

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

OTHER POSTS

<u>POST 24/164</u>	:	<u>HEAD CLINICAL UNIT (MEDICAL) REF NO: UMKH 07/2022</u> Component: District Clinical Specialist Team
<u>SALARY</u>	:	R1 754 739 per annum, (all inclusive package), consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Other Benefits: Rural allowance on claim basis.
<u>CENTRE REQUIREMENTS</u>	:	Umkhanyakude Health District Office Minimum Requirements for the post: Senior Certificate or Grade 12; Plus Appropriate specialist Qualification i.e. MBChB plus a Master's Degree in Family Medicine registrable with the Health Professions Council of South Africa (HPCSA); Plus Current proof of registration with the relevant professional statutory body; PLUS At least 5 years' experience as a Medical Specialist. Unendorsed valid Code B driver's license (code 08). Knowledge, Skills, Training and Competencies Required: Own clinical discipline. Relevant legislation, regulations and policies. Quality assurance and improvement programmes. Programme planning, and evaluation. Information management, Human resources and financial management. Leadership. Communication, Problem solving, Computer literacy, Stress tolerance. Self-confidence. Objective. Ethical. Emphatic.
<u>DUTIES</u>	:	General: Represent own specialist discipline as a member of District Clinical Specialist Team responsible for the delivery of quality health care for mothers, new borns and children at all levels within UMKhanyakude Health district. Promote equitable access to an appropriate level of care for all mothers, new-borns throughout the district. Maintain personal competency in own clinical discipline whilst ensuring that no more than 10- 20% of time is spent on clinical care at the regional or tertiary hospital. At least 80% of time to be spent on activities within the district. Overtime in local regional and tertiary hospital is optional coordination of quality, regular and reliable medical services in the PHC clinics and Community Health Centre for UMKhanyakude Health District. Support Service Delivery: Support clinics in local regional and tertiary hospitals with all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Provide Education and Training: Facilitate and participate in the development, training and mentorship under post-graduate medical, nursing and allied health professionals; this may require involvement with local academic. Support Health Systems And Logistics: Work with the district management team to establish and maintain systems including surveillance, health information communication and referral guidelines and process to support the delivery of services. Provide support ensure appropriate infrastructure equipment resources and sundries for the provision of quality clinical care. Monitor and Evaluate Services: Initiate support and participate in risk management activities for patients (e.g. critical event analysis morbidity and mortality meetings) practitioner (e.g. infections control) and the organization (performance reviews). Initiate ,support and evaluation processes ,effective use of data and quality improvement cycles .Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes .Initiate support and participation in relevant research: this may require involvement with local academic. Collaborate, Communicate and Report Effectively: Foster effective community and relevant non- government organizations .Facilitate and ensure effective communication with all management structures within the district , the regional and tertiary hospitals as relevant as well as the provincial Department of Health .Present regular reports on activities, health services and programmes. Support Organisational Activities: Assist with strategic and operational and supervision of planning services with the district and or catchment area of the regional. Assist with the recruitment and management of relevant human resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. M.P Themba Tel No: 035 – 572 1328/90 to be forwarded to: The District Director: UMKhanyakude Health District Office, P/ Bag x 026, Jozini, 3969.

<u>FOR ATTENTION NOTE</u>	<p>: Mr. FG Cele: AD: Human Resource Manager</p> <p>: Directions to the candidates: The following documents must be submitted: The application <u>must include only</u> completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. NB: Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Certificate of service and service record) must be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. reference number UMKH 03/2022. NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications). Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department: We welcome applications from persons with disabilities.</p>
<u>CLOSING DATE</u>	<p>: 15 July 2022</p>
<u>POST 24/165</u>	<p>: <u>PRINCIPAL NURSING COLLEGE (SINGLE NURSING CAMPUS) REF NO: CJMNC01/2022</u></p> <p>Component: Charles Johnson Memorial Nursing Campus</p>
<u>SALARY</u>	<p>: R963 723 per annum, an all-inclusive package. Other Benefits: 12% Rural allowance, Medical aid (optional) and Housing allowance</p>
<u>CENTRE REQUIREMENTS</u>	<p>: Charles Johnson Memorial Hospital</p> <p>: Minimum Qualifications and Experience Requirements: Senior Certificate/Grade 12 Plus; Current registration (2022) with SANC as a General Nurse, Midwife/Accoucher Plus; Post -basic qualifications in Nursing Education and Nursing Administration/ Nursing Management/Health Service Management registered with the South African Nursing Council Plus; IN possession of an unendorsed valid RSA Driver's Licence Plus; A minimum of 11 (eleven) years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing Plus; At least 7 (seven) years of the above period must be recognizable experience in Nursing Education after obtaining post basic qualification in Nursing Education of which three (3) years must be relevant management experience in a Nursing Education Institution. Unendorsed valid driver's licence. Recommendations: One year Post Basic qualification – SANC regulation (R212) Masters' Degree in Nursing. Basic Computer Literacy (certificate required) NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer/s prior to the date of the interview. Knowledge, Skills and Experience: Possess knowledge of the relevant legislation, Acts, Prescripts and Policy Frameworks informing the area of operation. Have excellent communication skills (written & verbal) and presentation skills. In depth knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation monitoring and evaluation. Sound conflict and decision making / problem solving skills. Willingness to travel. Good research and analytical skills. Good managerial and interpersonal skills.</p>
<u>DUTIES</u>	<p>: Develops an integrated plan for all nurse training programmes in the Campus. Maintains all clinical records and reports of learners. Provides and manages all resources to facilitate learning and teaching. Maintains appropriate nursing standards based on current legislation and guidelines. Manages and controls the Campus Budget. Plans and implements theoretical and clinical instruction and evaluation of learners. Ensures control of discipline and deal with grievances in the Campus. Plans and implements student clinical</p>

accompaniment. Formulates and analyses policies and its enforcement. Monitors, evaluates and assesses Performance Management and Development of staff. Undertakes quality promotion programmes within the Campus. Develops reviews and implements the strategic plan of the Campus. Plans, facilitates and participates in Curriculum Development initiatives for the implementation of the New Nursing Qualifications. Plan, prepare and implement initiatives towards Campus accreditation for the New Nursing Programmes. Implement new nursing programmes. Liaises with relevant internal and external stakeholders on nursing education issues. Please note that due to financial constraints, no S&T and resettlement claims will be considered for payment to candidates that are invited for interviews. The contents of this circular minute must be brought to the notice of all eligible officers and employees on your establishment without delay. Institutions must notify all employees who qualify even if they are not in their normal places of work.

NOTE

: Directions to Candidates: The following documents must be submitted: Application for Employment Form (Form Z83 new version), which is obtainable at any Government Department OR from the website- www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application, but must submit the Z83 and a detailed Curriculum Vitae. The Reference Number must be indicated in the column provided on the Z83, e.g. CJMNC01/2022. Faxed and emailed applications will NOT be accepted. Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that due to a large number of applications we receive, applications will not be acknowledged. Communication will only be entered into with candidates that have been shortlisted. If you have not heard from us three (3) months after the closing date, please consider your application as being unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from South African Qualifications Authority (SAQA) to their application. Non-RSA Citizens/Permanent Work Permit holders must submit documentary proof together with their applications. (This department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department).

**ENQUIRIES
APPLICATIONS**

: Mrs SD Gumede Tel No: 033 940 4905, Vice Principal: KZN College of Nursing must be forwarded to: The Hospital CEO Charles Johnson Memorial Hospital, Private Bag X 5503, Nqutu, 3135.

**FOR ATTENTION
CLOSING DATE**

: AD Nkosi: Human Resource Manager
: 15 July 2022

POST 24/166

: **OPERATIONAL MANAGER NURSING (PHC) REF NO: DANCHC 03/2022 (X1 POST)**

SALARY

: Grade 1 R571 242 – R642 933 per annum. Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met

**CENTRE
REQUIREMENTS**

: Nellies Farm Clinic
: Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC .Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 9 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. Experience: A minimum of 9 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing, at least 5 years of the period referred to above must be appropriate / recognisable experience after obtaining the one year post basic qualification in Primary Health Care. NB: Applicants are required to submit proof of current and previous work experience/ Certificate of Service endorsed and stamped by Human Resources. Knowledge, Skills, Training and Competencies required for the post: Knowledge of nursing care processes and

procedures, nursing statutes, and other relevant legal frameworks such as Nursing Acts, Health Act, Occupational Health and Safety Act, Batho Pele principles, public service Regulations, Patient's Rights Charter, Labour Relations etc. Disciplinary code and Procedure, Grievance Procedure, Human Resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Leadership, organisational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programmes.

DUTIES

: Provision of optimal, holistic specialised nursing care with set standards and within a professional /legal framework. Participate in the implementation of the nursing plan (Clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (Quality of practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Provide direct and indirect supervision of all nursing staff/ housekeeping staff and give guidance. Ensure continuity of patient care on all levels e.g. work book, handover rounds. Ensure effective utilisation of human resources; material and physical resources efficiently and effectively. Render health services in the community by implementing Community Oriented Primary care. Compile monthly, quarterly statistics and other reports. Ensure proper usage of equipment and machinery.

**ENQUIRIES
APPLICATIONS**

: Mrs T.P. Magudulela Tel No: (034) 621 6217
 : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080.

**FOR ATTENTION
NOTE**

: Mrs DBP Buthelezi
 : Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae ONLY. 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. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of foreign qualification must attach an evaluation certificate from the South African qualifications authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof. Preference will be - African Male.

CLOSING DATE

: 22 July 2022

POST 24/167

: **OPERATIONAL MANAGER (SPECIALTY STREAM) REF NO: SMH 02/2022**
 Directorate: Clinical

SALARY

: R571 242 per annum, (plus 13th cheque, Medical Aid –optional, Housing Allowance (employee must meet prescribed requirements)

**CENTRE
REQUIREMENTS**

: Howick
 : Matric/Standard 10/Grade 12 or equivalent qualification. Degree/Diploma in 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. Certificate of registration as post basic qualification in Nursing Psychiatry. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which 5 years must be appropriate/recognizable experience after obtaining post basic

qualification. Current SANC receipt. Code B drivers license. Proof of previous and current experience endorsed and stamped by employer/s must be attached. Recommendation: Computer literacy. Degree/Diploma in Nursing Management will be an advantage. Knowledge, skills and competencies required: Good communication, leadership, interpersonal and conflict management skills. Conflict management and knowledge of labour basic qualification in Psychiatry (Advanced Psychiatry Nursing) Relations and disciplinary process/procedures. Human Resources 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.

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 healthcare 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. Participate in performance reviews i.e. EPMDs. Participate in health promotion and illness prevention initiatives within the institution.

ENQUIRIES APPLICATIONS

: Mrs ST Chule Tel No: 033 3306 146
 : The Human Resource Manager, Umgeni Specialized Psychiatric Hospital, Private Bag X23, Howick, 3290. Hand delivered applications may be submitted at the HR Office Admin Block, Howick, 3290.

FOR ATTENTION NOTE

: Mr BM Gwamanda
 : Applications should be submitted on amended form Z83 obtainable from any Public Service Department, and should be accompanied by a CV (previous experience must be comprehensively detailed) and copies of qualification certificates (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver's license (Certified copies of qualifications will be requested from shortlisted candidates only. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicants responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. Due to financial constraints, subsistence and travelling allowance will not be paid to candidates invited to attend the interview.

CLOSING DATE

: 18 July 2022

POST 24/168

: **OPERATIONAL MANAGER NURSING SPECIALTY: GRADE 1 REF NO: HRM 24/2022 (X1 POST)**
 Directorate: Operating Theatre

SALARY CENTRE REQUIREMENTS

: Grade 1: R571 242 – R642 933 per annum, (including benefits)
 : King Edward VIII Hospital (KEH) to be based at St. Aidens Hospital
 : Matric/Senior Certificate or equivalent qualification, Degree / Diploma in General Nursing and midwifery, Degree/Diploma in Operating Theatre, Current registration with SANC as registered nurse and midwife/accoucher, Current SANC receipt for 2022, A minimum of 9 years appropriate/recognizable

experience in Nursing after registration as a Professional nurse and midwife with SANC in General Nursing, At least 5 years of the above should be experience in Operating Theatre Unit after obtaining the 1 year post basic qualification in the relevant specialty, Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Recommendation: Computer Literacy. Knowledge, Skills, Training and Competencies Required: Leadership, management, planning, organizing and co-ordination skills, Knowledge of relevant Acts, prescripts, policies and procedures governing health care service delivery, clinical competencies and policy formulation, Sound knowledge of nursing care delivery approaches and scope of practice in the areas under their control, Sound knowledge of priority programs clinical guidelines, protocols, policies and procedures, Good communication, interpersonal, negotiation, decision making, problem solving, conflict management, counselling, teaching, mentorship and supervisory skills, Basic financial management skills, Knowledge of Code of Conduct, Labour Relations and related polices.

DUTIES

: Ensure adequate supervision of staff and provision of quality patient care in an efficient and cost-effective manner, Facilitate and strengthen implementation of health care services delivery policies, procedures, clinical guidelines, protocols, plans and strategies aimed at achieving service excellence, Participate and ensure implementation of Regulated Norms and standards, National Health Priorities, Ideal Hospital and Maintenance Realization, Batho Pele principles, quality improvement initiatives including national priority program plans, Identify staff training needs, ensure that effective development takes place and monitor performance thereof, Ensure that KZN priority objectives are met and demonstrate effective communication with staff, patients, colleagues and clinicians including report writing and presentation and ensure effective and efficient management and utilization of resources including staff, material, financial etc., Ensure proper and cost-effective utilization of all material resources, Exercise control of discipline, grievance and labour relations in terms of laid down policies and procedures, Participate in analysis, formulation, implementation and review of hospital and unit-standard operating procedures, standards and procedures, Take charge ship of hospital after hours in the absence of senior management, Ensure efficient data flow and information management and maintain client and staff satisfaction through setting and monitoring of service standards, Demonstrate adequate knowledge of Covid-19 protocols, Attend meetings held in the institution/outside, Co-ordinate in the Covid-19 Vaccine Rollout Program.

ENQUIRIES
APPLICATIONS

: Mrs. S.D. Pillay at 063 081 1045
: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013

NOTE

: An Application for Employment Form (Z83) and detailed Curriculum Vitae must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za 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 will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)

CLOSING DATE

: 15 July 2022

<u>POST 24/169</u>	:	<u>CLINICAL PROGRAMME COORDINATOR: (PHC TRAINER) REF NO: UMKH 05/2022 (X1 POST)</u> Component: PHC Development and Training
<u>SALARY</u>	:	R450 939 per annum, Plus 13 TH cheque, housing allowance, medical aid (optional) and rural allowance (conditions apply)
<u>CENTRE</u>	:	Umkhanyakude Health District Office
<u>REQUIREMENTS</u>	:	minimum requirements for the post: Diploma / Degree in General Nursing and Midwifery. Current registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate or recognizable experience in nursing after registration as a professional Nurse with the SANC in General Nursing. A valid code B driving license. Recommendation: One year post basic qualification in Primary Health Care. Knowledge, Skills and Competences Required: Depth understanding of Nursing legislation and related legal and ethical nursing practices. Basic understanding of human resource and financial practice and policies. Promote quality of nursing care directed by the professional scope of practice and standard as determined by the relevant Health facility. Good communication Skills. Presentation Skills. Basic computer literacy as support tool to enhance service delivery.
<u>DUTIES</u>	:	Coordinate the audit of clinical skills and the development of training plans for all clinical trainings in the district. Identify network with NGO's, Educational Departments and Municipal Health Bodies to assist in the request for quality care in the district. Arrange in conjunction with the Human Resource Development Unit for delegates to attend training courses. Monitoring and evaluating the training activities and measuring the outcomes of the district are training initiatives. Development and review of training curriculum aligned with changes in service delivery policies and feedback from the monitoring and evaluation component. Manage all resources allocated to the unit.
<u>ENQUIRIES</u>	:	Mr. B.P Fakude Tel No: 035-572 1328/90
<u>APPLICATIONS</u>	:	must be forwarded to: The Director: District Health office, UMKhanyakude Health District Office, P/ Bag x 026, Jozini, 3969
<u>FOR ATTENTION</u>	:	Mr. FG Cele: Human Resource Manager
<u>NOTE</u>	:	Directions to the candidates: The following documents must be submitted: The application <u>must include only</u> completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. NB: Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Certificate of service and service record) must be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. reference number UMKH 03/2022. NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications). Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department: We welcome applications from persons with disabilities.
<u>CLOSING DATE</u>	:	15 July 2022
<u>POST 24/170</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (ICU/HIGH CARE): GRADE 1 REF NO: HRM 25/2022 (X2 POSTS)</u> Directorate: ICU/High Care
<u>SALARY</u>	:	Grade 1: R388 974 – R450 939 per annum, (including benefits)
<u>CENTRE</u>	:	King Edward VIII Hospital (KEH) to be based at St. Aidens Hospital
<u>REQUIREMENTS</u>	:	Matric/Senior Certificate or equivalent qualification, Degree / Diploma in General Nursing, Registration with S.A.N.C. as a General Nurse and Critical

Care, One year Post Basic registration Degree/Diploma in Critical Care plus 4 years appropriate / recognizable registration experience as a General Nurse, Proof of current registration with SANC 2022, Proof of experience and/or certificate of service is compulsory and must have complete dates and months, Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Recommendation: Computer Literacy. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework, Good communication skills-verbal and written, Co-ordination and liaison skills, Problem solving skills, Demonstrate ethical nursing practices, professionalism, responsiveness, pro-activeness, accuracy and flexibility, and initiative, co-operation, and supportive and assertive conflict management and negotiation skills, Ability to work in a team.

DUTIES : Assist in planning/organizing and monitoring of objectives of the specialized unit, Provide a safe therapeutic environment for staff, patients and public, Provide direct and indirect supervision of all Nursing Staff and to give them guidance and ensure continuity of patient care on all level, Demonstrate effective communication with patients, families, multi-disciplinary team and other departments within the institution, Assist in record keeping and provide statistical information, Assist in orientation, induction, in-service, teaching of all staff, Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty., To assist with relief duties of supervision and act as junior shift leader, To partake in overall specialized unit functions, i.e. team building, Effective and efficient management of all resources, Maintain professional growth/ethical standard and self-development.

ENQUIRIES : Mrs. S.D. Pillay at 063 081 1045
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013

NOTE : An Application for Employment Form (Z83) and detailed Curriculum Vitae must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za 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 will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying).

CLOSING DATE : 15 July 2022

POST 24/171 : **CLINICAL LECTURER REF NO: BNC 01/2022 (X1 POST)**

SALARY : Grade1: R388 974 – R450 939 per annum
 Grade 2: R478 404 – R624 216 per annum
 Plus 13 Cheque, 12% Rural Allowance, Medical aid (Optional), Homeowners allowance (employee must meet the prescribed requirements)

CENTRE : Benedictine Hospital, Nongoma
REQUIREMENTS : Senior Certificate/Grade 12, A Diploma/ Degree in Nursing: General, Midwifery/ Psychiatric and Community, Post Basic qualification in Nursing Education registered with SANC, **Grade 1:** A minimum of four (4) years appropriate/ recognizable experience after registration as a Professional nurse with the South African Nursing Council, **Grade 2:** A minimum of fourteen (14) years appropriate/ recognizable experience after registration as a Professional Nurse with the South African Nursing Council of which 10 years of the period must be in Clinical Nursing and/ or Nursing Education after obtaining the 1 year post qualification, in possession of an unendorsed valid RSA Drivers licence (EB). Recommendation: Masters' Degree in Nursing, Basic computer course.

Knowledge, skills, training and competencies required: The incumbent of this post will report to the Principal of the Campus and will be responsible to coordinate, implement and monitor an effective and efficient Clinical training system, and such the ideal candidate must; Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation, have in-depth knowledge of procedures and processes related to nursing and nursing education, possess sound knowledge and understanding of nursing code of ethics and professional practice, Possess in-depth knowledge of teaching and clinical approaches, Have good research and analytical skills, Competence in conflict management and problem solving skills, Possess good communication and interpersonal skills, Willingness to travel.

DUTIES : Provide effective and efficient clinical training of nurse learners, Develop/ design, review and evaluate clinical evaluation tools, Coordinate clinical learning exposure of nurse learners between the Campus and clinical area, Implement assessment strategies to determine nurse learner's competencies, Exercise control over nurse learners, Implement the quality management system for the Nursing Education Institution, Help learners to integrate theoretical knowledge according to level of training in a real clinical situation, Evaluate learners performance knowledge and attitude continuously, Socialize learners into the nursing profession, Participate in the academic management of learner's experiential learning, Organize and maximize learning opportunities for learners.

ENQUIRIES : Campus Principal: Mrs. JF Zwane Tel No: 0358317107
APPLICATIONS : All applications should be posted to: The Campus Principal, Benedictine Campus, Private Bag x 5002, Nongoma, 3950. Hand delivered application may be submitted at Benedictine Campus Admin office, The Acting Registrar Academic Vryheid Main Road, Nongoma, 3950.

NOTE : Complete the most recent Z83 application form for employment obtainable from all Public Service Departments or from website – www.kznhealth.gov.za. The Z83 must be completed in full in a manner that allows a selection committee to assess the quality of the applicant. A detailed Curriculum Vitae (CV), The Reference number must be indicated in the column provided on the form Z83 e.g. ref number *BNC 01/2022*. Faxed and emailed applications will not be accepted. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed CV. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates Please note that communication will only be entered into with candidates that have been shortlisted. If you have not heard from us within two months after the closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance vetting, criminal clearance, credit records, citizenship), verification of Education qualifications by SAQA, verification of previous experience for employers and verification from the Company Intellectual Property Commission (CIPC), It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications Authority (SAQA) and to provide proof of such evaluation on application. People with disabilities should feel free to apply for the post. Failure to comply will result in the application not being considered. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.

CLOSING DATE : 22 July 2022

POST 24/172 : **LECTURER REF NO: BNC 02/2022 (X1 POST)**

SALARY : Grade1: R388 974 – R450 939 per annum
 Grade 2: R478 404 – R624 216 per annum
 Plus 13 Cheque, Medical aid (Optional), Homeowners allowance (employee must meet the prescribed requirements)

CENTRE : Benedictine Hospital, Nongoma
REQUIREMENTS : Senior Certificate/Grade 12, A Diploma/ Degree in Nursing: General, Midwifery/ Psychiatric and Community, Post Basic qualification in Nursing Education registered with SANC, **Grade 1:** A minimum of four (4) years appropriate/ recognizable experience after registration as a Professional nurse with the South African Nursing Council, **Grade 2:** A minimum of fourteen (14)

years appropriate/ recognizable experience after registration as a Professional Nurse with the South African Nursing Council of which 10 years of the period must be in Clinical Nursing and/ or Nursing Education after obtaining the 1 year post qualification, in possession of an unendorsed valid RSA Drivers licence (EB). Recommendation: Masters' Degree in Nursing, Basic computer course. Knowledge, skills, training and competencies required: The incumbent of this post will report to the Principal of the Campus and will be responsible to coordinate, implement and monitor an effective and efficient Clinical training system, and such the ideal candidate must; Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation, have in-depth knowledge of procedures and processes related to nursing and nursing education, possess sound knowledge and understanding of nursing code of ethics and professional practice, Possess in-depth knowledge of teaching and clinical approaches, Have good research and analytical skills, Competence in conflict management and problem solving skills, Possess good communication and interpersonal skills, Willingness to travel.

DUTIES : Provide quality education and training to student nurses, Coordinate clinical learning exposure of nurse learners between the Campus and clinical area, Implement assessment strategies to determine nurse learner's competencies, Support the mission and promote the image of the College, Ensure control over students, Implement the quality management system for the Nursing Education Institution, Coordinate theory and practical for student training, Develop and monitor the implementation of academic programs, Moderate tests and examination questions and marking guides, Moderate marking of tests and examination.

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NOTE : Complete the most recent Z83 application form for employment obtainable from all Public Service Departments or from website – www.kznhealth.gov.za. The Z83 must be completed in full in a manner that allows a selection committee to assess the quality of the applicant. A detailed Curriculum Vitae (CV), The Reference number must be indicated in the column provided on the form Z83 e.g. ref number *BNC 01/2022*. Faxed and emailed applications will not be accepted. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed CV. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates Please note that communication will only be entered into with candidates that have been shortlisted. If you have not heard from us within two months after the closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance vetting, criminal clearance, credit records, citizenship), verification of Education qualifications by SAQA, verification of previous experience for employers and verification from the Company Intellectual Property Commission (CIPC), It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications Authority (SAQA) and to provide proof of such evaluation on application. People with disabilities should feel free to apply for the post. Failure to comply will result in the application not being considered. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.

CLOSING DATE : 22 July 2022

POST 24/173 : **ASSISTANT DIRECTOR: HR LABOUR RELATIONS REF NO: HRM LAB. 01/2021**

SALARY : R382 245 – R450 255 per annum. Other Benefits: 13TH cheque, medical aid (optional) and housing allowance (employee must meet prescribed requirements)

CENTRE REQUIREMENTS : Ladysmith Regional Hospital
: An appropriate three (3) year tertiary qualification in Human Resource Management/Public Management/Labour Relations/Labour Law at NQF level

6 and / or Equivalent qualification (NQF level and Credits). Five (5) years' experience in Labour Relation of which three (3) years must be supervisory level. Computer literacy in MSWord, MS Excel and Power Point. Valid Driver's license. Proof of current and previous work experience endorsed by Human Resource Manager or delegated person. (Certificate of Service must be attached as proof of work experience). Knowledge, Skills and Experience Required: The incumbent must be willing to travel. Extensive knowledge in Public service prescripts and legislations, Human Resource Administration and Labour matters Policy formulation and implementation, planning and organizing. Knowledge of PERSAL, knowledge of reporting procedures. Research and Finance Matters. Management skills, Communication skills, organizing and planning, investigative and analytical thinking skills. Ability to develop new ideas that impact on existing methods, policies and understanding. Ability to diffuse conflict situation and maintain.

DUTIES : Implement and Monitor Policies, Procedures and processes to ensure: Effective and Efficient functioning of Institutional Management Labour Committees. Manage human, financial and all resources in the Sub – directorate, develop and manage Labour Relations Policies and Prescripts. Investigate, analyze special cases referred to the sub - component and identify risks, gaps and conduct in – service training and induction training. Manage and facilitate the grievance Resolution process and procedure. Manage and facilitate Misconduct cases. Represent the Employer during dispute resolution Processes, disseminate relevant and contemporary information on Labour Relations matters. Provide Specialist Labour Relation advice to all staff members and management.

ENQUIRIES : Mrs. M.Q. Khanyile Tel No: 036-6372111
APPLICATIONS : to be posted to: The Hospital CEO (Applications), Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370, OR Hand Delivered to: 36 Malcolm Road, Hospital Park, Ladysmith, 3370.

CLOSING DATE : 29 July 2022

POST 24/174 : **PERSONAL ASSISTANT TO HEAD CLINICAL DEPARTMENT (MEDICAL)**
REF NO: GS 28/22
 Components: Paediatrics & Child Health (X1 Post), Anaesthetics & Critical Pain Management (X1 Post)

SALARY : R261 372 per annum (Level 07), plus 13th cheque, medical aid (optional), homeowners allowance (employee must meet prescribed requirement).

CENTRE : Greys Hospital, Pietermaritzburg
REQUIREMENTS : Diploma/Certificate (higher than Senior Certificate but lower than Degree/National Diploma) Plus 3- 5 years' clerical /administrative experience. Recommendation: Prior secretarial experience in the medical field will be a distinct advantage. Experience working in the public sector will be an advantage. Unendorsed valid Code 08 driver's license advantageous. Knowledge, Skills and Experience: The incumbent of this post will report to the Head Clinical Department (HCD), and will be responsible to render administrative support and secretarial services to the HCD. The ideal candidate must have: Knowledge of/adhere to policies, practices and protocol, maintaining strict confidentiality. Sound knowledge and understanding of office management and secretarial function. Advanced computer knowledge (including MS Office, Intranet and Internet) with fast and accurate typing skills. Excellent communication/language skills in English, both written and spoken, with ability to express facts in a clear and logical manner (Command of another South African language advantageous). Organizational, time management, minute taking and report compilation skills. Telephone etiquette, people skills and conflict management skills. Ability to identify and handle confidential matters appropriately. Ability to work independently, problem-solve effectively and efficiently, without supervision when necessary, and remain calm and competent under pressure. Display attention to detail at all times, especially when key tasks are subject to timeframes and deadlines. A proactive, solution seeking approach to work, with ability to take responsibility/ownership of the post. Flexibility around working hours, if, and when necessary. Basic numeric ability (financial planning), procurement and project management knowledge.

DUTIES : Provide secretarial/receptionist and administrative support services to the HCD in a timeous and efficient manner. Ability to supervise and direct lower level staff (office interns and L5 admin officers) in order to maximize their productivity. Proactive and comprehensive management and coordination of

the HCD's diary/schedule and logistical planning issues, to ensure optimal productivity. Manage and coordinate all office activities including effective information and document flow, and standard office procurement/expenditure oversight. Provide specific administrative and secretarial support regarding meetings involving the HCD – preparation / minute taking / follow up action – liaison with internal and external stakeholders to promote good relationships and appropriate access. Maintain computer databases and records and administer the office document management system. Provide administrative support services to the HCD team when required. Operate standard office equipment (fax, photocopying, printing, scanning, digital camera, digital voice recording etc.). Make and manage conference calls via both Zoom and Microsoft Teams.

- ENQUIRIES** : Dr ME Morgan (Paediatrics post) Tel No: 033 897 3264
Dr Zane Farina (Anaesthetics) Tel No: 033 897 3413
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
- FOR ATTENTION NOTE** : Mrs M Chandulal
Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae. Please note that candidates who are short-listed will be required to perform a computer skills/typing test assessment, which will further contribute to the selection of candidates invited for the final interview process. The employment equity target for this post is: African Male, Indian Male, White Male, Coloured Male
- CLOSING DATE** : 15 July 2022
- POST 24/175** : **SUPPLY CHAIN CLERK (SUPERVISOR) (DEMAND MANAGEMENT) REF NO: GS 29/22**
Component: Supply Chain
- SALARY** : R261 372 per annum (Level 07), plus 13TH cheque, medical aid (optional), homeowners allowance (employee must meet prescribed requirement)
- CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg
Senior Certificate (Standard 10/Grade 12) or equivalent). A minimum of 3-5 years appropriate or recognizable supply chain management experience. Knowledge, Skills and Experience: Possess knowledge of legislative prescripts governing the Public Service e.g P.F.M.A, Treasury Regulations, and related acts. Good verbal and written communication skills. Possess technical knowledge of Supply Chain Management practices, directives, regulations and legislation. Sound knowledge of Warehouse/Logistic Management. Ability to work under pressure and team player. Good Organizational, planning, and team building skills. Ability to uphold confidentiality. Ability to plan, organize and meet deadlines. Computer Literacy with proficiency in Microsoft office Software applications, MS Word and Excel. Code 8 drivers license.
- DUTIES** : Responsible for Demand component. Develop and implement standard of performance in Demand component. Compile and submit the cash flow approval documents. Present documents to cash flow committee. Compile procurement plan for the institution. Assist end user with compilation of specifications. Conduct and analyze market research for goods and services. Attend site meeting when necessary. Assist with advertising of quotations. Implement risk management to prevent fraud and corruption. Assist with in house contracts and maintenance of contract register. Monitor staff performance through EPMDS. Planning and assigning work to Junior staff.
- ENQUIRIES** : Mrs B.G.Anderson Tel No: 033 897 3368
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
- FOR ATTENTION NOTE** : Mrs M Chandulal
Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae. The employment equity target for this post is African Male, Indian Male, White Male, Coloured Male
- CLOSING DATE** : 15 July 2022