

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

<u>POST 30/208</u>	:	<u>CHIEF EXECUTIVE OFFICER REF NO: G40/2022</u> Cluster Hospital Management Services
<u>SALARY</u>	:	R1 073 187 - R1 264 176 per annum (Level 13), (an all-inclusive salary package)
<u>CENTRE</u>	:	General Justice Gizenga Mpanza Hospital
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in a clinical related field, with a valid registration with the relevant professional body, A post graduate degree/ diploma in management. 5 years of experience at senior managerial level. Unendorsed valid Code B driver's licence (Code 08). Recommendation: Management experience at a Regional/Tertiary Hospital will be an added advantage. Knowledge, Skills, Training and Competencies Required: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, Programme and Project Management, Financial management, Management of people and empowerment. Progress Competencies: Service delivery innovation, knowledge management, Problem solving and analysis, Communication, Client orientation and customer focus.
<u>DUTIES</u>	:	Job Purpose To plan, direct, co-ordinate and manage the delivery of clinical and administrative support services in an effective an efficient manner, working with the key executive management team at the hospital and within the legal and regulatory framework, and government requirements, To represent the hospital authoritatively at provincial and public forums, To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans as well as the Department's strategies goals and Objectives. Financial Management: Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, financial planning, resource mobilization, including monitoring and evaluation; Ensure appropriate asset management and accountability of all assets of the institution; Identify strategic and operation risks and ensure that strategies are in place to address these, as well as monitor the progress; Maximize revenue through collection of all income due to the hospital. Facilities Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to for infrastructure planning and timeous maintenance of facilities and its equipment. Human Resource Management: Implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources; Promote a safe and healthy working environment through compliance with the Occupational Health and Safety Act, including occupational health and safety committees; Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital Board and other relevant oversight committees/bodies; Ensure the establishment of the relevant governance structures linked to clinical and non- clinical functions and responsibilities; Manage all the institutions risks and implement strategies to ensure optimal achievement of health outcomes.
<u>ENQUIRIES</u>	:	Mrs RT Dube Tel No: 033- 940 2499
<u>APPLICATIONS</u>	:	All Applications Should Be Forwarded To: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 Or Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower

**FOR ATTENTION
NOTE**

: Mr. A Memela
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV ONLY (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. **NB:** For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. **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.

CLOSING DATE

: 26 August 2022

OTHER POSTS

POST 30/209

: **MEDICAL MANAGER SERVICES GRADE 1 REF NO: VRH 05/2022**

SALARY

: R1 191 510 per annum, (an all-inclusive package). Other Benefits: R183 492.54 per annum Rural Allowance of 22% for basic salary and R443 612.00 per annum of Commuted Overtime

**CENTRE
REQUIREMENTS**

: Vryheid District Hospital (Medical Management Services)
Degree in MBCHB. Registration certificate with the HPCSA as an Independent Medical Practitioner. Proof of current registration with the HPCSA. Three (3) years' appropriate experience required after registration with the HPCSA as an Independent Medical Practitioner. Recommendation: Valid Driver's license. Computer Literacy. Knowledge, Skills, Training and Competencies Required: Policy formulation skills. Knowledge of current health and public service legislation and policies. Sound clinical knowledge, experience in the respective disciplines. Excellent human relations, communication skills, leadership and team building skills. Ability to develop policies. Computer literacy. Sound management, negotiation/ planning, organizing decision making interpersonal, conflict management and problem solving skills. Sound knowledge and clinical skills in medical disciplines and management skills. Good team building and leadership skills.

DUTIES

: To ensure co-ordination of various clinical and support services so that functions are performed within a multi-disciplinary approach to promote optimal patients care. To provide leadership to the medical / paramedical team and liaise with Senior Management Team on matters thereof. Ensuring that a full Primary Health Care (PHC) Package is provided with emphasis on newly introduced programs. Management of financial resources and ensuring cost effective services delivery. Participate in Human Resource strategies in the institution and ensure that development, training and continued education of

staff is achieved. To provide leadership in the development of maternal and Child Health Care, Oral and Dental services, Rehabilitative service, Pharmaceutical services as well as management of non-communicable diseases. Maintain optimal utilization of human resources and drive procurement of medical equipment. Performance management appraisals for all staff under the medical component. Ensure 24 hours 7 days a week medical coverage. Ensure establishment and functioning of the clinical and therapeutic committee. Participate in senior management and strategic activities as well as National Core Standards. Ensure medical coverage in all our fixed clinics. Conduct clinical audits and reviews, provide clinical governance and ensure hospital efficiency. Develop clinical protocol and policies for medical services and ensure that these are accordance with current regulations and guidelines. Promote effective communication and team approval within the entire medical component. Advise hospital management on all developments in the clinical component. Maintain discipline and deal with grievances and labour relations issues in terms of laid down policies and procedures in medical and allied Health sections. Formulate strategic plans in keeping with the requirements of the institution. Monitor and evaluate patient care delivery. Monitor and implement quality improvement plan. Perform clinical duties as the institution demands.

- ENQUIRIES** : Ms Nkonyane S (Chief Executive Officer) Tel No: 034 9822111 Ext 5911
- APPLICATIONS** : All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag x 9371, Vryheid, 3100
- FOR ATTENTION** : Mr SP Nene
- NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview and no resettlement fees will be considered for payment to the candidates who offered the positions. African Male are encouraged to apply due to employment equity target.
- CLOSING DATE** : 31 August 2022
- POST 30/210** : **MEDICAL SPECIALIST: RADIOLOGY REF NO: MEDSPEC RADIOLOGY/02/2022 (X1 POST)**
Department: Radiology
- SALARY** Grade 1: R1 122 630 per annum, (all-inclusive Salary package), excluding commuted overtime
Grade 2: R1 283 592 per annum, (all-inclusive salary package), excluding commuted overtime
Grade 3: R1 489 665 per annum, (all-inclusive salary package), excluding commuted overtime
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Senior Certificate (Matric). MBCHB or equivalent qualification registered with the HPCSA. Specialist qualification in Diagnostic Radiology. Current registration with the Health Professions Council of South Africa as a Specialist Radiologist. Fellowship certificate or diploma in interventional radiology .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 as a specialist. Recommendation: Additional subspecialty qualification in interventional radiology. Knowledge, Skills, Training and Competencies: Sound knowledge and experience in Diagnostic Radiology and Interventional Radiology. Interventional Radiology Experience Necessary. Ability to work independently with vascular and non-vascular interventional radiology procedures. Ability to teach and supervise interventional radiology to registrars and consultants. Ability to work with multidisciplinary team. General radiology skills (MRI, CT, US, Xray, Fluoroscopy, Mammogram reporting and procedures). Middle management skills. Research principles. Good administrative, leadership, decision making and communication skills. Computer Literacy.

DUTIES : Provide subspecialty service of vascular and non-vascular interventional radiology at Inkosi Albert Luthuli Central Hospital. Teaching and training radiology registrars and consultants how to perform interventional procedures. Provide general specialist radiology services, including perform, interpret and report radiological procedures and studies in the following modalities; MRI, CT, US, Xray, Fluoroscopy, Mammogram at Inkosi Albert Luthuli Central Hospital. Maintain clinical, professional and ethical standards related to these services. Training and supervision of medical officers and registrars working in the general radiology department. Provide expert opinion where required and consult with other clinical specialists on radiological procedures. Participate in the Quality Improvement Programmes of the Department. Conduct, Participate and assist in research. Participate in commuted overtime.

ENQUIRIES : Dr N. Dlamini. Tel No: (031) 240 2294/5
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. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 (Current) and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. 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 It is the shortlisted candidate'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 or before the date of the interview. 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 26 August 2022

POST 30/211 : **MEDICAL SPECIALIST: INTERNAL MEDICINE: GRADE 1 REF NO: HRM 22/2022 (X1 POST)**
 Directorate: Internal Medicine

SALARY : Grade 1: R1 122 630 - R1 191 510 per annum, (all-inclusive package)
CENTRE : King Edward VIII Hospital Complex (KEH)
REQUIREMENTS : MBCHB or equivalent, FCP (SA) OR equivalent PLUS Registration certificate as a Specialist with the HPCSA plus, Current registration with HPCSA (2022/2023), plus commuted overtime on Application Experience: None to less than 5 years' experience after registration with HPCSA as a Medical specialist. Recommendations: Computer literacy, sub-speciality interest, driver's license Knowledge, Skills, Training And Competencies Required: Management of

complex Internal Medicine patients, Excellent decision making, problem solving, leadership and mentorship skills, Sound medical ethics, Good communication skills and computer literacy, Accountability, flexibility, Orientation towards service delivery and Batho-Pele principals, Ability to develop and maintain quality improvement programs and policy documents, Participation in clinical governance (record and clinical audits, mobility and mortality meetings), Leadership in the departmental academic program, Active participation in specialist clinics, Ability to work as part of a multidisciplinary team.

DUTIES : The incumbent will report to the Head of Clinical Unit and will be responsible to fulfill the following requirements according to the policies of the Department i.e. clinical care, scholarship, administration and management, professionalism, clinical governance and research, To efficiently execute duties which support the aims and objectives of the Department of Medicine in providing specialist care for in patients in the Department of Medicine, To supervise the training of registrars, interns, medical officers and undergraduate medical students in Internal Medicine, To participate in and contribute to the research and outreach activities of Department of Medicine, To supervise Acute Medical Unit at King Edward VIII Hospital, To present at Monday morning meetings at IALCH division of Medicine, Actively participate in governance committees at KEH.

ENQUIRIES : Dr. N. Khuzwayo Tel No: 031 360 3854

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 only 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 : 26 August 2022

POST 30/212 : **MEDICAL OFFICER: RADIOLOGY REF NO: MO RADIOLOGY/2/2022 (X2 POSTS)**
Department: Radiology

SALARY : Grade 1: R833 523 per annum, (all-inclusive salary package), excluding Commuted overtime
Grade 2: R953 049 per annum, (all-inclusive salary package), excluding Commuted overtime
Grade 3: R1 106 037 per annum, (all-inclusive salary package), excluding commuted overtime

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital
MBCHB Degree, Current registration with the Health Professions Council of South Africa as an Independent Medical Practitioner. Completion of Community Service. Experience: **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 (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:** 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 (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. Skills, Knowledge, Training and Competency Required: Knowledge of Radiological Anatomy and Radiation physics and safety. Radiology related diploma, courses, certificates or seminars will be an advantage. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Completion of Community Service or one year as a Medical Officer in the case of Foreign Nationals. Post-registrar time Medical officers will not be considered for this application.

- DUTIES** : Provide an efficient, effective general radiological medical officer service to facilitate imaging of IALCH patients. Ensure optimal health care consistent with the guidelines of practice of Radiology as outlined by the South African Society of Radiologists. Take an active academic role and an active role in radiology training and research. Participation in commuted overtime is compulsory.
- ENQUIRIES** : Dr N. Dlamini Tel No: (031) 240 2294/5
- 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. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 (Current) and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. 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 it is the shortlisted candidate'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 or before the date of the interview. 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** : 26 August 2022
- POST 30/213** : **MEDICAL OFFICER: NEUROSURGERY REF NO: MO NEUROSURGERY/2/2022 (X1 POST)**
Department: Neurosurgery
- SALARY** : Grade 1: R833 523 per annum, (all-inclusive salary package), excluding Commuted overtime
Grade 2: R953 049 per annum, (all-inclusive salary package), excluding Commuted overtime
Grade 3: R1 106 037 per annum, (all-inclusive salary package), excluding commuted overtime
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
: MBChB Degree. Current registration with the Health Professions Council of SA as an Independent Medical Practitioner. Completion of Community Service. Experience: **Grade 1:** No experience required from South African qualified employees. One (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 (5) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Six (6) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills Training and Competencies Required: Candidates must be able to perform a detailed clinical assessment of patients with neurosurgical disorders and provide ongoing care of individual patients. Ability and knowledge of basic trauma resuscitation, including endotracheal intubation of patients is a requirement. Candidates with basic surgical experience and skills will be at an advantage. Previous surgical experience in a neurosurgery environment will be an advantage. Good communication skills and decision making. Demonstrate the ability to work as part of a team.

DUTIES

: Active participation in ward rounds and care of individual patients. Conduct patient management in the wards including both High Care and Intensive Care Unit and ensuring set standards are maintained. Participation in the academic programme of the Department of Neurosurgery. Operating theatre and outpatient clinic duties. The successful applicant will be required to perform after hours duties. Candidates are expected, when on call, to field many calls from referring doctors and after discussion with a senior doctor in the Department of Neurosurgery, advise the referring doctors appropriately. They must be able to carry out resuscitation of patients using ATLS principles. Candidates are required to participate in outreach activities of the department. Candidates are expected to perform administrative functions as directed by the Head of Department. Clerk all admissions and compile discharge summaries. Adhere to departmental treatment guidelines and policies. Maintain medical records, including morbidity and mortality presentations.

**ENQUIRIES
APPLICATIONS**

: Dr BC Enicker Tel No: 031 240 1134
 : 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. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 (Current) and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. 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 It is the shortlisted candidate'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 or before the date of the interview. 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

: 26 August 2022

POST 30/214 : **PHARMACIST REF NO: CL 06/2022**

SALARY : Grade 1: R703 773 per annum, (all-inclusive package)
Grade 2: R762 291 per annum, (all-inclusive package)
Grade 3: R833 523 per annum, (all-inclusive package)

CENTRE REQUIREMENTS : Clairwood hospital
Grade 12 / Matric, Degree in Pharmacy, Registration with South African Pharmacy Council as a Pharmacist, Current registration as a pharmacist with the SAPC (2022/2023), Relevant legislation applicable to Public Sector Pharmacy, Knowledge of Essential Medicine List, National, Drug Policy, Ideal Clinic, Good communicative, supervisory, conflict management, teambuilding and, interpersonal skills, Knowledge and experience of outpatients, inpatients and pharmacy stores in a public sector pharmacy, Computer literacy, Ability to prioritise and respond flexibly to changing demands, Commitment to service excellence together with innovative and analytical thinking based on sound ethical principles. Recommendations: Valid Driver's license, Primary Healthcare clinic supervision experience, Completion of at least 3 CPD entries by June 2022.

DUTIES : Supervision of staff and assist management with staff discipline, To provide an efficient and cost effective pharmaceutical service to inpatients, outpatients and clinics (including ARVs), Distribution and control of pharmaceuticals (including ward pharmacy and clinic visits) according to legislative requirements, Play an active role in clinical programmes eg. Antibiotic stewardship, Training of pharmacy personnel and other healthcare workers when required, Develop and revise policies and procedures if required, Liaise with other health professionals regarding drug information, 24 Hour on call duty on rotational basis, working after hours and overtime when required, Ensure stock control and security of pharmaceuticals, Implement and monitor Good Pharmacy Practice and Public Service rules and regulations, Monitor patients treatment and medicine usage through regular audits and maintain accurate patient records, Assist in exercising control over expenditure ensuring no wastage of resources, Manufacture and compound pharmaceutical products including prepacking and labelling of medication, Perform relevant research, collect data, analyse and present reports, Chargeship of pharmacy when required, Participate in CPD activities, hospital educational activities and if required clinical meetings.

ENQUIRIES APPLICATIONS : Ms. G Desai Tel No: 031 451 5000
Applications may be sent to: Clairwood Hospital, Private Bag X04, Mobeni, 4060 or Hand deliver: 1 Higginson Highway, Mobeni, 4060.

FOR ATTENTION NOTE : Human Resource Department
The contents of this Circular Minute must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal work place. Directions to candidates, the following documents must be submitted: Applications for employment are required to complete and submit Z83 form (Obtainable at any Government Department or from website – www.kzn.health.gov.za) and Curriculum Vitae (CV). Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. The reference number must be indicated in the column provided on the form Z83. Application for employment are not required to submit copies of qualification and other relevant documents on application but must submit Z83 form and detailed Curriculum Vitae (CV). The certified copies of qualification and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered. Please note that due to a large number of applications we envisage to receive, applications will not be acknowledged. However, should you not receive any response after two months of the closing date of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for this post. The appointment is subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC)

CLOSING DATE : 26 August 2022

- POST 30/215** : **OPERATIONAL MANAGER NURSING: SPECIALTY NURSING STREAM
PN-B3 (NEPHROLOGY) REF NO: OPMAN (SPEC NURS) HDU/1/2022**
Department: Haemodialysis unit
- SALARY** : R571 242 per annum, plus 13th cheque, Housing Allowance: Employee must meet prescribed requirements. Medical Aid: optional
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Degree/Diploma in General nursing plus 1 year post basic qualification (Nephrology Nursing). Current registration with SANC as General Nurse and in required field as indicated above. A minimum of 9 years appropriate recognisable experience in nursing after registration as a Professional Nurse with the SANC is required. At least 5 years of this period must be appropriate/recognisable experience in the Nephrology speciality after obtaining the 1-year post- basic qualification Nephrology Nursing. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Knowledge of IHRM (Ideal Health Realization framework) guidelines. Facilitate the implementation of Make Me Look like a Hospital initiatives. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs and expectations (Batho Pele and Patients' Rights charter). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the unit.
- DUTIES** : Work as part of a multi-disciplinary team to ensure quality health outcomes. Co-ordinates the renal program within the hospital. Ensures cost -effective, equitable and efficient utilization of human and material resources. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by Office of Health Standards Compliance and IALCH. Achieve hospital performance and provincial indicators for renal program at IALCH. Ensure compliance to professional and ethical practice. Work effectively and amicably at supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Ensure and facilitate implementation of healthcare standards as guided by the National Core Standard. Participates and facilitates implementation of priority programs of health department. Facilitates and supports continuous professional development and research within the unit. Manage data and information systems within area of work. Perform duties as allocated by the Assistant Manager-Nursing Speciality. Rotation within critical care domain will be implemented.
- ENQUIRIES** : Miss NO Mkhize Tel No: (031) 240 1063
- 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. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 (Current) and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. 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 It is the shortlisted candidate'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 or before the date of the interview. 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** : 26 August 2022
- POST 30/216** : **OPERATIONAL MANAGER NURSING (PHC) GRADE 1 REF NO: VRH 06/2022**
- SALARY** : R571 242 per annum. Other Benefits: 12% Rural Allowance of basic salary, Housing Allowance and Medical Aid Optional
- CENTRE** : Vryheid District Hospital (Bhekumthetho Clinic Services)
- REQUIREMENTS** : Diploma/Degree in General nursing that allows registration with South African Nursing Council as a Profession Nurse in General Nursing. One year post basic qualification in Primary Health Care Nursing. A minimum of 9 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 above must be appropriate/ recognizable experience in Primary Health Care Unit after obtaining post basic qualification in Primary Health Care. Current registration with the SANC as a Professional Nurse in 2022. Recommendation: Valid Driver's license. Computer Literacy Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Leadership, organizational, 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** : Provides primary health care Supervision, monitoring and evaluation of systems for the facility. Ensure clinical nursing practice by the team in accordance with the scope of practice and nursing standards as determined by Vryheid Hospital. Promotes quality of nursing care as directed by the professional scope of practice and standards in line with facility operational plan. Ensure effective performance management of staff in line with Employees Performance Management and Development policy of the department. Effective management of complaints, ideal clinic and norms and standards initiatives prioritization. Ensure effective utilization of resources allocated to the clinics in line with allocated budget including training and development of staff. Effective implementation of disciplinary code and procedures fairly and equally. Ensure effective records management and submission of monthly reports/stats accordingly. Ensure that risks and hazards are identified and dealt with accordingly in line with departmental imperatives. Oversee and provide a safe therapeutic environment in the clinics that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable. Conduct monthly clinical audits and quarterly audit meetings. Establish effective communication between clinics and hospital, other health professionals and relevant stakeholders. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the clinics adheres to the principles of Batho Pele. Assist in the development and implementation quality assurance programs, policies, operational plan, standard operating procedures and guidelines for clinics. Develop / establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention policies are implemented by clinics. Ensure implementation of departmental initiatives including provincial priorities. Ensure implementation of DHMIS and SOP in order to produce quality data.
- ENQUIRIES** : Ms Sibiya ATS (Assistant Manager Nursing PHC) Tel No: 034 9822111 Ext 5918
- APPLICATIONS** : All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag x 9371, Vryheid, 3100
- FOR ATTENTION** : Mr SP Nene

- NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview and no resettlement fees will be considered for payment to the candidates who offered the positions. African Male are encouraged to apply due to employment equity target.
- CLOSING DATE** : 31 August 2022
- POST 30/217** : **OPERATIONAL MANAGER NURSING (PHC) REF NO: ITSH 09/2022 (X3 POSTS)**
Re-advert, those who previously applied must re-apply
- SALARY** : R571 242 - R642 933 per annum. Other benefits: 13th cheque, Housing Allowance (employee must meet the prescribed requirement) 12% Rural allowance and Medical Aid (optional)
- CENTRE REQUIREMENTS** : Ncotshane, Tobolsk and Pongola Clinics
National Senior Certificate grade 12 or standard 10. Degree/National diploma in General Nursing and Midwifery plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as a General Nurse and Midwifery/ proof of payment must be attached (E- register / salary advice. A minimum of 7 years appropriate/ recognizable experience in nursing after registration as a professional nurse with SANC as general nurse and midwifery. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in the relevant specialty. Recommendations: A valid driver's license. Proof of computer literacy (certificate must be attached) knowledge on AYFS, NIMART training, ICRM programme will be added advantage. Diploma/Degree in Nursing Management and Administration. Knowledge, Skills and Competencies Required: Good management and analytical skills. Good communication leadership and interpersonal skills, problem solving skills, conflict management and decision making skills. Ability to work in a team. Knowledge of Public service acts, regulations and policies. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Knowledge and experience in implementation of Batho Pele Principles, Patients Right's Charter and code of conduct. Computer skills in basic programmes. Human Resources Management and Basic financial management skills.
- DUTIES** : Assist in planning, organising and monitoring of objectives of the facility. Manage all resources within the unit effectively to ensure optimum service delivery. Ability to plan and organize own work and that of support personnel to optimum service delivery. Monitor provision of quality comprehensive service delivery. Work as part of multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and multidisciplinary team. Monitor safe patient service and improve client satisfaction. Participate in the attainment of National Core Standard. Contribute to the realization of ideal clinic (ICRM) status norms and standards. Participate in the analysis and formulation of SOP for the facility. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Finance Management policies and procedures. Monitor and evaluate the care and management of all patients

through clinical audits. Supervise and monitor implementation and performance of PHC Re- Engineering/ Community based model. Monitor implementation and performance of indicators on daily, weekly, and monthly basis, provide feedback to management, analyses data and draw quality improvement plan and implementation thereof. Exercise control of discipline and any other Labour related issues in terms of the laid down procedures. Ensure complaint management is functional in the Clinic. Ensure functionality of the clinic committee programme so that community involvement and participation is achieved. Conduct Clinic open days. Monitor and evaluate employee's performance through EPMS for relevant staff. Ensure data management is done as per prescripts, daily capturing and monthly report. Ensure proper and optimal utilization of resources and exercise care over government property. Incumbent will be expected to work extended hours (overtime) including after hour on call. Demonstrate knowledge of clinical programme i.e. MCWH, HAST and NCD including all monitoring systems attached to each programme. Ability to access retrieves electronic report, analyse and use them to improve clinical care.

- ENQUIRIES** : All enquiries should be directed to Ms JN Mthenjana Tel No: 034 413 4000
- APPLICATIONS** : All applications must be addressed to Itshelejuba Hospital Private Bag x0047, Pongola, 3170
- NOTE** : Applications must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. 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. 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. 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. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.
- CLOSING DATE** : 26 August 2022
- POST 30/218** : **CLINICAL PROGRAMME CO-ORDINATOR MCCORD PEH / CPC/IPC/07/2022 (X1 POST)**
- SALARY** : Grade 1: R450 939 per annum
Grade 2: R522 765 per annum
Other Benefits: 13th cheque, Home owners allowance, Medical Aid and Pension (conditions apply)
- CENTRE** : McCord Provincial Eye Hospital, Overport
- REQUIREMENTS** : Senior Certificate. Diploma / Degree in General Nursing. Registration Certificate with SANC.as a Professional nurse. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC as a General Nurse. Current SANC Receipt. Proof of current experience endorsed by the Human Resource Department and or Certificate of Service for previous service/s.
- DUTIES** : Facilitate and oversee the development of an IPC operational plan to give strategic direction. Develop, implement, monitor and evaluate the Operational Plan and also provide feedback to Management. Ensure a functional infection prevention and control programme in the facility. Conduct IPC audits and monthly committee meeting and ensure a functional IPC committee. Develop a quality improvement plan, compile statistics and reports. Facilitate IPC surveillance of health care associated infections. Conduct active and passive surveillance. Investigate potential outbreaks and report on health care associated infections. Ensure that staff development and training takes place. Develop an IPC orientation and induction plan. Compile training schedules.

Observe disease outbreaks and conduct the necessary training. Analyze provincial policy imperatives with a view to develop and maintain institutional protocols and standards. Ensure that provincial guidelines are followed. Develop institutional protocols. Ensure dissemination of information and adherence to institutional IPC protocols. Knowledge, Skills, Training And Competencies: Knowledge on applicable legislation such as Health Act, Nursing Act, Occupational Health and Safety Act and Waste Management Act. High level of verbal and written communication skills. Must have good interpersonal relations. Computer literacy in word processing and spread sheet packages. Presentation Skills – assertive and diplomacy level of innovation and initiative.

- ENQUIRIES** : Mrs ZG Mlambo Tel No: 031268 5713
- APPLICATIONS** : can be posted to McCord PEH, PO Box 37587, Overport, 4067 or can be dropped off at the Hr Department at Sinikithemba building.
- FOR ATTENTION** : HR Recruitment
- NOTE** : Applications should be submitted on form Z83, which must be fully completed, from any Public Service Department OR from the website www.kznhealth.gov.za. Only shortlisted candidates will be requested to bring along certified copies on or before the interview. Updated Curriculum Vitae. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2020. Faxed documents will not be accepted. **NB:** Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews. Copies of qualifications and other relevant documents: Reference is made to Circular No.5 of 2021. 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. In order to alleviate administrative burden on Hr Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from short listed candidates only which may be submitted to Hr on or before the day of interview. Departments are required to consider including the matters articulated in paragraph 3 in advertisements and accompanying notes, going forward.
- CLOSING DATE** : 26 August 2022 at 15h00
- POST 30/219** : **MEDICAL OFFICER GRADES 1/2/3 (SESSIONAL X20 SESSIONS PER WEEK) (ANAESTHETICS) REF NO: PMMH/ANAES/SESS/01/2022 (X1 POST)**
- SALARY** : Grade 1: R410 800 per annum
Grade 2: R470 080 per annum
Grade 3: R544 960 per annum
Hourly Rates per Session (Not per annum)
- CENTRE** : Prince Mshiyeni Memorial Hospital – Anaesthetics
- REQUIREMENTS** : MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. (HPCSA) Proof of current (2022) registration as a Medical Practitioner with HPCSA. Recommendation: Experience in Anaesthesia Diploma in Anaesthetics Experience: Medical Officer **Grade 1:** No experience required. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognized 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. Medical Officer **Grade 2:** 5 years appropriate experience as a Medical Practitioner 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 recognized 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. Medical Officer **Grade 3:** 10 year's registration 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 recognized 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 Community Service doctors who are completing their service may also apply however the appointment of successful applicants will be subject to the provision of proof of HPCSA registration. Knowledge, Skills, Training and Competencies Sound clinical knowledge, competency and skills in a clinical domain. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently. Knowledge of current Health and Public Service Legislation, regulations and policies.

DUTIES : To execute prescribed duties and functions proficiently while maintaining the standard of patient care consistent with aims and objectives of the institution. Offer a comprehensive quality care service to patients. To work within the prescripts of current guidelines, protocols and policies To perform duties in accordance with departmental allocations.

ENQUIRIES : Dr RJ Ramjee Tel No: 031 907 8132

APPLICATIONS : Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060

FOR ATTENTION : Mrs J Murugan

NOTE : Please note that due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE : 02 September 2022

POST 30/220 : **PROFESSIONAL NURSE SPECIALTY OPERATING THEATRE REF NO: ITSH10 /2022)**
Re-advert, those who previously applied must re-apply.

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 **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 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** : Applications must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. 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. 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. 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. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.
- CLOSING DATE** : 26 August 2022
- POST 30/221** : **PROFESSIONAL NURSE SPECIALTY-ORTHOPEADIC REF NO: ITSH 11/2022**
Re-advert, those who previously applied must re-apply
- 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 (Out Patient Department)
- REQUIREMENTS** : 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 Orthopaedic Nursing. A minimum of four years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. 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 specialty. 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 off 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
APPLICATIONS**

: All enquiries should be directed to Ms. JN Mthenjana Tel No: 034-4134000
 : All applications must be addressed to Itshelejuba Hospital, Private Bag x0047, Pongola, 3170 or hand delivered to Human Resource Office.

NOTE

: Applications must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. 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. 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. 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 employment verification 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. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.

CLOSING DATE

: 26. August 2022

POST 30/222

: **ASSISTANT DIRECTOR: SYSTEMS REF NO: PCHC 04/2022 (X1 POST)**

SALARY

: R382 245 per annum. Benefits: 13th Cheque, Home Owner Allowance, and Medical Aid optional (Employee must meet prescribed policy requirements)

CENTRE

: KZN Health -Phoenix Community Health Centre

REQUIREMENTS

: Matric/Senior certificate/Grade12. Degree/Diploma in Public Management or Administration, 5 years' experience in systems environment of which 3years must supervisory experience in Systems management. Certificate of service of previous and current experience obtained and endorsed by Human Resource Department. Recommendation: Valid driver's licence, Advance computer knowledge and ability to use Microsoft Programmes. Knowledge, Skills, training and Competencies Required: Knowledge of and experience in General Administration, Patient Administration and Information Systems. Knowledge of relevant acts and regulations inclusive of Patience Fees Manual. Sound

Management, negotiation, inter-personal, decision making and problem solving skills, Working knowledge of the Basic Accounting Systems (BAS). Understanding of Information Technology and IT systems. Good verbal and communication skills, reporting skills, Computer literacy in MS Word and Excel. Ability to handle sensitive financial information in strictest confidence. Experience in budgeting, financial planning and analysis. Ability to multi-task and manage change with good time management skills. Policy formulation and analysis. Knowledge of PFMA and Treasury Regulations. Sound analytical and communication skills. Strong leadership and supervisory skills. Batho Pele principles and patients Right Charter, Labour Relations Act, Grievance procedure etc. Team building and good interpersonal relationship skills. Ability to work under pressure and meet demands of short timelines.

DUTIES

: Manage day to day functioning of systems unit at the clinic. Manage the following services, Telecommunication, Registry, Maintenance services, Cleaning services, Gardening services, Patient Administration, Security services, Laundry services, Transport services, Waste management services and Health and safety and administrative services at the Community Health Centre and PHC Clinic. Analyse alternatives for performing needed work including contracting out services and evaluate and recommends procedures / practices to improve operational efficiency. Ensure the effective, efficient and economical utilisation of resources allocated to the institution including the development of staff. Manage and supervise Human Resources under the systems component and ensure compliance with the Employee Performance Management and Development Systems (EPMDS). Develop, implement and monitor effective policies, protocols and practices. Oversee the provisioning of all hotel services provided by private companies to ensure compliance with service level agreements. Ensure compliance with Health & Safety and Disaster Management requirements by all staff members. Ensure that standby and emergency facilities are properly maintained. Ensure compliance with all statutory regulations and laws. Contribute as a member of a multidisciplinary management team towards the effective management of the CHC.

ENQUIRIES APPLICATIONS

: Dr. B.C.Badripersad (Chief Executive Officer) Tel No: 031-538 0806
 : Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe, 4300

FOR ATTENTION NOTE

: Mr V.S Mtshali
 : Direction to candidate: The application must include only 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. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 04/2022. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Males are encouraged to apply

CLOSING DATE

: 26 August 2022

POST 30/223

: **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: AD. SUPPLY 01/2021**

SALARY

: R382 245 – R450 255 per annum. Other Allowances: 13th Cheque, Medical Aid (Optional) And Housing Allowance (employee must meet prescribed requirements)

CENTRE REQUIREMENTS

: Ladysmith Regional Hospital
 : Senior Certificate (Grade 12) Plus Degree/ National Diploma in Supply Chain Management / Finance Management/Cost & Accounting /Public Management Business Management. A minimum of 3 to 5 years supervisory experience in Supply Chain Management environment. Valid Code B Driver's license (Code 8). NB: Certificate of service from previous and current employers is compulsory which is endorsed and signed by Human Resource Management as proof of working experience. Recommendation: Experience in a hospital environment Knowledge, Skills, Training And Competencies:-Knowledge of Treasury Regulations and Public Finance Management Act in respect of Supply Chain Management. Constitution of the Republic of South Africa (as amended). Public Service Regulations; Knowledge of Security Management Act; Occupational Health and Safety Act; Batho Pele. Promotion of Access of

- Information Act. Computer Literacy - Spreadsheets (MS Excel), word processing (MS Word), Presentations PowerPoint and Internet. Research and analysis, Report writing and general writing. Project Management, People Management, Information Management, Human Resource Management. Problem Solving, Decision Making, Risk Management.
- DUTIES** : Manage, evaluate and direct performance of supply chain management to ensure compliance with Departmental SCM Policy Framework, Treasury Regulations and Practice Notes. Ensure that acquisition of goods and services is in accordance with the hospital annual procurement plan. Prepare and analyze monthly reports related to supply chain management. Ensure effective and efficient Asset, Loss and disposal management processes. Ensure the effective, efficient and economic management of allocated resources of the Division. Identify SCM risk for the institution and implement appropriate mitigation mechanisms. Provide technical support to managers of the institution to ensure seamless SCM arrangement for acquisition, distribution and disposal of goods and services. Ensure implementation of compliance to National Core Standards and all other legislative requirements applicable to the post function.
- ENQUIRES APPLICATIONS** : Ms. X.L. Ntuli Tel No: 036 637 2111
 : 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.
- NOTE** : NB. The applicant must include only completed and signed 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 highest required qualification as well as a driver's license where necessary, will be only submitted by shortlisted candidates to HR on the day of the interview date.
- CLOSING DATE** : 02 September 2022
- POST 30/224** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: AD. ACCOUNT 01/2021**
- SALARY** : R382 245 – R450 255 per annum. Other Allowances: 13TH Cheque, Medical Aid (Optional) And Housing Allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Ladysmith Regional Hospital
 : Senior Certificate (Grade 12). Bachelor degree/ National Diploma in Financial Management/ Cost & Management Accounting/ Accounting Science, Taxation, Auditing (all with accounting as major subjects). A minimum of 3 to 5 years' supervisory experience in financial field. Valid Driver's License. NB: certificate of service from previous and current employers is compulsory which is endorsed and signed by human resource management as proof of working experience. Recommendations: Experience in Hospital environment. Computer literacy: Ms Office Package Knowledge, skills and competencies required Public Finance Management Act, Division of Revenue Act, Treasury Regulations and Practice Notes, Accounts Receivable and banking circulars, policies and standard operating procedures. Human Resource Management prescripts Management and organizational skills. Sound communication and supervisory skills. Knowledge of current Health and Public Service Legislation, Knowledge of departmental and transversal systems e.g. (PERSAL and BAS). Knowledge of Hospital Fees Manual. Understanding of the challenges facing the public health sector. Computer Literacy, Sound negotiation, planning, organizing, decision-making, Leadership, communication and conflict management skills.
- DUTIES** : Implement effective and efficient Management of Accounts Receivable. Implement effective and efficient Management of Banking of state monies. Implement effective and efficient General Ledger Management. Expenditure management and Journals. Debt Management and Suspense account. Ensure timeous submission of monthly returns, Quarterly and year monitoring reporting. Compile high quality CEO's financial management pack and present to senior management. Identify risks and institute control measures to minimize financial risks. Authorised transactions on BAS and ensure payment of supplies within 30 days. Conduct internal audit within SCM, Revenue and Expenditure Control section. Ensure the effective, efficient and economical management of allocated and utilisation resources. Develop, guide and nurture staff to enable mature and accountable financial management and

administration practices. Implement effective & efficient revenue enhancement strategies.

ENQUIRIES : MS. X.L. Ntuli Tel No: 036 637 2111

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

NOTE : NB. The applicant must include only completed and signed 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 highest required qualification as well as a driver's license where necessary, will be only submitted by shortlisted candidates to HR on the day of the interview date.

CLOSING DATE : 02 September 2022

POST 30/225 : **PUBLIC RELATIONS OFFICER REF NO: GTN 19/2022 (X1 POST)**

SALARY : R321 543 per annum. Other benefits: 13th cheque, Medical aid (optional), housing allowance (meet the requirements)

CENTRE : Greytown Hospital

REQUIREMENTS : Senior Certificate /Grade 12 National Diploma in Public Relations Management (NQF Level 6). Recommendations Valid Driver's licence, Computer literacy: Microsoft office software applications, two years recognizable experience in Public Relations environment. Knowledge, skills, Training and Competences required Excellent communication skills both orally and written. Excellent interpersonal relations skills. Computer skills. Presentation skills. Problem solving skills. Planning and decision making skills. Ability to plan and prioritize effectively and accordingly. Awareness of media different agendas. Initiative and creativity skills. Diversity Management skills. Honesty and integrity. Client orientation and customer focus.

DUTIES : Ensures effective management of internal and external communication and information within the institution. Assist in monitoring of quality assurance programmes. Assist with coordination of facility events, and promotes patients right. Assist with management of communications portfolio and media policy implementation within the facility. Ensures effective piloting and effective implementation of Batho Pele principles in the facility. Ensure that patient's complaints with reference to service delivery are dealt with accordingly. Strengthens relations links between the facility, CBO's, Clinics, internal and external stakeholders.

ENQUIRIES : Mrs B Dlomo Tel No: (033 4139 400)

APPLICATIONS : Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250.

FOR ATTENTION : Mr. P Shange

NOTE : Applications are not required to submit copies of qualification and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidates on or before the interviews. 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. The reference number (GTN 19/2022) must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify the applicants. Faxed and emailed 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 (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). Preference will be given to the following candidates as per Employment Equity target: Person with disability regardless of race and gender, African Male, Coloured Male. 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. Certified copies of Identity documents and, Senior Certificate, Evaluation Certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by the shortlisted candidates

to Human Resource office on or before the day of the interview date. NB: Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 26 August 2022
- POST 30/226** : **SENIOR HUMAN RESOURCE PRACTITIONER REF NO: ITSH12 /2022**
- SALARY** : R321 543 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)
- CENTRE** : Itshelejuba Hospital
- REQUIREMENTS** : Senior Certificate / Standard 10/ Grade 12, An appropriate Degree/Diploma in Human Science/Human Resource Management/Public Management, 1-2 years' experience in Staff/Labour Relations Component. Recommendations: Valid Driver's license (code B or above), PERSAL Certificate Knowledge, Skills, Training and Competencies Required: Broad knowledge and understanding of Human Resource Management legislations i.e. Labour ;Relations Act, Basic Condition of Employment Act, Grievance and Disciplinary ETC. Problem Solving Skill, Decision Making, Human Relations and Communication Skills; Investigation and Presiding Skills; Broad Knowledge of PERSAL System.
- DUTIES** : Manage the functioning of staff Relations Section in order to ensure the provision of high quality service, Promote and maintain sound staff relations within the institution and ensure adherence to Labour Relations Act, Basic Condition of Employment Act and other related legislative prescript. Attend all Grievance, Disciplinary and Misconduct cases in terms of laid down policies and procedures, Prepare reports for Staff Relations issues, Promote orderly collective bargaining within the Institution; Investigate and preside when need arises, Collect and analyze statistic in respect of Labour Related matters; Provide efficient conflict management resolution Approval of transactions on PERSAL. Conduct orientation/induction to staff on Labour relations matters, Capture transactions on PERSAL, Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Supervise subordinates' key performance areas by setting monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
- ENQUIRIES** : All enquiries should be directed to Mrs TL Zuma 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** : Applications must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. 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. 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. 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. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.
- CLOSING DATE** : 26 August.2022

POST 30/227 : **ADMINISTRATIVE CLERK SUPERVISOR (GENERAL)-TRANSPORT MANAGEMENT REF NO: PHO 07/2022**
Re-advertisement and all those who had applied need not to re-apply

SALARY : R261 372 – R307 890 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

CENTRE : Pholela Community Health Centre

REQUIREMENTS : Senior Certificate (Grade 12) or equivalent qualification plus.3-5 years' experience in fleet management/transport services. Valid Code 8 driver's license. Recommendations: National Diploma (NQF Level 6) in Transport Management/Logistics/Public Management or equivalent. Proof of computer literacy: MS Software Package (MS Word, MS PowerPoint, MS Outlook, etc.). Knowledge, Skills and Competencies: Good communication skills, interpersonal skills, negotiation and planning skills. Sound problem solving skills, good manner of approach. Ability to work under pressure. Supervisory skills. Knowledge of vehicle maintenance and services procedure. Knowledge of fleet disposal procedure. Knowledge and understanding of legislative framework governing the Public Service. Knowledge of traffic law.

DUTIES : Ensure that the vehicles allocated to Pholela CHC are kept in good working condition. Ensure that logbooks are always up-to-date. Ensure licensing and registration of vehicles. Ensure that petrol cards are renewed timeously. Ensure proper management of petrol cards and safe record keeping of petrol slips. Ensure servicing of state vehicles within the service intervals. Supervise transport staff i.e.drivers. Ensure timeous reporting of accidents with the relevant authorities. Member of the Accident Committee and other committees within the institution. Ensure effective and efficient utilization of state vehicles in a cost-effective manner. Management of all resources allocated to the Transport department. Manage EPMDS of staff allocated in the transport department.

ENQUIRIES : Mrs. ZP Ntuli Tel No: 039-8329491/9488

APPLICATIONS : Direct your application quoting the relevant reference number to: The Assistant Director: HRM, Pholela CHC ,Private Bag X502, Bulwer, 3244 or hand deliver application at Human Resource Department on or before the closing date 16:00.

NOTE : The following documents must be submitted: An Application for Employment form (Z83) NEW form effective from 1 January 2021 must be completed and signed. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za.Comprehensive CV (with detailed experience). Copies of qualifications, Registration certificate/s, ID and Driver's license, proof of experience must not be submitted when applying for employment. These will be requested only from shortlisted candidates. The Reference Number must be indicated in the column provided on the form Z83, e.g. PHO 08/2022.Failure to comply with the above instructions will lead to disqualification of applicants. Faxed and e-mailed applications will NOT be accepted. Please note that due to large number of applications we anticipate to receive, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. The appointments are subjected 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) and proof of experience. Please note that due to financial constraints no S&T will be considered for payment to candidates that are invited for interviews. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representativity in all level of all occupational categories in the department. People with disabilities are encouraged to apply.

CLOSING DATE : 26 August 2022

POST 30/228 : **ADMINISTRATION CLERK SUPERVISOR (GENERAL) REF NO: GS 48/22**
Component: Patient Administration Department

SALARY : R261 372 per annum, (Level 07), plus 13TH Cheque, Medical Aid (Optional), Home Owners Allowance, Employee must meet the prescribed requirements

CENTRE : Greys Hospital, Pietermaritzburg

REQUIREMENTS : Standard 10/Grade 12 3- 5 years' experience in Patient Records Administration of a Health facility Only Shortlisted candidates will be required to submit proof

of experience/ service certificate endorsed by HR Department Recommendation: Computer Literacy Knowledge, Skills and Experience: Knowledge of legislative prescripts governing the Public service e.g. PFMA, Treasury Regulations, Archives Act, Labour Relations Act, Hospital Fees Manual, Practice Notes and any other related Acts Knowledge of Uniform Patient Fees Schedule and ICD10 coding Strong leadership qualities, good decision making, communication skills and problem solving skills Excellent customer care and interpersonal and team building skills Ability to work under pressure and meet deadlines. Computer literacy Knowledge and ability to handle cash register machine. Must be driven, courteous, and enthusiastic and demonstrate a high level of efficiency. Must be able to promote, practice and maintain confidentiality. Must display high level of planning and organizational skills.

DUTIES

: Supervise the provision of a 24 hour Patient Administration service. Supervise the registration process of new patients, servicing repeat patients, admission and discharge of all in patients. Ensure effective, efficient and economical utilization of resources allocated to Patient administration and including the development of staff. Provide adequate mechanisms for safe and efficient maintenance of patients' medical records and other relevant records as per record management prescripts. Supervise and maintain an efficient filing system. Develop and implement risk management tools to prevent the loss of revenue, resources and patient medical records. Develop, implement and monitor measures designed to optimize the collection of fees from patient and medical aid schemes and other statutory bodies. Develop, implement and monitor measures aimed at reducing waiting times in Patient Administration. Receive, investigate and resolve all complains promptly and efficiently and provide the necessary feedback to all the relevant role players. Monitor and Assess staff performance as per Key Performance Areas outlined on EPMSD and job description. Manage leave and absenteeism in accordance with Human resource policies. Uphold the Principles of Batho-Pele. Develop, Implement and monitor Standard Operating Procedures and policies for improved service delivery. Manage conflicts and grievances in an efficient and unbiased manner. Perform regular spot checks and after hour visits in Patient Administration. Supervise and assist in mortuary related duties after hours, weekends and public holidays. To ensure submission of correct, accurate and valid reports. Ensure reassessment of patients is done correctly, accurately and timeously in order to increase revenue collection. Ensure proper management of MVA patient files. Compilation and submission of monthly statistics. To ensure effective and efficient implementation, functioning of Health Electronic system for safe keeping of patient information.

ENQUIRIES APPLICATIONS

: Miss PMN Dlamini Tel No: 033-8973286
 : 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

: 26 August 2022

POST 30/229

: **HUMAN RESOURCE PRACTITIONER REF NO: GS 49/22**
 Component: Staff Relations

SALARY

: R261 372 per annum, (Level 07), Plus 13th Cheque, Medical Aid (Optional), Home Owners Allowance, Employee must meet the prescribed requirements

CENTRE REQUIREMENTS

: Greys Hospital, Pietermaritzburg
 : Senior Certificate (Grade 12) or equivalent Degree/National Diploma in Human Resource Management/Public Management or Administration/Labour Relations. Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department. Recommendation: Valid driver's license. Computer literacy. PERSAL certificate. Knowledge, Skills and Experience: Knowledge of policies, regulations, acts practices and key Legislative prescripts related to Labour Relations. Sound knowledge of computerized personnel salary system (PERSAL). Conflict Resolution skills Good communication, interpersonal written and verbal skills. Ensuring attention to detail in respect of tasks performed. To plan, prioritize and execute duties in order of importance. Be able to maintain a high level of confidentiality.

DUTIES : Manage the functioning of staff relations in order to ensure the provision of high quality services. Maintain and promote sound labour relations within the institution and ensure adherence to Labour Relations Act, Public service Act and other related prescripts. Deals with grievance, discipline and abscondment cases in terms of the laid down policies and procedures Prepare reports to Management on staff relations matters Render advisory services to management and staff on labour relations matters Participate in the development of staff relations strategies and policies Identify training gaps and ensures the implementation of in-service training programmes Investigate and preside over enquiries. Provide labour relations statistics to Management, District and Head Office Capture labour relations statistics on PERSAL Represent the employer at Conciliation and Arbitration proceedings Assist in the development, implementation and monitoring of labour relations policies.

ENQUIRIES : Mr JM Khumalo Tel No: 033 897 33362 /3744

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: 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.

CLOSING DATE : 26 August 2022

POST 30/230 : **PERSONAL ASSISTANT TO HEAD CLINICAL DEPARTMENT (MEDICAL)**
REF NO. GS 50/22 (X1 POST)
Component: Anaesthetics & Critical Pain Management
Re-Advertisement, (Those applicants who previously applied for this post are encouraged to re-apply)

SALARY : R261 372 per annum (Level 07), Plus 13th Cheque, Medical Aid (Optional), Home Owners Allowance, Employee Must Meet the Prescribed Requirements.

CENTRE : Greys Hospital, Pietermaritzburg

REQUIREMENTS : Senior Certificate (Grade 12) or equivalent Diploma/Certificate (higher than Senior Certificate but lower than Degree/National Diploma) PLUS 3- 5 years' clerical /administrative experience in a health facility Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department. 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. 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.
<u>ENQUIRIES</u>	:	Dr Zane Farina Tel No: 033 897 3413
<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
<u>FOR ATTENTION</u>	:	Mrs M Chandulal
<u>NOTE</u>	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but <u>must</u> 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
<u>CLOSING DATE</u>	:	26 August 2022
<u>POST 30/231</u>	:	<u>MEDICAL SPECIALIST: PLASTIC REF NO: MEDSPEC SESS PLAST/01/2022 (X1 POST)</u> Department: Plastic and Reconstructive Surgery (6 Months Contract)
<u>SALARY</u>	:	Grade 1: R532.00 Grade 2: R608.00 Grade 3: R706.00 No of sessions Per Week: 6 Sessions (Each session is equivalent to 1 hour) Hourly Rate per Session Nature of Appointment: Sessional
<u>CENTRE</u>	:	Inkosi Albert Luthuli Central Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate (Matric). MBCHB or equivalent qualification registered with the HPCSA. Current Registration with the Health Professions Council of South Africa as a Specialist Plastic and Reconstructive surgeon. 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 specialist in the specialty of plastic and reconstructive surgery will be considered an advantage. Knowledge, Skills, Training and Competencies: Knowledge and skills in perioperative surgical care. 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. Behavioral Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships. 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 Plastic and Reconstructive surgeon. 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 Plastic and Reconstructive surgeon.
<u>DUTIES</u>	:	Provide a specialist plastic and reconstructive surgical service on a sessional basis. Provide a consultative service and expert opinion on plastic related matters at IALCH within the staffing norms. Assist with preoperative assessment of patients in the wards. 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 Plastic and Reconstructive Surgery 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
APPLICATIONS

: Prof Anil Madaree Tel No: (031) 2401171/1168
: 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. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 (Current) and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. 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 it is the shortlisted candidate'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 or before the date of the interview. 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

: 26 August 2022