manage the community development workers programme within the district with the following key responsibilities:- Convene regular meetings with CDWs for briefing and reporting purposes on progress problems experienced, Develop consolidated municipal and district analyses reports, Ensure smooth functioning of the Issue Management System within the district, Provide CDWs with relevant information on government programmes for communities to benefit, Manage the employment conditions and human resource management needs of CDWs.
- ENQUIRIES** : Ms F Makhanya at Tel No: 033 355 6503

DEPARTMENT OF HEALTH

It is the Department's intension to promote equity (race, gender and disability) through the filing of this post with a candidate whose transfer /promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

OTHER POSTS

POST 18/293 : **MEDICAL MANAGER: MEDICAL SERVICES REF NO: OSI MED MAN 01/2022**

SALARY : R1 191 510 per annum. Other Benefits: all-inclusive packages, (This inclusive package consists 70% of Basic salary and 30% flexible portion that can be structured in terms of the applicable rules. Additional Benefits: Rural Allowances (18% of basic salary), Commuted Overtime subjected to the approval.

CENTRE : Osindisweni District Hospital, Verulam

REQUIREMENTS : Senior Certificate STD 10/Grade 12. MBCHB or equivalent qualification that allows registration with the HPCSA Council as an Medical Practitioner. Proof of current registration as an Medical Practitioner with HPCSA. A Minimum of 05 years' experience after registration as an Medical Practitioner.

DUTIES : Providing vision and strategic direction and inspire Medical services to deliver excellent district medical services. Providing management, support and supervision to all components in the Medical Department including family medicine services, Pharmaceutical services, Diagnostic imaging services, Social Work services, clinical psychology services and allied health services. Supervising and managing the provision, implementation and review of clinical management protocols, policies and procedures for clinical services and ensure that they are in accordance with the current statutory regulations and guidelines. Maintaining discipline in the Medical Department, provision of administrative services and ensuring control monitoring of the hospital budget. Providing quality care, assisting team members with quality assurance, quality improvement projects, morbidity and mortality reviews, monthly audits, and development of clinical guidelines and policies. Leading and managing the overall functions of clinical audit and governance to meet the combined objectives of excellence in health care and upholding of patients' rights. Facilitating the successful teamwork amongst all clinical disciplines to adopt a coordinated, synergistic, and consultative approach to the provision of health care. Overseeing the strategic development and implementation of each of the clinical programmes at the hospital and providing outreach services to the satellite PHC clinics. Perform clinical duties as per departmental requirements including after-hours and weekend calls services.

ENQUIRIES : Mr. J.N Shabane Tel No: 032 541 9201/06

APPLICATIONS : Applications to be forwarded to: The Chief Executive Officer, Osindisweni District Hospital, Private Bag X15, Verulam, 4340.

CLOSING DATE : 30 June 2022

POST 18/294 : **ENGINEERING CHIEF GRADE A REF NO: GS 7/22**
Component: Grey's Hospital: Engineering Services

SALARY : R1 058 469 per annum, all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE : Greys Hospital, Pietermaritzburg

REQUIREMENTS : Senior Certificate (Standard 10/Grade 12 or equivalent; Engineering degree (B Engineering/BSC (Engineering) or relevant qualification; Three years post qualification experience is required as a registered Professional Engineer; Compulsory registration with ECSA as Professional Engineer and valid driver's license(Code B/C); A Government Certificate of competencies in Mechanical or Electrical Engineering(since the installed power of electricity supply and boilers exceeds 300kw(OHS ACT 1983-General Machinery Regulations requires a certificated Electrical or Mechanical Engineer); and Proof of working experience in the form of a certificate of service endorsed by Human Resources Management Component/Department. Recommendation: Knowledge, Skills and Experience: Sound knowledge of all trades and engineering systems installed and used by the Health Institution; Effective internal and external communicator and knowledge of building structures; Sound knowledge of tender procedures or documents and evaluation of tenders; Sound knowledge of CAD drawing design experience would be an advantage; Strategic capability and leadership, problem solving and analysis and decision making skills; Programme and project management; engineering; legal and operational compliance; Engineering operational communication process; Maintenance skills and knowledge, and mobile equipment operating skills; Engineering design and analysis knowledge, research and development; Computer-aided engineering applications and creating high performance culture; Technical consulting and professional judgement; Technical leadership; creativity and knowledge of financial, human and labour relations management skills; Customer focus and responsiveness; communication and people management skills; Planning and organizing, conflict management and negotiation skills; and Change management and computer skills.

DUTIES : Management of engineering department and ensure that all engineering plants are functioning effectively through preventative maintenance, monitoring and by ensuring compliance with all regulations. Set engineering standards specifications and services levels according to organizational objectives to ensure optimum operational availability. Be available to be designated as the responsible person at a Tertiary Hospital in accordance with the terms and conditions of the Occupational Health and Safety Act (Act 85 of 1993) and regulations if so required. Compile and co-ordinate maintenance budgets and setting of priorities for maintenance work, including Minor New Work, Repairs and Routine work. Monitor and control all maintenance expenditure. Liaise with other Departments, such as, Department of Works, ensuring that the requirements of the institution are met. Provide a Hospital Engineering Service to the District Managers and Chief Executive Officer within the District. Ensure that proper training is provided to junior staff in carrying out their duties and to promote career development. Monitor and record all forms of energy resources consumed at the institution such as electricity, water, fuel and medical gases. Monitor implementation efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Ensure that all engineering plants are functioning effectively through preventative maintenance, monitoring and by ensuring compliance with all regulations. Provide technical consulting services for operation on engineering related matters to minimize possible engineering risks.

ENQUIRIES : Dr KB Bilenge Tel No: 033 – 897 3321

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, 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. 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** : 03 June 2022
- POST 18/295** : **MANAGER NURSING (LEVEL 3 HOSPITAL) REF NO: GS 6/22**
Component: Grey's Hospital: Nursing Management Services
- SALARY** : R963 723 per annum, all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE** : Greys Hospital, Pietermaritzburg
- REQUIREMENTS** : Senior Certificate (Standard 10/Grade 12) or equivalent; Diploma/Degree in Nursing or equivalent qualification (basic R425 qualification) that allows registration with the SANC as a Professional Nurse; Registration with the SANC as a Professional Nurse; Current registration (2022) with the SANC; A minimum of 10 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing; At least 5 years of the period referred to above must be appropriate and recognizable experience at management level; and Proof of working experience in the form of a certificate of service endorsed by Human Resource Management Component/Department. Recommendation: Knowledge, Skills and Experience: Working knowledge of the public sector policies, acts and regulations; Knowledge of Nursing Management and relevant policies, regulations and procedures; Knowledge and understanding of Human Resources and Financial Management practices; Knowledge of Labour Relations and Disciplinary procedures and processes; Sound Management, organization, interpersonal and problem solving skills; Good verbal and written communication skills; Mentorship and supervisory skills; and Computer literacy in Microsoft software packages.
- DUTIES** : Provide leadership and facilitate strategic planning, policy planning, development and implementation. Exercise overall control over nursing care, including information and implementation of nursing programmes, execution and evaluation thereof. Execute duties and function with proficiency, in support of aims and strategic objectives of the hospital and of the Department of Health. Demonstrate hospital's commitment to quality nursing care and ensure compliance with National Core Standards. Ensure control of the selection, recruitment and development of nursing staff. Ensure control of disciplinary matters, grievances and labour issues. Facilitate cost control in the utilization of both human and material resources. Advise the CEO and management team on norms and standards of Nursing Practices. Ensure that systems and processes are in place to support implementation of objectives. Facilitate clinical workshops and meetings to update nursing staff. Ensure compliance with all relevant legislations including the OHS Act. Submit verbal and written reports timeously to the CEO. Coordinate, facilitate and implement quality improvement initiatives and good governance.
- ENQUIRIES** : Dr KB Bilenge Tel No: 033 – 897 3321
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, 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. 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** : 03 June 2022
- POST 18/296** : **DEPUTY MANAGER NURSING (LEVEL 1&2 HOSPITAL) REF NO: OSI MAN NUR 02/2022**
- SALARY** : R856 272 per annum. Other Benefits: all-inclusive packages, (This inclusive package consists 70% of Basic salary and 30% flexible portion that can be structured in terms of the applicable rules. Additional Benefits: Rural Allowances (08% of basic salary)
- CENTRE REQUIREMENTS** : Osindisweni District Hospital, Verulam
: Senior Certificate STD 10/Grade 12. Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 09 years appropriate/recognizable experience in after registration as Professional Nurse with SANC in General Nursing. At least 04 years of the period referred to the above must be appropriate/recognizable experience at management level. Relevant experience in People Management, Financial Management Strategic Planning, Policy analysis and development. Delegation.
- DUTIES** : Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of Nursing care programs. Advocate and ensure the promotion of Nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, 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 the strategic direction of the component to ensure alignment with its business plans by participating in the development of the hospital strategic plan. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective health care. Ensure that efficient and most suitable work procedures are identified, developed and implemented to facilitate transformation of nursing services as well as restoration of nursing professionalism and work ethos. Facilitate and oversee the development of nursing operational/business plans to give strategic direction to the division by managing and coordinating the activities of the division.. Participate and represent the hospital at various forums. Liaise and coordinate with governmental, non-governmental institutions and other structures. Manage and utilize resources in accordance with relevant directives and legislation. Human, analyze staffing needs and develop a plan to meet the needs. Continuously review, explore and utilize opportunities for professional development to enhance professional knowledge. Financial, Formulate and manage the component's budget against its strategic objectives and ensure proper utilization thereof. Ensure that budget spending is maximized in line with strategic objectives. Ensure proper implementation of the budget by monitoring, projecting and reporting expenditure. Physical and Material, Initiate and identify ways of containing health care costs without compromising standards, Monitor and report on the utilization of physical equipment. Manage and control material resource and assets.
- ENQUIRIES APPLICATIONS** : Mr. J.N Shabane: Tel No: 032 541 9201/06
: Applications to be forwarded to: The Chief Executive Officer, Osindisweni District Hospital, Private Bag X15, Verulam, 4340.

- CLOSING DATE** : 30 June 2022
- POST 18/297** : **MEDICAL OFFICER ANAESTHETICS REF NO: MO-ANAES/03/2022 (X4 POSTS)**
 Department: Anaesthetics
 Re-advert, those who have applied previously should re-apply
- 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
 : Senior Certificate (Matric). MBCHB or equivalent qualification registered with the HPCSA. Current Registration with the Health Professions Council of South Africa, Independent practice. Candidates who have completed their period of registrar training but still awaiting specialist registration are also encouraged to apply. Experience: **Grade 1:** No experience required. The appointment to grade 1 requires 1 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:** Experience: 5 years appropriate experience as a Medical Officer 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 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:** 10 years appropriate 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 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. Recommendations: **Grade 1:** Diploma in Anaesthesia a recommendation. **Grade 2:** At least 3 years' experience in anaesthesia at registered training institutions and Diploma in Anaesthesia. **Grade 3:** At least 4 years' experience in anaesthesia at registered training institutions and Diploma in Anaesthesia. Knowledge, Skills, Training and Competencies: Knowledge and skills in Clinical Anaesthesia, including Emergency, Medical and Surgical Care and Acute and Chronic Pain. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, planning, organising, and decision-making and interpersonal skills. Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships.
- DUTIES** : Provide an anaesthesia service under appropriate supervision. Assist with management of patients with acute and chronic pain in the wards and Pain Clinic. Provide after-hours (nights, weekends, public holidays) onsite anaesthetic cover for the theatres and units based at IALCH within the commuted overtime contract. Assist with preoperative assessment of patients in the wards or in the pre-anaesthetic clinic. Maintain clinical, professional and ethical standards related to these services. Assist with auditing the activity and outcomes of service of the Anaesthetic Department. Be part of the multi-disciplinary team to optimise patient care and use of Human and other resources. Be actively involved in the departmental meetings and teaching programs. Participate in both academic and clinical administrative activities. Participation in commuted overtime is compulsory.
- ENQUIRIES APPLICATIONS** : Dr. L Cronjé Tel No: 031) 240 1804/5
 : 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 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** : 03 June 2022
- POST 18/298** : **MEDICAL OFFICER REF NO: MOPAEDSSURG/02/2022 (X1 POST)**
Department: Paediatric Surgery
- 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
: **Grade 1:** No experience required after completion of Community Service. Appointment to grade 1 requires 1 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 years appropriate experience as a Medical Officer 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 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. The appointment to Grade 3 requires a minimum of 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. MBCHB Degree. Current unrestricted registration with the Health Professions Council of South Africa as a Medical Practitioner. Recommendations: FCS Part I (primary exam) will be an advantage. At least 6 months post community service experience in surgery at MO level or above will be preferable. Knowledge, Skills, Training and Competencies Required: Knowledge and skills in Surgery, Paediatric Surgery or Paediatrics. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.
- DUTIES** : Assist with the provision and development of tertiary level Paediatric surgical care services as determined by the Head of Paediatric surgery at Inkosi Albert Luthuli Central Hospital. Participate in the delivery of Paediatric surgical services in Durban. Provision of outpatient services at Inkosi Albert Luthuli Central Hospital. Management of ward patients Inkosi Albert Luthuli Central Hospital. Provide initial resuscitative, peri-operative surgical care, operative surgical care and post-operative care of patients in the department of Paediatric Surgery. Ensure that the scientific principles of Paediatric Surgical care are maintained. 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. Perform after hour work as required.
- ENQUIRIES** : Dr AG Maharaj Tel No: 031 240 6571

- 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 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** : 03 June 2022
- POST 18/299** : **ASSISTANT MANAGER NURSING (M&E) REF NO: FNH02/2022**
- SALARY** : R571 242 per annum. Plus Other Benefits: 13th Cheque, Medical Aid and Housing Allowance Optional (Employee Must Meet Prescribed Requirements)
- CENTRE** : Fort Napier Specialised Psychiatric Hospital
- REQUIREMENTS** : Senior Certificate/Grade 12 or equivalent. Degree/ Diploma in Nursing and Certificate of Registration in Diploma Nursing Science. A minimum of eight (8) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing At least 3 years of the period referred to above must be appropriate/recognizable experience at Management level. Proof of Current registration with SANC. Code B drivers licence. Proof of previous and current experience endorsed and stamped by employer/s must be attached. Knowledge, Skills and Competencies Required Knowledge of legislative, policy and M&E Framework informing health services delivery. Knowledge of legislation and planning framework. Basic understanding of HR and Financial policies and practices. Basic understanding of the legislative framework governing the public service. Effective communication with supervisors, other health professionals and support services personnel and junior colleagues, including more complex report writing when required. Computer literacy to adequately manage information according to the requirements of the facility. Knowledge of hospital quality assurance and infection control practices. Knowledge of Health Facility functions and operations. Knowledge of DHMIS policy, SOP and relevant information system. Leadership, Management, planning, organizing and co-ordination skills. Knowledge of Data Management and M&E principles. Decision making skills. Ability to compile concise reports.
- DUTIES** : Administer an evidence/results-based monitoring and evaluation system in the institution as well as feeder facilities within the Provincial M&E Framework and monitor research activities in the institution. Implement the M&E framework at facility level and monitor implementation. Plan and co-ordinate the implementation and monitoring of data quality and quality assurance in service delivery. Ensure the development, review and maintenance of institution policies and protocols. Monitor and report on performance of all departments in the facility. Monitor compliance with implementing the M&E framework, Data Management Policy & SOP, Quality Assurance and Infection Prevention & Control policy guidelines. Analyse data obtained from the source and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed

performance and other reports. Coordinate functions of HIT (Health Information Team). Ensure information on births, morbidity and mortality reviews are conducted on a monthly basis. Ensure data is validated as per Data Management Standard Operating Procedures. Provide reports to the management and governance structure. Co-ordinate the drawing of Institutional plans which are aligned to annual performance plan and the District Health Plan in accordance with the hospital and governing laws. Participate in the DHP as well as DHER sessions. Ensure the efficient and effective utilization of resource allocated to the component, inclusive of the development of staff. Supervise staff and ensure compliance to the Performance Management Development pre-requisites. Co-ordinate and control activities of the component. Ensure that quality control systems are in place for use during inspection and auditing to provide objective evidence of findings when conducting audits in accordance with the hospital and governing laws. Monitor audit findings and ensure implementation of action plans. Ensure implementation of the total quality management framework and compliance to National Core Standards.

ENQUIRIES : Mrs TN Ngcobo Tel No: 033 260 4314
APPLICATIONS : Must Be Forwarded To: Human Resource, Fort Napier Hospital, PO BOX 370, Pietermaritzburg, 3200, Or Hand deliver to: 01 Devonshire Road, Napierville, Pietermaritzburg.

FOR ATTENTION : Miss SP Ndlovu (Hr Manager)
CLOSING DATE : 03 June 2022

POST 18/300 : **OPERATIONAL MANAGER (SPECIALTY STREAM) REF NO: FNH 01/2022 (X2 POSTS)**

SALARY : R571 242 per annum. Plus Other Benefits: 13th Cheque, Medical Aid Optional, Housing Allowance (Employee must Meet prescribed requirements)

CENTRE : Fort Napier Hospital
REQUIREMENTS : Senior Certificate/Matric Grade 12 Degree/Diploma in General Nursing plus post basic qualification in Psychiatry with a duration of at least one year accredited with SANC in terms of Government Notice No R212. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council in General Nursing of which 5 years must be appropriate /recognizable experience after obtaining post basic qualification in Psychiatry (Advance Psychiatric Nursing). Certificate of registration as a post basic qualification in Psychiatric Nursing accredited by SANC. Current proof of registration with S.A.N.C (receipt) Knowledge, Skills, Training & Competences Required Good communication, leadership, interpersonal skills, conflict management and knowledge of labour relations and disciplinary process/procedures; Human Resource and financial management skills. Sound knowledge of disciplinary processes and grievance procedures. Knowledge of nursing care processes and procedures. Knowledge of Occupational Health and Safety, infection control, medical waste and risk assessment and Mental Health Care Act and team building and supervisory skills. Good communication, leadership, interpersonal and conflict management skills.

DUTIES : Manage and lead the unit in rendering efficient and professional nursing care as laid down by the Nursing Act. Engages in clinical assessment of Mental Health Care Users in a specialized psychiatric setting. Work effectively, co-operatively, amicably at supervisory level with person of diverse intellectual cultural racial or differences. Ensures provision of optimal, holistic, specialized care in accordance with laws and regulations relevant to nursing and health care in the Unit. Participates in training and research with a view to increase body of knowledge in a specialized psychiatric setting. Implement standards, practices, criteria and indicators for quality nursing practices. Maintain constructive working relationships with nursing and other stakeholders. Exercise control and account for expenditure by managing and monitor utilization of human, financial and material resources. Manage the disciplinary and grievance matters including monitoring and managing for absenteeism in terms of laid down policies and procedures. Maintain professional growth/ethical standards and development of self and personnel, by analyzing their needs, formulating and implementing the training and developmental strategies and monitoring its effectiveness in performance reviews i.e. EPMSD Participate in health promotion & illness prevention initiatives within the institution.

ENQUIRIES : Mrs. TN Ngcobo Tel No: 033 2604314

APPLICATIONS : Must be forwarded to: The Human Resource Manager Fort Napier Hospital PO
Box 370, Pietermaritzburg, 3200

FOR ATTENTION : Ms. SP Ndlovu

CLOSING DATE : 03 June 2022

POST 18/301 : **PROFESSIONAL NURSE SPECIALTY OPERATING THEATRE REF NO:
ITSH 03/2022**

SALARY : Grade 1: R388 974 per annum
Grade 2: R478 404 per annum
Other benefits: 12% rural allowance of basic salary, 13 cheque, housing allowance (employee must meet prescribed requirements and Medical Aid (optional))

CENTRE : Itshelejuba Hospital

REQUIREMENTS : **Grade 1:** Matric Senior Certificate (Grade 12). Degree/Diploma in General nursing or equivalent qualification that allows registration with the SANC as a professional nurse and midwife plus one (1) year post basic qualification in speciality (Diploma in Operating Theatre Technique). A minimum of four years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Proof of experience must be attached and verified by Human Resources. SANC Receipt for 2022 must be attached. **Grade 2:** Matric Senior Certificate (Grade 12). Degree/Diploma in General nursing or equivalent qualification that allows registration with the SANC as a professional nurse and midwife plus one (1) year post basic qualification in speciality (diploma in Operating Theatre Technique). A minimum of 14 years appropriate/ recognizable experience in nursing after registration with SANC in General Nursing and Midwife. At least ten years of the period referred to above must be recognizable experience in the specific Speciality after obtaining the relevant one (1) year Post Basic qualification required for the relevant speciality. Current registration with SANC as General Nurse, midwife and operating theatre. Knowledge, Skills, Training & Competencies Required: Knowledge of nursing care processes and procedures, nursing statuses and other relevant legal framework. Knowledge of public service regulation, Disciplinary Code, Human Resources policies. Hospital Generic and specific policies, financial and budgetary knowledge pertaining to the relevant resources under management. Knowledge and experience in implementation of Batho Pele Principles and Patients, Rights Charter, Code of Conduct. Ability to function well within a team, Good communication skills (verbal, written). Knowledge of national Core standards.

DUTIES : Provision of optimal, holistic specialized nursing care provided within the set standards i.e. Professional/legal. Maintain accurate and complete patient's records according to legal requirements. Compilation and analysis of statistics. Participate in auditing of clinical charts and develop QIPS. Participate in the implementation of National Core Standards, guidelines, protocols. Effective, Efficient and economical use of allocated Resources. Provision of effective support to Nursing Services. Assist in supervision and Development of staff. Participate in training and research and programmes EG. IPC, Quality assurance. Scrubbing for minor and major operations. Provide a safe, therapeutic and hygienic environment for patients, visitors and staff. To participate in the care of swabs and instruments in theatre. To provide immediate care to all patients who have been operated. To prepare for the operations ensuring smooth running of the theatre. Maintain professional Growth/ ethical Standards and self-Development. Promote good working relationships with multidisciplinary team. Ensuring the availability of necessary basic equipment and stock. Manage Resources.

ENQUIRIES : all enquiries should be directed to Ms JN Mthenjana Tel No: 034-4134000

APPLICATIONS : all applications must be addressed to Itshelejuba Hospital Private Bag x0047, Pongola, 3170 or hand delivery to Human Resource section.

NOTE : Advertisement and accompanying notes must clearly capture the requirements and drivers licence (Where applicable) 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 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. HR endorsed certificate of service/work experience(c) curriculum vitae with full record of service certified

copy of identity Documents not more than three months. Failure to comply with the above instructions will disqualify the applicants. 2. The reference number must be indicated in the column provided on z83. E.g. reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two month after the closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. It is the applicant's responsibility to have a qualification which is a requirement of the post, evaluated by South African Qualifications Authority (SAQA) and to provide proof of such evaluation on the application. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply.

- CLOSING DATE** : 10 June 2022
- POST 18/302** : **PROFESSIONAL NURSE SPECIALTY-ORTHOPEADIC REF NO: ITSH 04/2022**
- SALARY** : Grade 1: R388 974 per annum
Grade 2: R478 404 per annum
Other benefits: 12% rural allowance of basic salary, 13 cheque, housing allowance (employee must meet prescribed requirements and Medical Aid (optional))
- CENTRE REQUIREMENTS** : Itshelejuba Hospital (Out Patient Department)
: Senior Certificate/ Grade 12 or equivalent qualification. Degree/ National Diploma in General nursing and Midwifery. One year Post Basic Qualification in the Speciality- Diploma in Orthopedic Nursing. A minimum of four years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. SANC practice license for 2022 be attached. NB: Proof of current and previous experience endorsed by Human Resource Department must be attached. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable experience in nursing after registration as 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 the SANC in General Nursing. At least ten years of the period referred to above must be appropriate/recognizable experience in Orthopedic Nursing Speciality after obtaining the 1 year Post Basic qualification in relevant specially Knowledge, Skills, Training & Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Good communication skills, verbal and written leadership, interpersonal skills problem solving, conflict management and decision making skills. Co-ordination and liaison skills, Knowledge of public services policies Act, and Regulations, Knowledge of Labour Relations Act, disciplinary and grievances procedures, Knowledge of Nursing Act, Occupational Health and Safety Act of 1995. Knowledge and implementation of Batho Pele Principles, Patient's Rights Charter and Code of Conduct.
- DUTIES** : Provide comprehensive, quality nursing care to patients/clients in speciality unit in a cost effective manner. 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 organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including the awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele principles). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all national, provincial and professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff within the unit and give guidance. Order and monitor appropriate level of consumables. Ensure that equipment in the unit is adequate and is checked and in working order.

Provide for a safe, therapeutic and hygienic environment. Work effective and amicably at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate and understanding of Human Resource and financial management policies and procedures. Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient's records. To deliver quality nursing care to orthopedic patients in the ward, OPD and clinics. To offer patients by assessing, collecting interpreting information on orthopedic clients and prescribing interventions. Assist in the formulation of policies and procedures for nursing services and to ensure that this is keeping with the current statutory regulations, guidelines and code of ethics. To co-operate the multidisciplinary health team in the provision of quality holistic and individualized patient care. To facilitate experiential training for neophyte nurses allocated in the unit.

- ENQUIRIES** : all enquiries should be directed to Ms. JN Mthenjana Tel No: 034-4134000
- APPLICATIONS** : all applications must be addressed to Itshelejuba Hospital Private Bag x0047, Pongola, 3170 or hand delivery to Human Resource section.
- NOTE** : Advertisement and accompanying notes must clearly capture the requirements and drivers licence (Where applicable) 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 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. HR endorsed certificate of service/work experience(c) curriculum vitae with full record of service certified copy of identity Documents not more than three months. Failure to comply with the above instructions will disqualify the applicants. The reference number must be indicated in the column provided on z83. E.g. reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. It is the applicant's responsibility to have qualification which is a requirement of the post, evaluated by South African Qualification Authority (SAQA) and to provide proof of such evaluation on the application. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.
- CLOSING DATE** : 10 June 2022
- POST 18/303** : **MEDICAL SPECIALIST ANAESTHETICS REF NO: MEDSPEC SESS ANAES/02/2022(X1 POST)**
Department: Anaesthetics
- SALARY** : Grade 1: R532.00
Grade 2: R608.00
Grade 3: R706.00
Nature of Appointment: Sessional- not exceeding 12 months; subject to annual review No of sessions per week: 12 Sessions (Each Session is equivalent to 1 Hour) Hourly Rate Per Session
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Hospital
Experience: Medical Specialist **Grade 1:** Requires appropriate qualification plus registration with the Health Professions Council of South Africa. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. Medical Specialist **Grade 2:** Requires appropriate qualification, registration certificate plus 5 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology. Medical Specialist **Grade 3:** Requires appropriate qualification, registration certificate plus 10 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology. Senior Certificate (Matric). MBCHB or equivalent qualification registered with the HPCSA. FCA (SA) or MMed (Anaes) Plus. Current Registration with the Health Professions Council of South Africa as a "Specialist Anaesthesiologist". Candidates who

have completed their period of registrar training as registrars may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. Recommendations: Additional experience in providing a specialist service as a senior anaesthetist in the sub-specialty areas of Anaesthesia will be considered an advantage. Knowledge, Skills, Training and Competencies: Knowledge and skills in Clinical Anaesthesia, including Emergency, Medical and Surgical Care and Acute and Chronic Pain. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team. Proven management ability, sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships.

DUTIES

: Provide a specialist anaesthesia service on a sessional basis. Provide perioperative anaesthesia care for a variety of specialised and complex sub-disciplines within IALCH. Provide a consultative service and expert opinion on Anaesthesia related matters at IALCH within the staffing norms. Assist with preoperative assessment of patients in the wards or in the pre-anaesthetic clinic. Maintain clinical, professional and ethical standards related to these services. Comply with the guidelines, protocols and clinical audits, in the department as to optimise patient care in the theatres and wards with the resources available. Assist with auditing the activity and outcomes of service of the Anaesthetic Department. Be part of the multi-disciplinary team to optimise patient care and use of Human and other resources. Be actively involved in the Departmental undergraduate and post-graduate teaching programmes. Participate in both academic and clinical administrative activities.

ENQUIRIES

: Dr L Cronjé Tel No: (031) 2401805/1804

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 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

: 03 June 2022