

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL  
DEPARTMENT OF EDUCATION**

*Preference will be given to persons from designated groups including persons with disabilities. The Provincial Department of Education: KwaZulu-Natal is an equal opportunity affirmative*

- APPLICATIONS** : **Head Office:** should be sent by post for the attention of: Mr. P.B.V. Ngidi , The Directorate: Human Resource Services, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, Office No. 203A, 228 Pieter Maritz Street, Pietermaritzburg, 3200.  
**Ugu District:** should be sent by post for the Attention of: Mr. J Govender: Human Resource Support Services KwaZulu-Natal Department of Education, Private Bag X860 Port Shepstone 424, Applications can also be delivered to District Office 3 Jan Smuts Avenue Port Shepstone.
- CLOSING DATE** : 23 September 2022
- NOTE** : Directive to Applicants: Applications must be submitted on Form Z83, obtainable from any Public Service Department. NB: Applicants must ensure that they fully complete and sign Form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. Applications must in all cases be accompanied by a recently updated comprehensive CV only. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. Failure to comply with the above directives will result in the application not being considered. Faxed and e-mailed copies of applications will not be considered. Please note: Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications The filling of the post will be done in terms of the Department's approved Employment Equity Plan Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of employment. The communication from the HR of the Department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Note: The requirements for the appointment at Senior Management Services level will be the completion of the Senior Management Pre- entry programme as endorsed by the National School of Government. The /SMS-pre-entry-certificate obtained from National School of Government is required for all SMS applicants in addition all SMS posts is subject to a positive security clearance, verification of educational qualifications and the signing of performance agreements. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the Selection Committee will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of Competency Based Assessments). The Competency Based Assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

**MANAGEMENT ECHELON**

- POST 34/242** : **DIRECTOR: INFRASTRUCTURE DELIVERY MANAGEMENT REF NO: DOE/14/2022**  
Branch: Institutional Development Support  
Directorate: Infrastructure Delivery Management
- SALARY** : R1 073 187 per annum (Level 13), (all-inclusive package to be structured in line with rules for SMS).
- CENTRE** : Pietermaritzburg, Head Office
- REQUIREMENTS** : An appropriate undergraduate qualification (NQF Level 7) in Built Environment coupled with minimum of five (5) years' experience at a middle managerial level. Proof of registration with relevant Professional Council/Board. Valid Drivers' Licence. Computer literate. Competencies: Knowledge of

PFMA/Division of Revenue Act/Treasury Regulations/Practice Notes/Instructions/Circulars, Departmental Supply Chain Management Policies, Procedures Delegations. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act 2000. Government Immovable Asset Management Act 2007. South African Schools Act of 1996, Regulations and Guidelines, National Archives and Records Service Act 1996. Public Service Act of 1994 and Regulations. Experience and in-depth knowledge of Infrastructure Delivery Management System. Experience and knowledge of capital commitments scheduling, dealing with infrastructure financial compliance and auditing. Experience in major programme and project management. Understanding and knowledge of Framework for Infrastructure Delivery and Procurement Management. Experience and knowledge of development and implementation of operations and maintenance strategies. Specific knowledge of water and sanitation strategies and technologies. Understanding of the District Development Model. Knowledge in the development of Infrastructure Programme Management Plan and management of Implementing Agents.

**DUTIES** : To manage the delivery of the total Infrastructure Programme related to Capex, minor capital and maintenance projects through interaction with Districts and Schools. Financial data analysis and validations regarding programmes, projects, reporting and monitoring. Financial management for all infrastructure programmes and projects. Compliance to the financial and SCM policies and prescripts in the Chief Directorate. Prepare Infrastructure Programme Management Plans and Construction Procurement Strategies. Manage construction procurement, Implementing Agents and contracts. Plan and manage maintenance at schools. Manage budgets. Manage people.

**ENQUIRIES** : Mr K. Naidoo Tel No: 033 846 5533

**POST 34/243** : **DIRECTOR: INFRASTRUCTURE PLANNING AND PROPERTY MANAGEMENT REF NO: DOE/15/2022**

Branch: Institutional Development Support  
Directorate: Infrastructure Planning

**SALARY** : R1 073 187 per annum (Level 13), (all-inclusive package to be structured in line with rules for SMS).

**CENTRE** : Pietermaritzburg, Head Office

**REQUIREMENTS** : An appropriate undergraduate qualification (NQF Level 7) in Built Environment coupled with a minimum of five (5) years' experience at a middle managerial level. Proof of registration with relevant Professional Council/Board. Valid Drivers' Licence. Computer literate. Competencies: Knowledge of PFMA/Division of Revenue Act/Treasury Regulations/Practice Notes/Instructions/Circulars, Departmental Supply Chain Management Policies, Procedures Delegations. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act 2000. Government Immovable Asset Management Act 2007. South African Schools Act of 1996, Regulations and Guidelines, National Archives and Records Service Act 1996. Public Service Act of 1994 and Regulations. Experience and in-depth knowledge of Infrastructure Delivery Management System. Experience and knowledge of capital commitments scheduling, dealing with infrastructure financial compliance and auditing. Experience in major programme and project management. Understanding and knowledge of Framework for Infrastructure Delivery and Procurement Management. Experience and knowledge of development and implementation of operations and maintenance strategies. Specific knowledge of water and sanitation strategies and technologies. Understanding of the District Development Model. Knowledge in the development of Infrastructure Programme Management Plan and management of Implementing Agents.

**DUTIES** : Manage the customisation of functional Norms and Standards in line with Nationally prescribed functional Norms and Standards and make final recommendations for approval. Manage the physical resource planning framework, prioritisation mode:(s), Business Cases and Project Briefs. Manage the inputs for Strategic Plan, Annual Performance Plan and Annual Report and make final recommendations. Manage the provision of inputs provided to the Directorate Infrastructure Programme Delivery in terms of the implementation of Project Briefs and related requests on built environment specific information Norms and Standards and make final. Plan and manage maintenance at schools. Manage budgets. Manage people.

**ENQUIRIES** : Mr K. Naidoo Tel No: 033 846 5533

#### **OTHER POSTS**

**POST 34/244** : **ENGINEER (CIVIL/STRUCTURAL): INFRASTRUCTURE PLANNING REF NO: DOE/16/2022**

Branch: Institutional Development Support  
Directorate: Infrastructure Planning

**SALARY** : R1 042 827 per annum, (The Department will determine the salary notch based on years of experience post professional registration.)

**CENTRE REQUIREMENTS** : Head Office, Pietermaritzburg  
A Bachelor's Degree in Civil/Structural Engineering and registration with ECSA as a Professional Engineer. Six year's post qualification experience. Valid Driver's License. Computer Literacy. Competencies: Knowledge of PFMA/Treasury Regulations/Practice Notes/Instructions/Circulars, Provincial/Departmental Supply Chain Management Policies, National Building Standards Act of 1977 and Regulations, Occupational Health and Safety Act of 1993 and Regulations, Government Immovable Asset Management Act of 2007, and the South African Schools Act of 1996, Regulations Guidelines. Construction industry development board act of 2000 and Regulations.

**DUTIES** : The provision of civil/structural engineering inputs and guidance which will include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, projects, functional/technical norms and standards aligned to the Provincial IDMS Framework. Development, interpretation and customization of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate civil/structural engineering installations, undertake design work and implement corrective measures, where necessary. Preparation and ongoing review of the User Asset Management Plan (U-AMP) from an engineering perspective with inputs received from other professionals. Environmental, OHS adherence in terms of Planning and Maintenance. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. People Management.

**ENQUIRIES** : Mr. K Naidoo Tel No: 033 846 5533

**POST 34/245** : **DEPUTY DIRECTOR: AUXILIARY SERVICES REF NO: DOE/20/2022**

**SALARY** : R744 255 per annum, (Level 11), (all-inclusive package to be structured in line with rules for MMS).

**CENTRE REQUIREMENTS** : UGU District  
An appropriate Bachelor's Degree or Diploma in the field of Public Administration /Management or equivalent qualification with 3-5 years managerial experience in the auxiliary services environment. Computer literacy, valid driver's license. A practical extensive experience in Administration Competencies: Knowledge of Educators Employment Act, Basic Conditions of Employment Act, Administration procedures, Public Service Regulations, Public Service Act, Human Resource matters, Training and Development, Planning and Organizing skills, Knowledge of Departmental strategic objectives, Management reporting, Relationship Management, Public Finance Management Act (PFMA). Numeracy skills, Decision Making and Problem Solving skills, Team Building, Conflict Resolution, Communication and Interpersonal skills, Financial Management, Project Management, Ability to work independently, Report writing. Honesty, Integrity, Innovative, Leadership, Ability to work under pressure, Tactful and Diplomatic, Committed and Decisive.

**DUTIES** : Manage the budgeting and expenditure control support services for the District Office. Oversee the communicative linkage between the District and Head Office on human resource and finance related matters. Oversee the provision of office services in respect of Registry, Telecommunications, Security, Cleaning and gardening. Oversee the asset management services in respect of logistics, Disposals and contract management. To render transport Services: (Provision of transport. Provision of vehicle support. Control transport related

		returns. Co-ordinate losses, thefts, claims and accidents. Facilitate disposal of vehicles). Manage the resources of the Sub directorate.
<b><u>ENQUIRIES</u></b>	:	Mr W.M Sibiya Tel No: 039 688 8606
<b><u>POST 34/246</u></b>	:	<b><u>ASSISTANT DIRECTOR: ACCOUNTING CONTROL SERVICES REF NO: DOE/21/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 per annum (Level 09) Ugu District Degree/National Diploma in Commerce. 3-5 years supervisory experience. Computer Literacy. Valid Driver's license. A Practical Extensive Experience in BAS, PERSAL and Vulindlela. Experience in public sector finance & budget processes, Debt Management, responding to audit enquiries and preparation of financial statements. Competencies: Knowledge of administration policies and practices, budgeting and managerial functions, Provincial practice notes, Delegation authority, Basic conditions of employment, Public Service Acts and regulations, the constitution and other relevant legislation, Advance knowledge of PFMA, Treasury regulations, Practice notes, Division of Revenue Act, Financial statement guidelines and other relevant legislation, Computer (PERSAL, BAS, and Spreadsheets), Interpretation and application of policy, Policy development and managerial skills, Strategic planning, Problem solving and analytical thinking, Ability to communicate and present issues to management, Intermediate financial management skills, Numeracy skills, Team Building, Communication, Project Management, Conflict Management, Risk analysis and control, good inter-personal communication, Planning and organizing, Strategic planning, Report writing, innovation and creativity, Empowerment.
<b><u>DUTIES</u></b>	:	Oversee the remuneration of Employees and Creditors. Management Suspense Accounts and debtors relating to employees, ex-employees and creditors, payments & updating of accounts. Render financial management support services with regards to the MTEF cycle i.e budget and expenditure management in terms of the PFMA, Treasury Regulations and Practice notes. Manage Norms and Standards. Manage the resources of the component. Provide remuneration to personnel and payroll control. Control and maintain salary accounts and records. Render settlement of miscellaneous accounts and Render the administration of creditor accounts. Assist the Deputy Director in responding to audit enquiries, ensure that quarterly appraisals and monthly reports are done and submitted to the Deputy Director. Preparation of Notes to Financial Statements
<b><u>ENQUIRIES</u></b>	:	Mr W.M Sibiya Tel No: 039 688 8606
<b><u>POST 34/247</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE SERVICE CONDITIONS REF NO: DOE/23/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 per annum (Level 09) Ugu District An appropriate National Diploma or Bachelor's Degree in Human Resource Management. 3-5 years supervisory experience in the Human Resource Management Section in the Public Service , computer literacy, a valid driver's license. A practical extensive experience in PERSAL and Pension Case Management. A PERSAL certificate will be an advantage. Competencies: Knowledge Administration procedures, Public Services Regulations, Public Service Act, Labour Relations Act, Employment of Educators Act as amended, ELRC and GPSSBC Collective Agreements and other relevant prescripts. Planning and organizing Human resource matters, Training and Development, Planning and organizing, Departmental Strategic objectives Management reporting, Stakeholder Relations Management, Computer skills, Numeracy, Decision Making and Problem Solving, Computer utilization, Team Building, Conflict Resolution, Communication and interpersonal skills, Project Management, Ability to work independently, report writing.
<b><u>DUTIES</u></b>	:	Co-ordinate pension and personnel welfare matters. Oversee the administration of leave related matters and Long Service Awards. Coordinate the processing of termination of services. Oversee the administration of Homeowners allowances and issuing of State Guarantees. Coordinate the pension and personnel matters. Oversee the provision of other general service conditions. Manage the resources of the component. Supervision of staff in the component. Manage staff performance in the component.

- ENQUIRIES** : Mr W.M Sibiya Tel No: 039 688 8606
- POST 34/248** : **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF NO: DOE/22/2022**
- SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Ugu District  
**REQUIREMENTS** : An appropriate National Diploma or Bachelor's Degree in Human Resource Management. 3-5 years supervisory practical experience in the Human Resource Management Section in the Public Service, a valid driver's license, Computer literacy. Competencies: Knowledge of Administration procedures, Public Service Regulations, Public Service Act, Labour Relations Act, Employment of Educators act as amended, ELRC and GPSSBC Collective Agreements, Basic conditions of Service Act, Public Finance Management Act (PFMA) and other relevant prescripts. Planning and Organizing, Departmental Strategic Objectives, Management Reporting, Stakeholder Relations Management, Numeracy, Decision Making and Problem Solving, Computer Utilization, Team Building, Conflict Resolution, Communication, Interpersonal Skills, Project Management, Ability to work independently and Report writing. Analytical thinking, Planning and Organizing, computer Utilization, Adaptability, Verbal and Written Communication Skills.
- DUTIES** : Handling matter pertaining to misconduct. Oversee the provision of support and advise on employee relations issues in the District. Manage the handling of grievances and disputes and the implementation of the disciplinary code and procedure. Co-ordinate training on employee relations issues in the District. Manage database iro. Discipline, grievance and dispute cases. Manage the resources of the component. Manage staff performance in the component. Supervision of staff in the component.
- ENQUIRIES** : Mr W.M Sibiya Tel No: 039 688 8606
- POST 34/249** : **ADMINISTRATIVE OFFICER: PROPERTY MANAGEMENT REF NO: DOE/17/2022**  
Branch: Institutional Development Support  
Directorate: Infrastructure Planning
- SALARY** : R261 372 per annum (Level 07)  
**CENTRE** : Head Office, Pietermaritzburg  
**REQUIREMENTS** : A Bachelor's Degree or National Diploma in Public Administration, or equivalent qualification with a minimum of 3 – 5 years' experience in Public Administration. Computer literate. A valid driver's license. Competencies: Knowledge in promotion of access to information Act of 2000, promotion of administrative Justice Act of 2000, National Archives and Records Act of 1996. Departmental financial and human resources administrative procedures. Public finance management Act and regulations of 1999, Public service Act of 1994 and regulations of 2001. South African Schools Act of 1996 and Regulations, Intergovernmental fiscal relations Act of 1997, Intergovernmental framework Act of 2005.
- DUTIES** : Undertake deeds searches to confirm ownership of land to inform planning. Obtain information pertaining to the financial value of properties to assist with the completion of NEIMS survey forms. Obtain information on the technical condition assessments of properties to assist with the completion of NEIMS survey forms. Assist to validate the correctness of information pertaining to assets. Submit updated data on assets to relevant role-players. Keep a register of Ingonyama trust board properties. Develop and maintain administrative systems and procedures for the Sub Directorate Properties in terms of information and documentation pertaining to acquisitions, disposals and leases. Submit all documents pertaining to acquisitions and disposals, in line with the Departmental policies and National legislative requirements, for record keeping. Interact with District Offices to obtain outstanding documentation. Provide administrative assistance for arranging training sessions to the Districts. Collect technical requirements for leases from the Planning Staff. Confirm with Districts and Facilities status on the leases. Keep a register of all lease agreements for Section 14 contracts Ability to prepare reports, Submissions and presentations. Ability to work with people. Ability to meet deadlines and Work systematically. Ability to source and interpret information and data. Ability to undertake a risk analysis and undertake a risk mitigation strategy.
- ENQUIRIES** : Mr. K Naidoo Tel No: 033 846 553

<b><u>POST 34/250</u></b>	:	<b><u>ADMINISTRATIVE OFFICER MST &amp; ICT REF NO: DOE/18/2022 (X2 POSTS)</u></b> Branch: Curriculum Development Directorate: MST & ICT (1 Year Contract)
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Head Office, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's Degree or National Diploma in Public Administration, or equivalent qualification with a minimum of 3 – 5 years' work experience inclusive of experience in Public Administration. Computer literate. A valid driver's license. Competencies: Knowledge in promotion of access to information Act of 2000, promotion of administrative Justice Act of 2000, National Archives and Records Act of 1996. Departmental financial and human resources administrative procedures. Public finance management Act and regulations of 1999, Public service Act of 1994 and regulations of 2001. Relevant Labour bargaining chamber agreements. South African Schools Act of 1996 and Regulations, Intergovernmental fiscal relations Act of 1997, Intergovernmental framework Act of 2005.
<b><u>DUTIES</u></b>	:	General administrative support to MST Conditional Grant administration and utilize Office suite online/on-premis/e to prepare MST CG reports as required by the directorate. Work with districts officials during smart schools project deployment, undertake sign-offs activities and consumables distribution. Have an ability to use online strategies to collect and analyse responses gathered through online platforms. Organise and facilitate ICT skills capacity building for educators. Prepare reports based on Districts MST&ICT activities and MST monitoring activities. Conduct MST monitoring and support visits to promote resource utilization by schools. Liaise with licensing service providers during the implementation of Microsoft Schools Agreement in schools. Generate MST & ICT directorate planning documents in consultation with the MST & ICT Directorate and other stakeholders. Provide updated reports with regards to the implementation of MST Conditional Grant funded teacher and learner support projects. Ability to make use of spreadsheet applications and other analytics to interpret data/information gathered for the benefit of MST/GET/FET targeted interventions. Work with Curriculum Management (GET and FET) with reference to the capacitation of science and technology teachers on the utilization of science and technology kits. Liaise with internal and external stakeholders with reference to the design and execution of the innovative MST & ICT projects to enhance teaching and learning in MST focus schools.
<b><u>ENQUIRIES</u></b>	:	Mr. K Naidoo Tel No: 033 846 5533

#### **DEPARTMENT OF HEALTH**

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

#### **MANAGEMENT ECHELON**

<b><u>POST 34/251</u></b>	:	<b><u>CHIEF EXECUTIVE OFFICER REF NO: G45/2022</u></b> Cluster: Hospital Management Services
<b><u>SALARY</u></b>	:	R1 073 187 - R1 264 176 per annum (Level 13), (an all-Inclusive salary package)
<b><u>CENTRE</u></b>	:	General Justice Gizenga Mpanza Hospital
<b><u>REQUIREMENTS</u></b>	:	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 (PMFA), 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.
<b><u>DUTIES</u></b>	:	Job Purpose To plan, direct, co-ordinate and manage the delivery of clinical and administrative support services in an effective and 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.

**ENQUIRIES**  
**APPLICATIONS**

: Mrs RT Dube Tel No: 033- 940 2499  
: 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 (when shortlisted). 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** :

23 September 2022

#### **OTHER POSTS**

**POST 34/252** :

**MEDICAL MANAGER: MEDICAL SERVICES (NON CLINICAL) TO SERVE BOTH AS MEDICAL MANAGER AND CHIEF EXECUTIVE OFFICER REF NO: G68/2022**

Cluster: District Health Services

Job Purpose: Manage the day - to - day functioning of the Community Health Centre to ensure effectiveness and efficiency.

**SALARY CENTRE REQUIREMENTS** :

R1 191 510 per annum, (an all-inclusive salary package)

Pomeroy Community Health Centre

MBCHB qualification; PLUS Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner PLUS A minimum of five (5) years in a Health Institution or Primary Health Care environment Unendorsed valid Code B driving license (Code 08). NB: All shortlisted candidates are required to submit proof of work experience endorsed and stamped by employer/s Human Resource prior or on the interview date. Recommendations: Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the District Manager, and will responsible to manage the provision of district level one health service. The ideal candidates must: Possess knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PMF), Public Service Act and related regulations and policies. Possess knowledge of procurement, human resource management, work methods and procedures. Have strategic capability and leadership, programme and project management, financial management, change management people management and empowerment. Have service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

**DUTIES** :

Implement financial planning, monitoring and control of expenditure. Formulate and implement strategies and policies to promote efficiency inclusive of clinical practices. Develop and implement clinical practices planning for the Community Health Centre. Manage the provision of clinical services within the Community Health Centre and its Clinics. Provide effective leadership to motivate staff and promote team work. Ensure effective human resource management in line with department of health guidelines and prescripts. Ensure Sound Labour Relations Practices within the Community Health Centre and its clinics. Ensure effective stakeholder management internal and external (stakeholders). Ensure effective implementation of quality health standards including ideal clinic realization and maintenance. Oversee provision of quality and safe patient care at clinics and Community Health Centre. Ensure effective systems management in support of clinical services i.e. (Laundry, transport, maintenance, Grounds, Security, Cleaning and Switchboard).

**ENQUIRIES APPLICATIONS** :

Mr J Mndebele Tel No: 033 395 3274

The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 or Hand Deliver to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower

**FOR ATTENTION NOTE** :

Miss NS Buthelezi Tel No: 033 395 2896

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 when shortlisted. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. 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.

**CLOSING DATE**

: 23 September 2022

**POST 34/253**

: **MEDICAL MANAGER: MEDICAL SERVICES (NON CLINICAL) TO SERVE BOTH AS MEDICAL MANAGER AND CHIEF EXECUTIVE OFFICER REF NO: G69/2022**

Cluster: District Health Services

Job Purpose: Manage the day - to- day functioning of the Community Health Centre to ensure effectiveness and efficiency. Implement financial planning, monitoring and control of expenditure.

**SALARY CENTRE REQUIREMENTS**

: R1 191 510 per annum, (an all-inclusive salary package)

: Dannhauser Community Health Centre

: MBCHB qualification; PLUS Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner PLUS A minimum of five (5) years in a Health Institution or Primary Health Care environment Unendorsed valid Code B driving license (Code 08). NB: All shortlisted candidates are required to submit proof of work experience endorsed and stamped by employer/s Human Resource prior or on the interview date. Recommendations: Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the District Manager, and will responsible to manage the provision of district level one health service. The ideal candidates must: Possess knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PMF), Public Service Act and related regulations and policies. Possess knowledge of procurement, human resource management, work methods and procedures. Have strategic capability and leadership, programme and project management, financial management, change management people management and empowerment. Have service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

**DUTIES**

: Formulate and implement strategies and policies to promote efficiency inclusive of clinical practices. Develop and implement clinical practices planning for the Community Health Centre. Manage the provision of clinical services within the Community Health Centre and its Clinics. Provide effective leadership to motivate staff and promote team work. Ensure effective human resource management in line with department of health guidelines and prescripts. Ensure Sound Labour Relations Practices within the Community Health Centre and its clinics. Ensure effective stakeholder management internal and external (stakeholders). Ensure effective implementation of quality health standards including ideal clinic realization and maintenance. Oversee provision of quality and safe patient care at clinics and Community Health Centre. Ensure effective systems management in support of clinical services i.e. (Laundry, transport, and maintenance, Grounds, Security, Cleaning and Switchboard).

**ENQUIRIES APPLICATIONS**

: Mr J Mndebele Tel No: 033 395 3274

: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 or Hand Deliver to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower

**FOR ATTENTION NOTE**

: Miss NS Buthelezi Tel No: 033 395 2896

: 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 when shortlisted. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. 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.

- CLOSING DATE** : 23 September 2022
- POST 34/254** : **OPERATIONAL MANAGER NURSING (PHC) REF NO: OMN/LIND/01/2022 (X1 POST)**
- SALARY** : R571 242 – R642 933 per annum. Benefits: 13th cheque, Rural Allowance (provided the post meets the Requirements), Home owners allowance (employee must meet Prescribed requirements), Medical Aid (Optional)
- CENTRE** : Kwamashu Community Health Centre (Lindelani Clinic)
- REQUIREMENTS** : Basic R425 qualification – Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. One year post basic qualification in in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as a Professional Nurse (2022 SANC receipt). A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining one (1) year post basic qualification in the relevant specialty. Proof of work experience (Certificate of service) endorsed by Human Resource department. Knowledge, Training, Skills & Competencies 'required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. 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. Computer skills in basic programs.
- DUTIES** : Manage, facilitate and coordinate provision of comprehensive package of service at PHC level, including priority programs and Quality improvement programs, in conjunction with a professional and legal framework. Assist and facilitate development of the operational plan, monitor the implementation and submit progress reports. Conduct clinical/Nursing audits in the PHC and ensure implementation of the quality improvement plans supported by strong work ethics. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to client's needs, requirements and work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Coordinate the implementation of PHC reengineering strategy and supervise the implementation of the community Based outreach services. Ensure effective allocation, utilization and monitoring of resources in line with cost containment plan. Manage and coordinate smooth running and integration of the chronic program within the PHC services taking into consideration of ICSM prescripts. Ensure implementation, monitoring and evaluation of EPMDS in the unit. Manage and support education, in-service training, and practice development

initiatives in the unit, maintain professional growth, ethical standards and participation in training and research. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Ensure Batho Pele Principles, norms and standards and Ideal Clinic priorities are implemented. Provide safe and therapeutic environment that allows for practice of safe nursing care as laid down by the Nursing Act, Occupational health and safety act. Ensure completion of accident/incident reports as they occur and timeous reporting. Coordinate special projects and health promotion in line with the program goals of health calendar. Ensure accurate collation, analysis and verification of data within the unit prior to submission. Ensure that the facility meets all targets for Priority Programmes. Maintain constructive working relationship with all stake holders i.e. inter-professional and multi-disciplinary team. Maintain inter-sectoral collaboration with other government structures through Operation Sukuma Sakhe Activities. Advocate and promote nursing ethos and professionalism in the clinic.

- ENQUIRIES** : Mrs. NC Sithole Tel No: 031 504 8895
- 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 at P61 Mkhivane Road, Kwa-Mashu, 4360 or posted to Private Bag X013, Kwa-Mashu, 4360.
- NOTE** : Application for employment form (new form Z83); which is obtainable at any Government Department or from the Website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicant must submit Z83 and updated Curriculum Vitae (CV) only. Copies of Identity document, driver's license, highest educational qualifications and professional registration certificates must not be submitted when applying for employment. These will be requested only from shortlisted candidates. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert (only from shortlisted candidates). 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. OMN/LIND/01/2022. 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. Due severe budgetary constraints that the CHC is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The CHC has a limited accommodation; therefore incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty. Interim accommodation in a form of Bed and Breakfast or Hotel Accommodation will not be provided. Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) (effective from 01.01.2021) Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.
- CLOSING DATE** : 23 September 2022
- POST 34/255** : **OPERATIONAL MANAGER NURSING BUSINGATHA CLINIC REF NO: EMS/04/2022**  
Re- Advertisement, those who previously applied must re-apply
- SALARY** : R571 242 per annum. Other benefits: Medical Aid (Optional, 13<sup>th</sup> Cheque, Housing allowance (employee must meet prescribed requirements) plus 8% Rural allowance.
- CENTRE** : Emmaus Hospital
- REQUIREMENTS** : Senior Certificate (Grade 12) Diploma/ Degree in General Nurse, Midwifery, Proof of current registration with SANC, Registered as a General Nurse, Midwife and Primary Health Care A Minimum of 9 years appropriate/recognizable experience in the Nursing Service after registration as a Professional Nurse with SANC in General nursing of which at least 5 years must be appropriate/recognizable experience after obtaining one year post basic qualification in Primary Health Care, A valid Driver's license, Knowledge & Skills: Good unit management ,clinical competencies and policy formulation

skills, Formulation of mission and objective of the Human resource Management ability to supervise, Sound knowledge of nursing care delivery approaches.

**DUTIES**

: Supervise and develop all practice and system deliver a comprehensive, integrated Primary Health Care for all sectors of the community, Ensure the development and review a Community profile to ensure focused emphasis on the health promotion and prevention ,Management of Human resource ,with regard to occupation health and safety aspects, and material resource allocated to the clinic and efficient by appropriate planning, budgetary and procurement inputs, staff development supervision and appraisal., Undertaken monitoring and evaluation function at clinic and catchment area, Ensuring a verified data return, analysis of data for local use and if required plan and implement corrective actions provided on information to the staff and community, Undertake comprehensive supervision to monitor staff and system functions and provide the District with accurate report, Deal with disciplinary issues, grievance and other Labour issues including monitoring and managing absenteeism, Effective participation in Operation Sukuma Sakhe (O.S.S), Implementation of ROR and HPRS system, establish, monitor and update reports-operational plan , target – setting tool and quarterly reports, EPMS for each staff member and submit on time, Monitor indicators and develop Q.I.P'S for improvement, Effective management of resource, development and monitoring of control measures, Implementation of ETR and TIET.Net Effectively, Ensure nerve center reports and Q.I.P'S to improve.

**ENQUIRES**

: Ms D.Z Hlongwane Tel No: 036 488 1570 EXT: 8312

**APPLICATIONS**

: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.

**FOR ATTENTION  
NOTE**

: Human Resource Manager

: Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources .No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful.

**CLOSING DATE**

: 23 September 2022 at 16:00

**POST 34/256**

: **OPERATIONAL MANAGER NURSING (PHC) REF NO: GWALI 01/2022 (X1 POST)**

**SALARY**

: R571 242 per annum. Other Benefits: 12% Rural Allowance, 13th cheque, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements)

**CENTRE**

: Othobothini Community Health Centre (Gwaliweni Clinic)

**REQUIREMENTS**

: Matric / Grade 12. Diploma / Degree in General nursing or equivalent that allows registration with SANC as a Professional Nurse. Registration with SANC in General Nursing and Midwifery. Post basic Diploma in Clinical Nurse Science, Assessment Diagnosis, Treatment and Care. Proof of current registration with SANC as a Professional Nurse and Midwife. Minimum experience of 9 years appropriate /recognizable experience in Nursing. after registration as a General Nurse of which 5 years must be appropriate /recognisable experience after obtaining the one year post basic qualification in Primary Health Care. 2022 Current Registration with SANC as professional Nurse. Recommendation: Degree /Diploma in Nursing service Management / Nursing Administration Knowledge, Skills, Training and Competencies Required: Knowledge and insight into nursing processes and procedures. Knowledge of Nursing statutes and other relevant Public Service Acts/ legislations. Decision making & problem solving skills. Interpersonal skills in dealing with conflict management. Knowledge and implementation of Bathos

<b><u>DUTIES</u></b>	:	<p>Pele principles. Supervisory and analytical thinking skills. Stress tolerance, flexibility, empathy and the ability to communicate constructively at all leave.</p> <p>Provide effective management and professional leadership ensuring that wards and units are organized. Co-ordinate provision of quality pt. care. Provide effective supervision of wards and units on night duty ensuring implementation of nursing standards, policies and procedures. Manage and direct efficient utilization of resources to enhance service delivery. Ensure implementation of clinical competence in all departments. Exercise control of discipline, grievance and any other labour related issues in terms of laid down procedures. Maintain client satisfaction through monitoring and setting of service standards. Implement and monitor National Core Standards and ideal clinic priorities. Implement EMPDS. Advocate for patients by facilitating proper treatment care, and adherence to Patients' Rights Charter and Batho Pele Principles. Ensure wards and units keep accurate records. Compile accurate daily patient care statistics and other patient care related reports.</p>
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	<p>Ms. N.I Mthethwa Tel No: 035 572 9002</p> <p>Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.</p>
<b><u>NOTE</u></b>	:	<p>Applications must be submitted on the new Application for Employment Form (Z83), which is obtainable at any Government Department or from website-<a href="http://www.kzhealth.gov.za">www.kzhealth.gov.za</a> and Curriculum Vitae (CV). Applicants are not required to submit Copies of ID, Std 10 certificate, educational qualifications, certificate of service / proof of experience signed by HR office such documents will be requested only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.</p>
<b><u>CLOSING DATE</u></b>	:	23 September 2022
<b><u>POST 34/257</u></b>	:	<b><u>OPERATIONAL MANAGER GENERAL STREAM REF NO: SAH 05/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R450 939 per annum. Other Benefits: 13 <sup>th</sup> cheque, 12 % rural allowance, home owners allowance (employee must meet prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	<p>ST Andrews Hospital</p> <p>Diploma / Degree in General Nursing and Midwifery. Current registration with SANC as a General Nurse, Midwifese. A minimum of 7 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. Proof of current and previous experience endorsed by Human Resource (Certificate of service). Knowledge, Skills and Competencies: Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. 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 counseling 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 programs.</p>
<b><u>DUTIES</u></b>	:	<p>To plan, organize and monitor the objectives of the unit in consultation with subordinates. Provision of Quality Nursing Care through the implementation of National core standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilization and supervision of resources. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Coordinate optimal, hostilic, specialised nursing care with set standards and within a professional / legal framework. Implementation and management of Infection Control and Prevention Protocols. Maintain accurate and complete patient records according to legal requirements. To participate in quality improvement programmes and Clinical Audits. Participate in staff, student and patient training. Monitor the implementation of EPMDS. Exercise control over discipline, grievance and labour relation issues according to the laid down policies and procedures. Identify, develop and control Risk</p>

Management systems within the unit. Uphold the Batho Pele and Patients' Rights Principles. Implementation of programmes for prevention. Detection and treatment on non-communicable diseases and illnesses. Develop policies and protocols to improve triaging and resuscitation techniques. Monitor and improve emergency services rendered in the department.

**ENQUIRIES** : Mrs MR Singh Tel No: 039-4331955 EXT 211

**APPLICATIONS** : Should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.

**FOR ATTENTION** : Human Resource Manager

**NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (Only). Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate only when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof only when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

**CLOSING DATE** : 23 September 2022

**POST 34/258** : **CHIEF ARTISAN REF NO: RCH 03/2022 (X1 POST)**

**SALARY** : R392 283 per annum, Plus 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee Must Meet Prescribed Requirements)

**CENTRE** : Richmond Hospital

**REQUIREMENTS** : Grade 10/Standard 8 Certificate or equivalent. Appropriate trade test in certificate electrical or mechanical in terms in certificate of section 13(2) (h) of the Manpower Act of 1981 as amended Plus 10 years appropriate /recognizable experience as an artisan/artisan foreman after obtaining the relevant trade test certificate. Valid code 08 drivers licence.

**DUTIES** : Manage technical service and support in conjunction with Technicians /Artisans and associates in the field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements, Ensure quality assurance in line with specifications, Manage administration and related functions, Control and Monitor expenditure according to the budget to ensure efficient cash flow management, Manage the development, motivation and utilization of human resources for the discipline to ensure a competent knowledge base for the continued success of technical services according organizational needs and requirements, Ensure continuous individual development to keep up with new technologies and procedures, Liaise with the relevant bodies/councils on technical /engineering related matters ,Advice management on technical issues, Provide inputs for operation plan, compile and submit reports, Deputize the systems manager when necessary.

**ENQUIRIES** : Mrs. SR Ranjoomia Tel No: (033)-212 2170

**APPLICATIONS** : All applications to be posted to: The Acting Chief Executive Officer, Richmond Hospital Private Bag X 133, Richmond, 3780.

**FOR ATTENTION** : Mrs. Ranjoomia

**NOTE** : The applicants must include only completed and signed new Z83, Obtained from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of identity Documents, Senior Certificate, and the highest required qualification as well as driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview. Knowledge, Skills And Competencies Required For The Post: knowledge of Occupational Health and safety Act, Technical analysis knowledge and computer aided technical applications, Report writing and product process knowledge and skills, Customer focus and responsiveness, Problem solving, communication, planning and organizing and computer skills , Decision making, team work

,creativity ,Self-Management and analytical skills, Knowledge of Legal Compliance and Product process knowledge and skills.

**CLOSING DATE** : 23 September 2022

**POST 34/259** : **CLINICAL NURSE PRACTITIONER REF NO: SAHELIM 11/2022 (X2 POSTS)**

**SALARY** : Grade 1: R388 974 per annum  
Grade 2: R478 404 per annum  
Other Benefits: 13<sup>th</sup> cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

**CENTRE REQUIREMENTS** : ST Andrews Hospital: Elim Clinic  
Senior Certificate. Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. **Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. **Grade 2:** Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Skills: Knowledge of nursing care and processes and procedures, Basic knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills, Team building and cross cultural awareness.

**DUTIES** : To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to the scope of practice. Ensuring supervision and provision of basic needs of patients viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and keeping a good valid record on all client interventions. Ensuring proper utilization of Human, Material and Financial resources and keeping up to date records of resources.

**ENQUIRIES APPLICATIONS** : Mrs VV Ncume Tel No: 039-4331955 EXT 259  
Should be forwarded: The Chief Executive Officer: St Andrews Hospital, Private Bag x1010, Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680.

**FOR ATTENTION NOTE** : Human Resource Manager  
Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (only). Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate only when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof only when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

**CLOSING DATE** : 23 September 2022

<b><u>POST 34/260</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE REF NO: OTH CHC 03/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R382 425 per annum. Other Benefits: 13th cheque, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Othobothini Community Health Centre (Jozini) Matric / Grade 12. Bachelor degree/National Diploma in Financial Management/Cost and Management Accounting /B com Accounting/Finance and Accounting as major subject or Module PLUS 3-5 years supervisory experience in Financial Management. Valid driver's licence. Knowledge, Skills, Training and Competencies Required: Detailed knowledge of budgeting, budgeting control and financial management area of operation and associated processes. Good knowledge of Finance Management as well as relevant Acts and Regulations. Sound Management, negotiation, interpersonal and problem solving skills. Knowledge of Labour Relations, discipline and grievance procedure. Good leadership, organisational and planning skills. Knowledge of Asset management, BAS, PERSAL and Vulindlela. Knowledge of SCM framework, PFMA, Treasury Regulations and practise notes. Knowledge of SCOA structures. Knowledge of computer literacy.
<b><u>DUTIES</u></b>	:	Manage functionality of all finance &SCM components (Budget, Expenditure, Revenue, Assets and Stores). Maintain adequate availability, efficient utilization of staff, EPMDS, Training, Discipline and manage grievances in the component. Ensure clearance of suspense account and proper debt management. Ensure proper voucher control and payroll certifications. Identify risks and institute control measures to minimize risks in all departments that deal with financial matters. Conduct analysis on expenditure trends and do budget estimates and link with service delivery outcomes. Manage and implement efficient, cost effective and integrated SCM throughout the CHC and Clinics. Analyse, Audits, interpret and consolidate financial data as contained in books for a financial year, in accordance with accounting procedure and provide financial information that is accurate, concise, reliable and timely to facilitate effective decision-making. Draw, analyse, interpret BAS reports for the cash flow and ensure virement of funds, journals, debt, staff linking and suspense account. Develop, implement and monitor measures designed to optimize revenue collection. Ensure proper management of assets.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. N.I Mthethwa Tel No: 035 572 9002 Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.
<b><u>NOTE</u></b>	:	Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- <a href="http://www.kzhealth.gov.za">www.kzhealth.gov.za</a> and a Curriculum Vitae (CV). Applicants are not required to submit Copies of ID, Std 10 certificate, educational qualifications, certificate of service / proof of experience signed by HR office such documents will be requested only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.
<b><u>CLOSING DATE</u></b>	:	23 September 2022
<b><u>POST 34/261</u></b>	:	<b><u>OPTOMETRIST REF NO: STC08 /2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R322 746 per annum, Plus other benefits: 13 <sup>th</sup> Cheque, Medical Aid (optional), Home Owner Allowance (employee must meet prescribed conditions) Medical Aids (optional)
<b><u>CENTRE REQUIREMENTS</u></b>	:	ST Chads CHC Senior Certificate (grade 12) .Degree in Optometry plus current registration with HPCSA. 1 year experience as community service. Proof of previous and current work experience endorsed and stamped by Human resource Department. Certificate of service endorsed by HR is required. Knowledge, Skill, Training and Competencies Required: Knowledge of National Health Act, National guidelines in optometry component, standard operations procedures in optometry. Knowledge of National guidelines in infection, prevention and control, Health Professional Council Policies. Knowledge of Public Service Charter. Effective communication within the relevant platforms and audience,



not undermining patient centered care. Overall Strategic planning, implementation, monitoring and evaluation in optometry component. Open communication, transparency and consultation Professionalism, accountability and commitment to excellence Effective application of continuous learning amenable.

**DUTIES**

: To change and innovation. Emotional intelligence. To conduct weekly visits to clinics to conduct health talks at the clinics in eye related topics. To evaluate and treat specific patients in clinic if needed. To refer to hospital if unable to treat patient at clinic level. To conduct eye care training to community health care workers. To conduct eye care training to school health nurses. To conduct eye care training traditional healers. To conduct eye care training to cataract case finders. To screen patients over forty years for cataract. To educate patients on cataract operation. To do post cataract assessments on patients undergone cataract operations. To do eye screening in the primary care eye clinics, schools, pension pay points and health related events. Supervise all junior staff members in Community Health Centre. Applied strategic thinking define and align the departments responsibilities with the entirety of the institution. Implementation of policies and procedures. Conduct performance management assessment (EPMDS)

**ENQUIRIES APPLICATIONS**

: (CEO) SE Mnguni Tel No: 036 637 9600  
 : All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag x9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

**FOR ATTENTION NOTE**

: Mr S.D.Mdletshe  
 : The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Applicants in possession of foreign qualifications must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.

**CLOSING DATE**

: 23 September 2022

**POST 34/262**

: **FINANCE CLERK: SUPERVISOR REF NO: STC09 /2022 (X1 POST)**

**SALARY**

: R261 372 per annum (Level 07), plus other benefits: 13<sup>th</sup> Cheque, Medical Aid (optional), Home Owner Allowance (subject to meeting prescribed requirements) plus 8% Rural Allowance.

**CENTRE REQUIREMENTS**

: ST Chads CHC  
 : Senior Certificate or equivalent, plus a minimum of 3-5 experience in Finance Management. Proof of Computer Literacy (MS Office Software applications). Valid driver's license code8/10. Proof of previous and current work experience endorsed and stamped by Human Resource Department. Certificate of service endorsed by HR is required. Recommendation: Proof of Computer literacy in MS office application. Knowledge, Skill, Training And Competencies Required: Knowledge of the Public Management Act, Treasury Regulations, various acts, legislation and policies pertaining to Finance. In – depth knowledge of the basic Accounting Systems. Good written and verbal communication skills. Sound management, negotiation, interpersonal and problem solving skills. Ability to

deal with all levels of staff in organizing, planning, problem solving and team building skills. Supervisory, communication and interpersonal skills. Ability to work under pressure and meet required deadlines. Ability to prioritize issues and comply with time frames.

**DUTIES**

: Supervision of Finance Department, checking & Authorizing payments, journals debts. Draw BAS report/PERSAL reports to undertake reconciliations and /or clear incorrect expenditure. Compile and process journals. Manage expenditure through the correct allocation of budget. Provide overall supervision and ensure the smooth functioning of the Finance Section. Participate in institutional finance and other committees/ meetings. Supervise and Manage staff under Finance. Ensure compliance Treasury Regulation and Departmental Procurement Policies, rules and Regulations. Ensure proper filing of documents. Conduct internal audit on an ongoing basis. Implement risk management to avoid fraud and corruption timeously. Compile and submit monthly returns and reports. Ensure that all monthly returns are done timeously i.e. Accruals & Commitments reporting, Fruitless & wasteful Expenditure & Voucher control. Ensure functionality of BID Committees. Ensure that payments are done as required by the PFMA. Draw out CSD for payments before capturing & Authorizing. Maintain effective & efficient staff Management in respect of giving and Supervision on performance of their duties (EPMDS) Implement discipline and grievance procedures. To clear suspense accounts transactions and report on monthly basis-ordinate in-service training in order to promote service delivery.

**ENQUIRIES**

: Mrs. A Somaru Tel No: 036 637 9600

**APPLICATIONS**

: All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag x9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

**FOR ATTENTION**

: Mr S.D.Mdletshe

**NOTE**

: The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Applicants in possession of foreign qualifications must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.

**CLOSING DATE**

: 23 September 2022