

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL  
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.)*

**OTHER POSTS**

<b><u>POST 35/276</u></b>	:	<b><u>MANAGER PHARMACEUTICAL SERVICES REF NO: ETH 0208/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R1 106 037.per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	EThekwini District Office
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate STD 10/Grade 12 Plus Bachelor of Pharmacy or equivalent. Minimum of three (3) years public sector experience as Assistant Director Pharmaceutical Services. Valid Driver's license. Current registration with the SAPC as a Pharmacist. Recommendations At least 3 years' management experience in the district health systems and involvement in PHC clinics support. Knowledge, Skills, Attributes And Abilities Knowledge of public sector pharmacy, as well as relevant acts, regulations, District Health System Ideal Hospital, National Core Standards, EML, Good Pharmacy Practice, policies and procedures, and the National Drug Policy. Sound understanding of Procurement reforms and the CCMDD program. Sound knowledge of legislation relating to pharmaceutical practice in South Africa. Good communication, leadership, motivational, decision-making, team building, ethical, operational, professional and supervisory skills. Strong interpersonal relations, good presentation, project Management. Ability to take decision independently, work under pressure and meet tight deadlines. Good understanding of challenges facing the public health sector. Ability to translate and transform objectives into practical plans. Knowledge of the principles, functioning and operation of a PTC and Anti-Microbial Stewardship. Knowledge of Human Resource Management including staff training and development and financial management. Commitment to service excellence, together with innovative and analytical thinking based on sound ethical and legal principles. Effective, planning, organizational, managerial and interpersonal skills Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook) as well as knowledge and experience in RX Solution. Knowledge of Drug Supply Management and Clinical practice. Ability to work independently and as part of a team with other role players.
<b><u>DUTIES</u></b>	:	Partake in the development, implementation and monitoring of pharmaceutical policies including standard operating procedures, system and norms. Facilitate the implementation of the Essential Medicine Programme of South Africa within the district. Support the provision of optimal Pharmaceutical Services in the District while ensuring legislative compliance by all facilities within the district. Assist with the implementation of medicine availability monitoring systems and intervention within the district. Provide technical support to the District Health Management Teams, Health Programmes and Pharmaceuticals and Therapeutic committees (including associated sub-committees. Assist with implementation of Special projects (Pharmaceutical aspects). Ensure effective, efficient and economically management of resources allocated to EThekwini District. Manage the Central Chronic Medicine Dispensing and Distribution (CCMDD) programme for the district. Monitor expenditure on Pharmaceuticals within the district in order to ensure the rational use of medicine budget to accommodate the needs of the District. Provide guidance, support expect advice and reports to senior management on pharmaceutical services, practices and products.
<b><u>ENQUIRIES</u></b>	:	Mrs TBT Sakyi District Director: EThekwini District Office Tel No: 031 240 5309
<b><u>APPLICATIONS</u></b>	:	All applications should be forwarded to: Posted to: The District Director, EThekwini District Office, Private Bag X54318, Mayville, 4000 Or Hand delivery: The District Director EThekwini District Office; 85 King Cetshwayo Highway, Durban, 4000
<b><u>FOR ATTENTION</u></b>	:	Mrs NF Mapumulo (AD: HRM)
<b><u>NOTE</u></b>	:	Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. A detailed Curriculum Vitae only must

accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. The Reference Number must be indicated in the column (Part A) provided on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of foreign qualification if shortlisted will be required to produce evaluation certificate from the South African Qualifications Authority (SAQA). 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** : 30 September 2022
- POST 35/277** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: ETH 0308/2022 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), (all-inclusive package)  
 : EThekwini District Office  
 : 3 years' appropriate tertiary qualification in Human Resource Management or Public Administration/or equivalent qualifications. PERSAL Personnel Administration course. Computer literary in MS Word, MS Excel and PowerPoint. Valid Drivers' license. Knowledge; Skills And Competencies: Knowledge of Public Service Act, Public Service Regulations and Prescripts, Knowledge of PERSAL system, Knowledge of basic principles of HR Management. Ability to interpret and apply policies, acts, ability to comprehend Human Resource issues. Interpersonal relations, innovation and communication skills. Financial Management, Change Management, Decision making, time management, facilitation skill, risk management and good interpersonal relation skills.
- DUTIES** : Provide strategic leadership of human resource management for the district. Manage all Human Resource components, i.e. Human Resource Practices, Human Resource Planning and Development, Staff Relations and Employee Wellness and ensure the provision efficient and effective services in the District and District Office. Monitor and evaluate human resource activities in the district. Ensure quality development of HRMS in line with NSC, ICRM and Ideal Clinic. Render an efficient and effective advisory support service with regard to Recruitment and Selection. Provide leadership for management processes for the alignment of organizational, and post establishment structures within the district in line with emerging service delivery demands as well as the imperatives set by the Annual Performance Plan of the district, Service Transformation Plan of the department budget allocations as well as standard and workload statistics. Oversee the effective implementation of the Human Resource Management policy imperatives in institutions and ensure consistency in the application. Develop strategist aimed at improving service delivery. Ensure and facilitate the consolidation of HR Plan for the district. Provide early warnings and develop innovative solutions to overcome identified problem areas.
- ENQUIRES APPLICATIONS** : Mrs TBT Sakyi District Director EThekwini District Office Tel No. 031 240 5309  
 : All applications should be forwarded to: Posted to: The District Director, EThekwini District Office, Private Bag X54318, Mayville, 4000 Or Hand delivery: The District Director EThekwini District Office; 85 King Cetshwayo Highway, Durban, 4000
- FOR ATTENTION NOTE** : Mrs NF Mapumulo (AD: HRM)  
 : Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. A detailed Curriculum Vitae only must accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. The Reference Number must be indicated in the column (Part A)

provided on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of foreign qualification if shortlisted will be required to produce evaluation certificate from the South African Qualifications Authority (SAQA). 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** : 30 September 2022
- POST 35/278** : **DEPUTY MANAGER: FINANCIAL MANAGEMENT REF NO: FIN 44/2022 (X1 POST)**
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package), Plus Medical Aid: Optional, Home Owners Allowance (Employee must meet the prescribed requirements)
- CENTRE** : Harry Gwala Regional Hospital
- REQUIREMENTS** : Grade 12/ Senior Certificate. An Appropriate Bachelor's Degree or National Diploma in Accounting, Cost Management & Accounting or National Diploma in Financial Management, National Diploma in Business Administration or equivalent qualification; PLUS A minimum of three (3) years managerial experience in Finance Management. A valid code B Driver's License (code 8). Possess thorough knowledge of Laws, Regulations, Policies, Instructions, Practices Notes, Public Finance Management Act, Treasury Regulations and Treasury Guidelines, Possess in-depth knowledge of budget procedures and BAS, Have the ability to perform independently and under pressure, Have good communication and interpersonal relations, Be computer literate with a proficiency in Excel and PowerPoint Software applications, Possess knowledge of human resource management policies, Have planning, organizing, analytical thinking and presentation skills, Be able to develop/implement policies and financial practices, Possess knowledge of procurement procedures and directives, Computer Literacy with knowledge of a computerized financial management system.
- DUTIES** : The implementation of sound financial management controls. Preparation and motivations for the medium Term Expenditure Framework budget. Ensure that the institution remains within its' cash flow. Ensure appropriate risk management and controls. Ensure effective and timeous financial reporting. Give management strategic directions on all aspects of finance management. Evaluate the effectiveness of business processes (cost centres) to achieve cost-saving and other efficiencies. Maintain adequate availability and efficient utilisation of staff in the Finance Section. Develop and manage the budgeting process in the institution in consultation with hospital management and other stakeholders in line with the Department's strategy on financial management and other applicable prescripts by seeking to administer and coordinate the annual budget cycle. Promote the use of information technology and management information system to enhance service delivery and cost effectiveness. Develop and customize guidelines for outsourcing non-core hospital functions and train line managers on these guidelines and their implementation. Judge the efficiency of distinctive financial system and control and justify procedures and instructions and manuals in respect of financial administration. Exercise overall control of the budget and expenditure of the institution as a Responsibility. Manager in terms of Treasury Instructions and as appointed by Head of Department. Provide the Chief Executive Officer with the financial information that is accurate, concise, reliable and timely to facilitate e effective decision-making. Develop and implement and monitor measures designed to optimize the collection of revenue from patients. Analyse, Audit, interpret and consolidate financial data as contained in books for financial year, in accordance with accounting procedure. Exercise management and leadership over the areas allocated. The incumbent of this post will report to the Chief Executive Officer, and will be responsible to provide

financial management in order to ensure that resources are managed in such a way that the institution delivers sustainable, co-ordinate and integrated patient health care,

**ENQUIRIES  
APPLICATIONS**

: Mrs. N.T. Nxaba Tel No: 033 395 4039  
: All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X 509, Plessislaer, 3216. For the attention of Mr. T.C. Manyoni or hand delivered to the box main gate behind the security office.

**NOTE**

: The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2022. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, Indian Male, Coloured Male and Coloured Female.

**CLOSING DATE**

: 30 September 2022

**POST 35/279**

: **ASSISTANT MANAGER NURSING (SPECIALTY: MATERNITY & PAEDIATRIC) REF NO: UNTU 03/2022 (X1 POST)**  
Component: Nursing

**SALARY**

: R624 216 - R702 549 per annum. Other benefits: 13th Cheque, Medical Aid (Optional) 8% Rural Allowance Housing Allowance: Employee must meet prescribed requirements.

**CENTRE  
REQUIREMENTS**

: Untunjambili Hospital  
: Senior certificate STD 10/ (Grade 12), Basic R425 Diploma/Degree in General Nursing and Midwifery. A post basic qualification in Advanced Midwifery and Neonatal Nursing .A proof of current registration with SANC as a Professional Nurse (2022). A minimum of TEN years' appropriate/recognisable experience in NURSING after registration as a Professional Nurse with SANC in General Nursing. At least SIX years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one year Diploma in Advanced Midwifery & Neonatal Science. At least Three years of the period referred to above must be appropriate/recognisable experience at management level. Recommendations: Degree/Diploma in Nursing Management. A valid driver's licence (code 8/10). Knowledge, Skills, Attributes and Abilities Knowledge in nursing care process and procedures, nursing statutes and other relevant legal frameworks. I.e. Nursing Act, Health Act Occupational Health & safety Act, Patients, Rights Charter & Batho Pele Principles. Leadership, Organization, decision making and problem solving abilities within limit of the public sector & institutional framework. Interpersonal skills including public relations, negotiating conflict handling and counselling skills Act, Public Service Act Regulation & Labour Relations, Act. Good communication, report writing, facilitation, co-ordination & leadership skills as well as computer skills.

<b><u>DUTIES</u></b>	:	Delegate, supervise and co-ordinate the provision of effective patient care through .Adequate nursing care. Oversee clinical governance to ensure high standard of patients care .Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health. Develop/establish and maintain constructive working relationship with nursing & other stakeholders (i.e.-professional, inter-sectorial and multi-disciplinary teamwork). Participate in analysis, formulation & implementation of nursing, practices, standards and procedures. Deal with disciplinary issues, grievance and labour issues including monitoring and managing absenteeism. Monitor and ensure proper utilization of financial and physical resources .Assist in the implementation of priority programs to reduce morbidity and mortality rate, communicable and no-communicable diseases .Improve the facility efficiencies. Ensure accurate reliable statistic and report are generated through the information management section. Ensure that unites comply with National Core Standard –Ideal Clinic, Batho Pele principles to meet the needs and demands of the clients. Manage the Employee Performance Management Development System. Deputize the Deputy Manager Nursing.
<b><u>ENQUIRIES</u></b>	:	Mr. K.R Mthimkhulu Tel No: 033-444 1707
<b><u>APPLICATIONS</u></b>	:	should be forwarded to: Human resource Manager, Private Bag X216 Kranskop, 3268.
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> which must be originally signed and dated. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants <u>must include only</u> completed and signed new Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, 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 shortlisted candidates to Human Resource on or before the day of the interview date. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification by the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. 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. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/280</u></b>	:	<b><u>ASSISTANT NURSING MANAGER GRADE 1 (SPECIALTY) REF NO: THH03/2022</u></b>
<b><u>SALARY</u></b>	:	R624 216 - R702 549 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing allowance (Employee must meet prescribed requirements)
<b><u>CENTRE</u></b>	:	TownHill Hospital – (Psychiatry)
<b><u>REQUIREMENTS</u></b>	:	Highest educational qualification (Matric/ Grade 12) or equivalent. Degree /Diploma in General and Psychiatric Nursing Diploma in Advance Psychiatric Nursing. A minimum of ten (10) years appropriate /recognizable experience in nursing after registration as a professional nurse with SANC in General nursing. At least six (6) years of the period referred to above must be appropriate /recognizable experience after obtaining one (1) year post basic qualification in advanced Psychiatric nursing . A minimum of three (3) years of the period referred to above must be appropriate /recognizable experience at Supervisory level. Proof of current registration with SANC Certificate of service

is also required obtainable from your Human Resource Office. Applicant will submit only when shortlisted. Other Requirements: A valid driver's license. Knowledge, Skills, Training and Competencies Required Knowledge of nursing prescripts, policies, procedures and protocols. Knowledge and experience of the public service policies service, acts and regulations. Sound management, negotiation, interpersonal relations and disciplinary procedures and basic financial management skills. Good verbal and written communication, problem solving and project management skills. Ability to function well within the team. Basic computer literacy to enhance service deliver. Appropriate understanding of nursing scope and practice and nursing standards. Ability to apply PHC approach in the work environment Co-ordinate Outreach programmes and liaise with District Mental Health Programme Manager.

**DUTIES**

: Provide guidance and leadership towards the realization of the Institutional strategic and operational goals. Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care within legal frame work. Co-ordinate and facilitate the development of quality for all nursing categories within area of supervision. Ensure the implementation of National, Provisional and District Quality Improvement initiatives at Hospital level. Participate in formulation of policies procedures and implementation thereof. Assist in achievement of National Core Standards and Six Priority areas within the Hospital. Control provision of Nursing Care in the area of supervision through allocation and supervision of Human and Financial Resources. Monitor and ensure that all nurses are licensed to practice. Ensure implementation of procedures that maintain effective infection control and Occupational and Safety measures in accordance with Occupational and Safety legislation. Carry out regular review and explore opportunities for professional development and ensure training and development of the nursing staff with the zone /area. Deal with grievance and labour relation issues in terms of laid down policies, procedure i.e. manage workplace discipline. Monitor the implementation of the employee's performance and development systems, and deal with identified developmental needs. Ensure security and MHCU's property. The employee will be required to work both day / night duties.

**ENQUIRIES  
APPLICATIONS**

: Mr. A.M. Ntombela (Nursing Manager) Tel No: 033 341 5521  
 : To be forwarded to: Mr SW Zulu, The Human Resource Manager, Townhill Hospital, P.O. Box 400, Pietermaritzburg, 3200 Applications should be sent by post to, The Human Resource Manager Townhill Hospital P O Box 400 Pietermaritzburg, 3200.

**FOR ATTENTION  
NOTE**

: Mr SW Zulu  
 : 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](http://www.kznhealth.gov.za). Submit the Z83 form and detailed Curriculum Vitae only. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from Human Resource. People with disabilities should feel free to apply for these posts. The reference number must be indicated in the column provided on the form Z83, Please note that failure to comply with the above instructions will disqualify the applicant. Please note that 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 anticipated, receipts of applications will not be acknowledged. Should you not be advised within 90 days of the closing date, kindly consider your application as unsuccessful. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualification Authority (SAQA). Failure to comply will result in the applicant not being considered. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department). Please note that due to financial constraints, there will be no payment of S & T claims.

**CLOSING DATE**

: 30 September 2022

<b><u>POST 35/281</u></b>	:	<b><u>OPERATIONAL MANAGER: THEATRE (SPECIALTY STREAM) REF NO: UNTU 04/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R571 242 - R642 933 per annum. Other Benefits: 13 <sup>th</sup> Cheque, 8% Rural allowance, Medical Aid (optional) Home owner's Allowance: Employee must meet prescribed requirements.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Untunjambili Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior certificate. Diploma / Degree in Nursing and Midwifery that allows registration with SANC as a professional nurse and midwifery. Current Registration with SANC as a Professional Nurse and Midwifery (2022). A post basic Nursing qualification with a duration of at least 1 year accredited with SANC in Medical and Surgical Nursing Science (Operating Theatre Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Diploma / Degree in operating theatre. Current registration with SANC (2022). A minimum of nine (9) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council in General Nursing. At least five (5) years of experience referred above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in Medical and Surgical Nursing Science (Operating Theatre Nursing) Knowledge, Skills, Attitudes and Abilities: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Knowledge and experience of the Public Service Policies, Acts and Regulations. Sound management, negotiations, interpersonal and problem solving skills. Good verbal and written communication skills. Sound working knowledge of nursing management with specialty. Knowledge of labour relations and disciplinary procedures. Basic financial management skills.
<b><u>DUTIES</u></b>	:	Participate in co-ordination of the activities of the department, assist with resuscitation and triage patients for effective flow in order to reduce waiting times /overflow of patients. Liaise and communicate with multi-disciplinary team as well as other departments within the Hospital i.e. during operational meetings with nursing supervisor and subordinates. Planning the unit in line with the strategic plan of the institution. Ensure provision of quality nursing care. Problem solving and decision-making. Promote training and development of staff. Management of both Human Resource and Financial Resource. Ensure economical use of material and equipment. Check all equipment to ensure working order and refer for repairs. Assess the suitability of equipment and consumables for specialised areas. Give budget inputs regarding consumable and equipment budget for financial year. Facilitation of staff training and ongoing medical education. Ensure safe and therapeutic environment for patients, staff and the public. Demonstrate basic computer literacy as a support tool to enhance service delivery. Carry out EPMSD evaluation of staff, formulate training programmes and participate in the training and development of staff. Ensure implementation of Infection Control Practices. Monitor and control absenteeism. Provision of effective support on Nursing Services.
<b><u>ENQUIRIES</u></b>	:	Mr. K.R Mthimkhulu Tel No: 033-444 1707
<b><u>APPLICATIONS</u></b>	:	Applications should be forwarded to: Human resource Manager Private Bag X216 Kranskop, 3268
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> which must be originally signed and dated. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, 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 shortlisted candidates to Human Resource on or before the day of the interview date. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. <b>NB:</b> Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of



previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. 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. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

- CLOSING DATE** : 30 September 2022
- POST 35/282** : **OPERATIONAL MANAGER NURSING SPECIALTY (THEATRE) REF NO: MAD 02/ 2022**
- SALARY** : Grade 1: R571 242 - R642 933 per annum, plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Madadeni Provincial Hospital  
: Basic R425 qualification (i.e. Degree/Diploma) in general nursing and midwifery, Post basic diploma in Clinical assessment, treatment and care. Minimum of 9 years appropriate recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. One (1) year post basic qualification in Operating Theatre Nursing Science. At least five (5) years of the period referred to above must be appropriate recognizable experience after obtaining one (1) year post basic qualification in Operating Theatre Nursing Science. Proof of current year registration with SANC (2022 Receipt). Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. 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, requirements and expectations (Batho Pele). 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** : Ensure provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by Madadeni Hospital. Ensure compliance to professional and ethical practice. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Participate in staff development using EPMDS System and other work related programmes and training. Ensure that the unit complies with National Core Standards. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies, National core standards, OHSC. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies and procedures. Maintain accreditation standards e.g NCS, OHSC.
- ENQUIRIES** : Mr. RSM Ngcobo Tel No: 034 328 8137
- APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940
- FOR ATTENTION** : The Recruitment Officer
- NOTE** : 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. 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](http://www.kznhealth.gov.za). The application form (Z83) must be accompanied by a detailed Curriculum Vitae



only, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. 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. Post. EE Targets (African Male)

- CLOSING DATE** : 30 September 2022
- POST 35/283** : **ASSISTANT NURSING MANAGER GENERAL STREAM (MONITORING AND EVALUATION) REF NO: THH01/2022 (X1 POST)**
- SALARY** : R571 242 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing allowance (Employee must meet prescribed requirements Other Benefits: Commuted Overtime (Commuted overtime limited to applicable groups)
- CENTRE** : Town Hill Hospital – (Psychiatry)
- REQUIREMENTS** : Educational Qualification – Matric / Grade 12 or equivalent. Registration with the SANC (2022 receipt) as a general and psychiatric nurse. A minimum of 8 years appropriate / recognizable experience in nursing after registration with the SANC in general nursing. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level or clinical programme coordination level. A valid code EB driver's license. Computer literacy. Applicant will submit only when shortlisted. Other Requirements: Planning Monitoring and Evaluation experience in the Health Care environment will be an added advantage. Degree / Diploma in Nursing Management. Knowledge, Skills and Competencies Required Knowledge and experience with public service policies, acts and regulations. Sound management, negotiation, interpersonal and problem solving skills Good verbal and written communication skills .Knowledge of human resource training needs and development .Knowledge of labour relations and disciplinary procedure. Basic financial management skills. Knowledge of nursing care delivery approaches. Leadership, management planning, organizing and co-ordinating skills.
- DUTIES** : Oversee the co-ordination, integration and development of inputs into the Hospital improvement plan. Co-ordinate development of services delivery improvement plan for hospital. Monitor, evaluate and provide early warning and report on the implementation of a hospital annual performance plan. Ensure implementation of the total quality management framework and conduct quarterly audits. Ensure monitoring and evaluation of overall performance of the institution. Enforce compliance to the legislative prescripts in all units within the facility jurisdiction. Ensure development, implementation and maintenance of a reliable & accurate information system in line with departmental policy and system imperatives. Co-ordinate staff training and update on initiatives for ensuring service excellence. Actively drive quality assurance and service excellence initiation. Monitor and co-ordinate data collection and support the implementation of the action plans as generated by the information management team. Co-ordinate data management meetings and monitor performance indicators with the FIO. Monitor efficiency indicators of the hospital, conduct meetings on challenges related to patients care. Co-ordinate the implementation of patients' rights charter, Batho Pele and clinical governance as fundamental basis in developing and directing the quality health care within the institution. Monitor and ensure that all health professionals are licenced to practice. Manage IPC activities, Quality activities, Data activities.
- ENQUIRIES** : Mr. NR Hadebe (Chief Executive Officer) Tel No: 033 341 5625
- APPLICATIONS** : To be forwarded to: Mr. SW Zulu, The Human Resource Manager, TownHill Hospital, PO Box 400, Pietermaritzburg, 3200
- FOR ATTENTION** : Mr SW Zulu
- 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](http://www.kznhealth.gov.za). Submit the Z83 form and detailed Curriculum Vitae

only. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from Human Resource. People with disabilities should feel free to apply for these posts. The reference number must be indicated in the column provided on the form Z83, Please note that failure to comply with the above instructions will disqualify the applicant. Please note that 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 anticipated, receipts of applications will not be acknowledged. Should you not be advised within 90 days of the closing date, kindly consider your application as unsuccessful. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualification Authority (SAQA). Failure to comply will result in the applicant not being considered. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department). Please note that due to financial constraints, there will be no payment of S & T claims.

- CLOSING DATE** : 30 September 2022
- POST 35/284** : **OPERATIONAL MANAGER NURSING – PHC (LEVEL 9) NSIMBINI REF NO: OMN NSI / PHC 01/2022 (X1 POST)**
- SALARY** : R571 242 – R642 933,per annum Other Benefits Home Owner Allowance (conditions apply) 13<sup>th</sup> Cheque (conditions apply) Medical Aid (Optional) Inhospitable Area Allowance (8% of basic salary)
- CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital – Nsimbini PHC  
 : Degree or Diploma in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a “Professional Nurse.” A post basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with SANC Certificates of registration with SANC as a Professional Nurse and post basic qualification. Proof of current registration with SANC (2022).Experience: A minimum of nine (9) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/ recognizable experience after obtaining the one 1 year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competencies Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing in the Public Services Knowledge of nursing care processes and procedures Appropriate understanding of Scope of Practice and nursing standards Thorough knowledge of quality assurance standards as directed by Negotiated Service Delivery Agreement, National Core Standards, Patient Rights Charter, Batho Pele Principles, Sound knowledge of Labour Relations Act Leadership, supervisory, organizing, decision making, problem solving abilities skills Coordination and Report writing skills Time management Personal attributes: responsiveness, professionalism, supportive, assertive and must be a team player. Good communication and interpersonal skills and ability to function well within a team. Demonstrate a basic understanding of HR and Financial Policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery.
- DUTIES** : Facilitate provision of comprehensive package of service at PHC level including priority programs and Quality Improvement Programs Develop clinic Operational Plan, monitor the implementation and submit progress reports; Participate in clinical audits in the facility and ensure implementation of the quality improvement plans supported by strong work ethics Ensure proper control and effective utilization of all resources including HR, Financial, vehicles and exercise care over government property. Supervise the community outreach teams and ensure submission of the reports Ensure staff development and monitor staff performance according to EPMDS Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Ensure Batho Pele principles, National Core Standards and ideal clinic priorities are implemented.
- ENQUIRIES APPLICATIONS** : Mrs M Mlotshwa Tel No: 031 907 8203  
 : Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeeni, 4060

- FOR ATTENTION NOTE** : Mrs TZ Makanya  
 : 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](http://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. Please note that due to financial constraints, there will be no payment of S&T Claims. NB: Persons with disabilities, the African Male, Coloured Female and White Male are encouraged to apply for the post.
- CLOSING DATE** : 07 October 2022
- POST 35/285** : **OPERATIONAL MANAGER GENERAL STREAM (NIGHT-DUTY) REF NO: UNTU 05/2022**  
 Component: Nursing
- SALARY** : Grade 1: R450 939 - R570 531 per annum. Other benefits: 13th Cheque, Medical Aid (Optional) 8% Rural Allowance Housing Allowance: Employee must meet prescribed requirements
- CENTRE REQUIREMENTS** : Untunjambili Hospital  
 : Senior Certificate/Grade 12, Degree/ Diploma in general nursing and Midwifery. Current registration with SANC. (2022 RECEIPT). At least minimum of 7 years appropriate/recognizable experience as a Professional Nurse after registration. Knowledge, Skills, Attributes and Abilities Leadership, Management, planning, policies and procedures governing health care service delivery especially the forensic unit. Knowledge of code of conduct, Labour Relations and related policies. Knowledge of nursing care processes and procedure. Knowledge of nursing statutes and relevant legal framework. Knowledge of Human Resource Policies. Operational Management co-ordination networking liaison skills. Good communication, interpersonal relations, problem solving and conflict management skills. Planning management skills. Planning and organising report writing skills. People management and financial management skills.
- DUTIES** : Ensure adequate Coverage and Supervision of staff in all units to allow provision of adequate patient care in an efficient and effective manner. Facilitate and strengthen implementation of health service delivery policies, procedures, clinical guidelines, protocols, plans and strategies aimed at achieving services excellence. Promote implementation of Batho Pele principles, patient's rights charter and acceptance professional/clinical-ethical standards within the applicable legal framework. Participate and implementation of norms and standards, National Health Priorities and quality improvement initiatives including national priority program Plans. Ensure a safe environment for both patients and staff at night. Identify staff and students training needs, ensure that effective development takes place and monitor performance thereof. Demonstrate effective communication with staff, patients Colleagues, clinicians and other stakeholders including report writing and presentation. Ensure effective and efficient management and utilization of resources including staff, material, financial etc. Exercise control of discipline, grievance and labour relations in terms of laid down policies and procedures. Ensure all night Services are coordinated.
- ENQUIRIES APPLICATIONS** : Mr. K.R Mthimkhulu Tel No: 033-444 1707  
 : should be forwarded to: Human resource Manager Private Bag X216 Kranskop 3268
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable 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 Document, 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 shortlisted candidates to Human Resource on or before the day of the interview date. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with

the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. 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. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

- CLOSING DATE** : 30 September 2022
- POST 35/286** : **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (QUALITY ASSURANCE MANAGER) REF NO: THH02/2022**
- SALARY** : R450 939 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing allowance (Employee must meet prescribed requirements)
- CENTRE** : TownHill Hospital – (Psychiatry)
- REQUIREMENTS** : Grade 12 / Matric or equivalent certificate. Diploma /Degree in General Nursing that allows registration with the SANC as Professional Nurse. A minimum of 7 years appropriate / recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC as Professional nurse for the year 2022. Applicant will submit only when shortlisted. Other Requirements: A valid driver's license. Computer Literacy. Experience in Quality Assurance Management Programme Knowledge, Skills, Training and Competencies Required Demonstrate an in depth understanding of nursing legislations related to and ethical nursing practices and how this impact to service delivery .Ensure clinical practices in accordance with the scope of practices. Promote quality of care as directed by professional scope of practices and standards as determined by the relevant health facility. Demonstrate a basis understanding of HR and financial policies and practices. Strong interpersonal communication and presentation skills. Knowledge of Total Quality Management (TQM). Knowledge of norms and standards and provincial initiatives (Human Rights, Batho Pele, and Patient's Rights Charter).Knowledge of guidelines and policies. Know and capacitate staff about OHSC protocols, guidelines etc. Participate in PEC.
- DUTIES** : Work as part a multidisciplinary team to ensure good quality of care across all disciplines. Perform quality improvement audits and surveys and report to Senior Management and multidisciplinary health team Monitor and evaluate delivery of quality care at the entire institution. Ensure implementation of standards and norms and provincial initiatives. Co- ordinate quality improvement initiatives within the institution. Monitor and evaluate compliance to the National and Provincial quality programs. Provide advice on various aspects of quality care to the institution. Provide monthly reports to Supervisors and Senior Management about progress of service delivery. Monitor clinical and non-clinical areas on regular basis to ensure compliance to processes. Ensure that all departments are provided training to all quality services. Ensure proper reporting and recording to Web system. Represent the institution in District and Provincial QAM forum.
- ENQUIRIES** : Mr. NR Hadebe (Chief Executive Officer) Tel No: 033 341 5625
- APPLICATIONS** : To be forwarded to: Mr SW Zulu, The Human Resource Manager, TownHill Hospital, P.O. Box 400, Pietermaritzburg, 3200
- FOR ATTENTION** : Mr SW Zulu
- 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](http://www.kznhealth.gov.za). Submit the Z83 form and detailed Curriculum Vitae only. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from Human Resource. People with disabilities should feel free to apply for these posts. The reference number must be indicated in the column provided on the form Z83, Please note that failure to comply with the above instructions will disqualify the applicant. Please note that 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 anticipated, receipts of applications will not be acknowledged. Should you not be advised within 90 days of the closing date, kindly consider your application as unsuccessful. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualification Authority (SAQA). Failure to comply will result in the applicant not being considered. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department). Please note that due to financial constraints, there will be no payment of S & T claims.

- CLOSING DATE** : 30 September 2022
- POST 35/287** : **CLINICAL PROGRAMME COORDINATOR (INFECTION PREVENTION & CONTROL) REF NO: MAD 01/ 2022**
- SALARY** : Grade 1: R450 939 - R507 531, per annum plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
- CENTRE** : Madadeni Provincial Hospital
- REQUIREMENTS** : Basic R425 qualification Degree/ Diploma: General Nursing or Equivalent qualification that allows registration with (SANC). Proof of current Registration with South African Nursing Council (2022 Receipt). A minimum of 7 years' experience appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing Valid Driver's License – please note it is imperative that the successful candidate has a valid driver's license as he/ she will be travelling regularly to Clinics and District Office. Recommendations: Certificate in Infection Prevention & Control, Computer literacy Knowledge, Skills, Training and Competencies Required: Knowledge of Nursing Care Processes and Procedures, Nursing Statutes and other Relevant Legal Frameworks I.e. Nursing Act, Infection Prevention & Control, Occupational Health & Safety Act. Patients Right Charter, Batho Pele Principals, Public Service Regulations, Grievance Procedures etc. Work effectively and amicably at a supervisory level, demonstrating leadership, organizational decision making and problem solving abilities. Demonstrate good report writing and presentation skills as a communication strategy to enhance service delivery. Financial and budget knowledge pertaining to the relevant resources under management. Knowledge about National Core Standards/Ideal hospital/Ideal clinic related to Infection Prevention & Control.
- DUTIES** : Ensure that the development, implementation and review of Infection Prevention & Control guidelines, protocols, norms and standards are in line with current standards of practice regulations and the objectives of the service. Provide professional and technical support for the provision of quality patient care through proper management of relevant programmes e.g. Regular audits, accurate record keeping, identify health indicators and risk factors, in-service training/health education for all staff and clinics on Infection Control and Prevention. Surveillance of health care associated infections, anti-microbial resistance and notifiable conditions. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care e.g. attend meetings, participate with members of the health team in decision making pertaining to health care delivery, consult/ liaise with organizations and special interest groups. Coordinates functions and activities of the Infection Prevention & Control. To ensure a high standard of infection prevention & control by monitoring infection risks to patients, visitors and Health Care workers. Ensure a high standard of thoroughness and accuracy in minimizing further transmission of communicable diseases. Promote interdisciplinary/ intersectional liaison. Inculcates in every employee, patient and their families the knowledge, interests and alertness to principles of Infection Control.
- ENQUIRIES** : Mrs. A.B Singh Tel No: 034 328 8126
- APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940
- FOR ATTENTION** : The Recruitment Officer
- NOTE** : 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. 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](http://www.kznhealth.gov.za). The application form (Z83) must be accompanied by a detailed Curriculum Vitae only, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. 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. Post. EE Targets (African Male

**CLOSING DATE**

: 30 September 2022

**POST 35/288**

: **CLINICAL NURSE PRACTITIONER (EFAYE CLINIC) REF NO: APP/03/2022 (X2 POSTS)**  
Component: Nursing-PHC

**SALARY**

: Grade 1: R388 974 – R450 939 per annum  
Grade 2: R478 404 – R588 390 per annum  
Other Benefits: 13<sup>TH</sup> Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements). Rural allowance 8%

**CENTRE REQUIREMENTS**

: Appelsbosch Hospital  
Degree/National Diploma in General Nursing and Midwifery. Proof of current registration with SANC (2022) as a Professional Nurse and Midwifery. A Post Basic nursing qualification with a duration of at least 1 year in Curative skills in Primary health Care accredited with SANC **Grade 1:** A minimum of four (04) years appropriate/recognisable 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 Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Certificate of Service endorsed by Human Resource as proof of experience (only when shortlisted).Recommendations NIMART Certificate Computer literacy. Valid Driver's license Code B (08) Knowledge, Skills, Training, And Competencies Required Knowledge of SANC rules and regulations. Knowledge of Nursing procedures, relevant Acts and policies. Knowledge of Batho Pele principles and Patient's Right Charter. Knowledge of Code of conducts labour relations. Good communication and interpersonal skills. Decision making and problem solving skills. Basic Financial management.

**DUTIES**

: Provide quality comprehensive primary health care by promoting preventive, curative and rehabilitative service for the clients and the community. Demonstrate effective communication with patients, supervisors and other clinicians including report writing. Participate in clinical audits in the facility and ensure implementation of quality improvement plans supported by strong work ethics. Initiate and provide preventive and promotive activities in national priority programmes including MNCWH, non-communicable disease and HAST and quality improvement programs. Provide administrative service such as providing accurate statistics for evaluation and future planning. Provide administrative service such as providing accurate statistics for evaluation and future planning. Provide support in the reduction and management of disease burden to ensure better health outcomes. Ensure proper control and effective utilization of all resources including, financial, pharmaceuticals and infrastructure. Always promoting scientific quality nursing care by functioning as therapeutic team coordinating between the clinic and community and preventing micro-legal hazards. Encourage research by assisting in regional and departmental projects ensuring that the community needs are taken into



		account. Participating and assisting with the according to treatment guidelines, protocols and EDL for PHC. The incumbent will be expected to rotate to different streams in the clinic. Provide comprehensive health care service extended hours, weekends and public holidays.
<b><u>ENQUIRIES</u></b>	:	Mr. M Zele: Assistant Manager Nursing-PHC, Tel No: (032) 294 8000
<b><u>APPLICATIONS</u></b>	:	Should be forwarded to: The Chief Executive Officer, P/Bag X215 Ozwathini, 3242.
<b><u>FOR ATTENTION</u></b>	:	Human Resource Manager
<b><u>NOTE</u></b>	:	Equity Target: African Male
<b><u>CLOSING DATE</u></b>	:	07 October 2022
<b><u>POST 35/289</u></b>	:	<b><u>PROFESSIONAL NURSE: SPECIALTY-ADVANCE MIDWIFERY REF NO: UNTU 06/2022 (X1 POST)</u></b> Component: Nursing
<b><u>SALARY</u></b>	:	Grade 1: R388 974 - R450 939 per annum Grade 2: R478 404 – R588 390 per annum Other benefits: 13th Cheque, Medical Aid (Optional) 8% rural allowance Housing Allowance (Employee must meet prescribed requirement)
<b><u>CENTRE</u></b>	:	Untunjambili Hospital
<b><u>REQUIREMENTS</u></b>	:	<b>Grade 1:</b> National Senior Certificate Diploma/Degree in General nursing, plus 1 year post basic qualification in advances midwife. Registration with SANC as a General Nurse and advanced midwifery .A minimum of 4 years appropriate/recognizable experience as a General Nurse. <b>Grade 2:</b> A minimum of 14 appropriate/recognizable nursing experience after registration as General Nurse with SANC of which 10 years must be appropriate/recognizable experience in speciality after obtaining one year post basic qualification in the relevant speciality. Knowledge, Skills, Attributes and Abilities Demonstration understanding of nursing legislation of nursing and ethical nursing practices. Demonstrate a basic understanding of HR and financial policies and practices. Good communications skills. Good interpersonal skills .Team building and supervisory skills .Demonstrate knowledge of health related acts and legal prescripts. Knowledge of covid19 protocols.
<b><u>DUTIES</u></b>	:	Provide comprehensive quality nursing care to patients/ clients in speciality units in a cost-effective and efficient manner. Assist in planning organising and monitoring of objectives of the specialized unit. Manage all resources within the units effectively and efficiently to ensure optimum service delivery .conduct ESMOE and HBB drills. Demonstrate compliance with Nursing Act and SANC regulations. Able to plan and recognize 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 awareness and willingness to respond to patient's needs requirements and expectations (Batho Pele).Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisor and other clinicians including report writing when required .Ensure compliance with all National, Provincial and Professional prescripts/legislation. Participate in the analysis and formulation of nursing policies and procedure. Assist in EPMDS evaluation of staff within the unit and give guidance .Order, monitor and control levels of consumables. Provide a safe therapeutic and hygienic environment .Work effectively and amicably at supervisory level with persons of diverse intellectual cultural racial or religious differences. Demonstrate 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. Participate in teaching of staff and mothers/relatives and mentorship of junior staff and trainees. Implement plan of action in emergency situations according to protocols and guidelines. To attend monthly nursing and multidisciplinary meetings and implement actions plans. Ensure that MNCWH and MBFHI programmes are properly implemented. Conduct audits and implement quality improvement programmes. Uphold the Batho Pele Principles and Patient Rights Charter. Exercise control over discipline grievances and Labour Relation issues according to the laid down.
<b><u>ENQUIRIES</u></b>	:	Mr. K.R Mthimkhulu Tel No: 033-444 1707
<b><u>APPLICATIONS</u></b>	:	Applications should be forwarded to: Human resource Manager Private Bag x 216 Kranskop, 3268
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website



[www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable 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 Document, 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 shortlisted candidates to Human Resource on or before the day of the interview date. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. 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. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

- CLOSING DATE** : 30 September 2022
- POST 35/290** : **CLINICAL PROGRAMME CO-ORDINATOR (IPC) REF NO: UNTU 07/2022 (X1 POST)**  
Component: Monitoring and Evaluation
- SALARY** : R388 974 - R450 939 per annum. Other benefits: 13th Cheque / Service Bonus, Medical Aid Optional, Home Owners, Housing, Allowances and 8% rural allowance
- CENTRE REQUIREMENTS** : Untunjambili Hospital  
: A senior Certificate. Diploma/ Degree in General Nursing. Registration Certificate with SANC as a Professional Nurse. A minimum of 7 years appropriate/ recognizable experience in Nurse after registration as a professional nurse with SANC as a General Nurse. Current SANC Receipt. Recommendation: A Diploma in Midwifery will be recommended. Knowledge, Skills, Attributes and Abilities 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 spreadsheet packages. Present Skills-assertive and diplomacy. High level of innovation and initiative.
- 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. Analyse provincial imperatives with a view to develop and maintain institutional protocols and standards. Ensure that provincial guidelines are followed. Develop institutional Protocols. Ensure dissemination and adhere to institutional IPC protocols.
- ENQUIRIES APPLICATIONS** : Mr. K.R Mthimkhulu Tel No: 033-444 1707  
: Applications should be forwarded to: Human resource Manager Private Bag x 216 Kranskop, 326

<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> which must be originally signed and dated. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants <u>must include only</u> completed and signed new Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, 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 shortlisted candidates to Human Resource on or before the day of the interview date. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. 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. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/291</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER (PHC) REF NO: VRH 07/2022</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum Plus 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Vryheid District Hospital (Thembumisa Clinic)
	:	An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Current proof of registration with SANC for 2020. <b>Grade 1:</b> A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Recommendation: The Employment Equity Target is an African Male. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill.
<b><u>DUTIES</u></b>	:	Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of diverse intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build

		and maintain a network of professional relations in order to enhance service delivery.
<b><u>ENQUIRIES</u></b>	:	Mrs ATS Sibiya Tel No: 034 9822111 Ext 5918
<b><u>APPLICATIONS</u></b>	:	All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag X9371, Vryheid, 3100.
<b><u>FOR ATTENTION</u></b>	:	Mr SP Nene
<b><u>NOTE</u></b>	:	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. 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 - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . 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). Failure to comply will result in the application not being considered". 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. African Males are encouraged to apply due to employment equity target. Please note that due to financial constraint no resettlement fees will be considered for payment to the candidates who offered the positions.
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/292</u></b>	:	<b><u>ASSISTANT OFFICE MANAGER: FLEET MANAGEMENT REF NO: UTHUK 07/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R382 245 – R450 255 per annum. Other Benefits: 13th Cheque, Home Owner's Allowance (Conditional), Medical Aid (Optional)
<b><u>CENTRE</u></b>	:	Uthukela District Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or Equivalent. National Diploma/Bachelor's Degree in Public Administration/ Fleet/Transport Management/Logistics/ Public Management. A minimum of 3 to 5 years' supervisory experience in Fleet Management environment. A certificate of service obtained from the HR Department must be attached. Recommendation: Proof of computer literacy. Valid Driver's License. The ideal candidate must have: Good knowledge and understanding of the policies and procedures governing fleet management in the public service sector. Ability to make independent decisions. Ability to exercise good judgment and discretion in applying and interpreting departmental policies and procedures. Proactive approach to problem solving. Ability to translate strategic and transformation objectives into practical planning frameworks. Ability to prioritise issues and other work related matters and to comply with time frames. High levels of accuracy and good numeric ability. Sound organisation ability.
<b><u>DUTIES</u></b>	:	Monitor the utilisation of district vehicles to ensure that vehicles are used economically and the principles of the National Transport and the PFMA are adhered to. Identify incidents of abuse and unauthorised use. Maintain the fleet condition by ensuring that regular services and necessary repairs are conducted. Conducting physical inspections to determine the condition of the fleet and for possible damage. Identifying uneconomical and overused vehicles due for replacement. Monitor, evaluate and follow up on incidents emanating from financial reports inclusive of fuel, oil, utilization, repairs and maintenance. Ensure effective, efficient and economical utilization of allocated resources of the sub- directorate, i.e. finance, asset and human resource. Provide training, advice and guidance to staff. Manage the processes of EPMDS and work towards to a clean audit. Ensure proper record keeping at institutions in terms

of Archives and Records service act (no 8 of 2011) by ensuring that systems managers are appointed as Records Management Champions of their institutions in terms of circular no. G8 of 2015 thereby making them as custodians of all records at institutions and facilities that falls under the mother hospital.

**ENQUIRIES  
APPLICATIONS**

: Mr. M.A.C Asvat Tel No: 036 631 2202  
: All applications should be forwarded to: The Human Resources Manager Uthukela Health District office, Private Bag X 9958, Ladysmith, 3370, OR Hand Delivered to HR Officer (Room 20) 32 Lyell Streets, Ladysmith, 3370.

**FOR ATTENTION  
NOTE**

: Mrs. C.G.K Hadebe  
: 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. NB: No subsistence and travelling allowance will be paid for interview attendance.

**CLOSING DATE**

: 30 September 2022

**POST 35/293**

: **ASSISTANT DIRECTOR: HRM REF NO: UMKH 14/2022 (X1 POST)**  
Component: Human Resource Administration

**SALARY**

: R382 245 per annum. Other benefits 13<sup>th</sup> cheque, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements)

**CENTRE  
REQUIREMENTS**

: Umkhanyakude Health District Office  
: Senior Certificate (Grade 12) Degree/ National Diploma in Human Resource Management/Public Management.3 - 5 years' experience in Human Resource Management environment, of which 3 years must be at supervisory level. A valid driver's license. Knowledge, Skills, Training and Competences Required.Knowledge of Public Service Policies Act and Regulations. Sound knowledge of Human Resource Practices, Staff Relation and Human Resource Development. Sound knowledge of PERSAL, Project Management and Financial Management Ability to liaise with management. Knowledge of EPMS, GEFP etc. Knowledge of National Core Standard. Communication and interpersonal Skills. Broad Knowledge and understanding of Human Resource Management. In depth knowledge of relevant acts, policies and regulations in HR Management. Sound communication, analytical and decision making and presentation skills. Good knowledge and understanding Of Employee Performance Management and Development System, Labour Relations, Human Resource Development, Disciplinary and Grievance Procedures. Good leadership, coaching, mentoring and personal skills.

**DUTIES**

: Ensure that the Performance Management Development System is implemented successfully in the District Office by providing guidance and assistance with regard to its application and administration to all Managers within the District Office. Ensure that transactional functions pertaining to employment practices are rendered in accordance with departmental policy imperatives Ensure that transactional functions pertaining to conditions of service are rendered in accordance with departmental policy imperatives. Manage the implementation of career management policies for the District Office components e.g. Clinical Programmes, EMS and FPS to capacitate staff to facilitate the achievement of the District Office goals and objectives. Facilitate the development of HR Plan for the District Office and ensure that all stakeholders are represented as per the guidelines. Ensure establishment and functioning of the Employment Equity Committee and the development of Employment Equity Plan for District Office. Ensure the effective and efficient utilization of resources allocated to the Section, including the development of staff. Provide sound labour relation that will enable the District Office to deliver quality services. Ensure the establishment of a fully functional employee - wellness programme in the institution.

<b><u>ENQUIRIES</u></b>	:	Mrs. N.W Mdluli Tel No: (035) 572 1329
<b><u>APPLICATIONS</u></b>	:	Applications must be forwarded to: The Director: District Health office UMkhanyakude Health District Office P/ Bag X026, Jozini, 3969
<b><u>FOR ATTENTION</u></b>	:	Mr. FG Cele: Human Resource Manager
<b><u>NOTE</u></b>	:	This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department). Directions To The Candidates The following documents must be submitted: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. NB: Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Certificate of service and service record) must be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. reference number UMKH 13/2022. NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications). Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/294</u></b>	:	<b><u>CHIEF ARTISAN REF NO: UNTU 08/2022 (X1 POST)</u></b> Component: Maintenance
<b><u>SALARY</u></b>	:	R329 283 per annum. Other benefits: 13th Cheque / Service Bonus, Medical Aid Optional, Home Owners, Housing, Allowances and 8% rural allowance
<b><u>CENTRE</u></b>	:	Untunjambili Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (senior certificate). Appropriate trade test certificate in all trades – Electrical, Building, Plumbing, Mechanical, and Fitter in terms of provision section 13(2) of the Manpower Training Act of 1981, as amended .Valid driver's license code 08. Ten years (10) post qualification experience required as an Artisan/ Artisan foreman. Knowledge, Skills, Attributes and Abilities Project management .technical design and analysis knowledge. Computer –aided technical application .Knowledge of legal compliance. Technical report writing. Technical consulting .Production, process knowledge and skills. Problem solving and analysis. Decision –making .Change management. Financial management .Customer focus and responsiveness .Communication skills Computer skill. Planning and organizing.
<b><u>DUTIES</u></b>	:	Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology and ensure quality assurance in line with specification .To provide technical advisory services to the planning upgrading and revitalizing components to develop specialised specification for major and minor development initiatives. Develop policy documents, norms and standardize for Department functions according to required standard. To investigate processes to determine reason for failure infrastructure, plant and specialized equipment in the delivery of health services. Ensure the effective utilization of all resources allocation to sub-components. Promote safety in line with statutory and regulatory requirements. To manage the executive of maintenance strategy through the provision of appropriate structural , systems and resources .Design and establish a system and collect data on the use of utilities by health facilities .To monitor maintenance efficiencies according to organization goals to direct or redirect maintenance service for project and requirements .To continuously monitor the exchange and protection of information between operations and individuals .Provide input into the budgeting process as required .Compile and submit reports as required .Ensure daily control of technical ,mechanical and plumbing personnel .Manage Human Resource effectively and efficiently and promote sound



		labour relations .Research/literature studies on technical/engineering technology to improve expertise and liaise with relevant bodies /councils on technical /engineering related matters .NB: The incumbent will be expected to work overtime and extended hours.
<b><u>ENQUIRIES</u></b>	:	Mr. L.R Dlamini Tel No: 033-444 1707
<b><u>APPLICATIONS</u></b>	:	Applications should be forwarded to: Human resource Manager Private Bag X216 Kranskop, 3268
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> which must be originally signed and dated. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants <u>must include only</u> completed and signed new Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, 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 shortlisted candidates to Human Resource on or before the day of the interview date. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. 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. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/295</u></b>	:	<b><u>OCCUPATIONAL THERAPIST GRADE 1 REF NO: UNTU 09/2022 (X1 POST)</u></b> Component: Rehabilitation
<b><u>SALARY</u></b>	:	R322 746 - R367 299 per annum. Other benefits: 13th Cheque, Medical Aid (Optional) 12% Rural Allowance
<b><u>CENTRE</u></b>	:	Untunjambili Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate /Grade 12 or equivalent. Bachelor Degree in Occupational Therapy. Completion of Community service (1 year). Current Registration with HPCSA. Knowledge, Skills, Attributes and Abilities Sound knowledge of current health and public service legislation, regulations and policies. Knowledge in application of clinical Occupational Therapy theory, practice and ethics. Good communication, team building and problem solving skills. Demonstrate leadership ability, discipline and interpersonal relationship skills. Ability to function under pressure and with psychiatric patients.
<b><u>DUTIES</u></b>	:	To provide comprehensive assessment, treatment and rehabilitation for in-patients admitted at Untunjambili Hospital. Provide comprehensive assessment, treatment and rehabilitation for out-patients accessing services at Untunjambili Hospital. Intra-departmental administration preparing for patient sessions, writing reports. Development of resources for functional capacity evaluations, staff in-service training. Provision of mental health groups and individual therapy within allocated wards and as per the expectations of the respective multi-disciplinary team. Active involvement in creation and implementation of Psychosocial Rehabilitation Programs and activities. Manage allocated Human Resources according to regulations of the Department, public service and Health Professions Council of South Africa. To promote Batho Pele principles in the execution of duties for effective service delivery.
<b><u>ENQUIRIES</u></b>	:	Dr. S. Subrati Tel No: 033-444 1707

- APPLICATIONS** : Applications should be forwarded to: Human resource Manager Private Bag x 216 Kranskop, 3268.
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable 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 Document, 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 shortlisted candidates to Human Resource on or before the day of the interview date. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. 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. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
- CLOSING DATE** : 30 September 2022
- POST 35/296** : **DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: UNTU 10/2022**  
Component: X-Ray
- SALARY** : R322 746 - R361 872 per annum. Other benefits: 13<sup>th</sup> cheque / Service Bonus, Medical Aid (Optional) Home Owner's allowance (Employee must meet the prescribed requirements 12% Rural Allowance
- CENTRE REQUIREMENTS** :  
: Senior certificate / Grade 12. National Diploma / Degree in Radiographer (Diagnostic Radiographer). Proof of Current Registration with the Health Professional Council of South African as a Diagnostic Radiographer. Appropriate qualification that allows registration with HPCSA as diagnostic Radiographer. No experience required. Knowledge, Skills, Attributes and Abilities Sound knowledge of Diagnostic Radiography procedures Computer Skills. Sound knowledge of radiography techniques and views. Knowledge of quality assurance tests. Knowledge of radiation control and safety regulation. Sound communication and problem solving skills. Good Interpersonal skills. Knowledge of relevant Health and Safety Acts. Willingness to work weekends, public holidays and overtime.
- DUTIES** : To provide good quality radiographic diagnostic services. Practise Occupational Health and Safety, Infection control and Radiation control. Strengthen record keeping and data collection. Promote Batho Pele principles in execution of duties for effective service delivery. Perform quality assurance tests. Participate in policy development. Execute all clinical procedures completely to avoid complications. Implement Core standards in execution of duties for effective service delivery. Participate in quality assurance and quality improvement programs. To provide 24 hours service. Give factual information to patients and clients on Radiography. Compile reports as required in the working environment. Educate patients on their conditions whilst ensuring that patient's rights are upheld. Contribute to overall work processes in the component.
- ENQUIRIES APPLICATIONS** : Ms N.N Ndlovu Tel No: 033 444 1707  
: Applications should be forwarded to: Human resource Manager Private Bag X216, Kranskop, 3268.



- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable 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 Document, 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 shortlisted candidates to Human Resource on or before the day of the interview date. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. 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. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
- CLOSING DATE** : 30 September 2022
- POST 35/297** : **SENIOR FINANCE MANAGEMENT OFFICER REF NO: UNTU 11/2022**
- SALARY** : R321 543 per annum. Other Benefits: 13<sup>th</sup> Cheque, Housing Allowance (applicant must meet prescribed requirement) Medical Aid (optional) Home Owner's allowance (Employee must meet the prescribed requirements).
- CENTRE** : Untunjambili Hospital
- REQUIREMENTS** : Matric/senior certificate /Grade12. Degree /Diploma in Public Management or any other equivalent qualification. 3-5 years' experience in public service within financial administration component (budget & expenditure management, accounts payable, revenue, Asset and disposal, Procurement and stores, voucher control and reporting. Recommendations: Valid driver's license. Knowledge, Skills, Attributes and Abilities In depth knowledge of budgeting control and financial management area of operation and associated processes. Good knowledge of Public Finance Management as well as relevant Acts and Regulations. Interpersonal and problem solving skills. Departmental and transversal system (e.g. BAS, PERSAL & Vulindlela). Good organizational and planning skills and ability to make independent decision. Ability to plan, build team spirit and, meet deadlines. Knowledge of MS office Software applications.
- DUTIES** : Authorize commitments, payments, debts, receipts and journals on BAS. Draw, analyze and present financial reports. Manage suspense accounts and maintain debts file. Consolidate Financial and SCM monthly and quarterly reports. Identify risks and institute control measures to minimize financial risks in all departments. Monitor and Assess finance and SCM staff performance as per EPMDS requirements. Oversee the reconciliation of transactions (interface) on PERSAL with BAS. Ensure fairness and transparency e.g. on procurement of goods and services in the institution. Ensure that safeguarding of all face value documents. Ensure that sufficient internal controls are in place and are implemented to ensure that all goods received are in line with goods that are ordered. Ensure that irregular, wasteful, fruitless and unauthorized expenditure is minimized. Carry-out all responsibilities delegated by AD: Finance.
- ENQUIRIES** : MS. M.C Jange Tel No: 033-444 1707
- APPLICATIONS** : Applications should be forwarded to: Human resource Manager Private Bag X216, Kranskop
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website

[www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable 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 Document, 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 shortlisted candidates to Human Resource on or before the day of the interview date. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. 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. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

- CLOSING DATE** : 30 September 2022
- POST 35/298** : **SENIOR HUMAN RESOURCE PRACTITIONER: RECRUITMENT REF NO: SNR HR PRACTITIONER: RECRUIT /02/2022 (X1 POST)**  
 Department: Human Resource Practices  
 Re- Advertisement: All those who applied previously will need to re-apply
- SALARY** : R321 543 per annum  
**CENTRE** : IALCH  
**REQUIREMENTS** : Senior Certificate / Grade 12.Degree/National Diploma in Human Resource Management / Public Management / Administration. A minimum of two years' experience in a Human Resource Practices environment .NB- Proof of current and previous work experience endorsed and stamped by Human Resource Manager must be submitted by the shortlisted applicants. Recommendation: Working with Recruitment and selection policies and processes will be preferable. At least three years supervisory experience in a Human Resource Practices environment. Computer certificate: MS Software application i.e. MS Word, Excel, Power Point and Outlook. Extensive knowledge of PERSAL System. Knowledge, Skills, Training and Competence Required: An in-depth knowledge of the functioning and requirements of the Recruitment section in the Public Service. Sound knowledge of current Provincial and Public Service legislation and HR policy. Good communication and supervisory skills. Ability to work within a team. Stress tolerance. Self-confidence .Capacity to build and maintain relationships. Good communication skills. Leadership and decision making skills. Ability to maintain high level of confidentiality.
- DUTIES** : Manage the day to day functioning of the Recruitment component. Supervision and Performance Management of staff in the Recruitment Section at IALCH. Manage the entire recruitment and selection process effectively to ensure provision of high quality services. Ensure that all new appointments, transfers and translations in rank are processed timeously. Manage the verification of qualifications and request for Security Clearance for all staff appointed/promoted and transferred to IALCH. Facilitate the unfreezing, ratification, and filling of posts at IALCH. Provide advice to Departmental Heads on recruitment processes including OSD appointment requirements. Manage the processing of Service Entries on SAP system to facilitate payments to SAQA and any other service providers for the rendering of services. Manage and maintain records on recruitment of staff. Prepare statistical reports to management on Recruitment of staff.
- ENQUIRIES** : Ms ET Mkhize Tel No: 031 2401080

- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at HR Reception, 4<sup>th</sup> Floor, Management Building at IALCH during office hours- 7h00 to 15h30 ( Monday to Friday) 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](http://www.kznhealth.gov.za). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. 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 only when shortlisted. 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 APPRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA). Failure to comply will result in the application not being considered .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.
- CLOSING DATE** : 30 September 2022
- POST 35/299** : **SENIOR HUMAN RESOURCE PRACTITIONER REF NO: CTH02/2022 (X1 POST)**
- SALARY** : R321 543 - R378 765 per annum, Plus 13<sup>th</sup> Cheque Housing Allowance (Employees must meet prescribed requirements), Medical Aid (Optional).
- CENTRE** : Ceza-Thulasizwe District Hospital
- REQUIREMENTS** : Senior Certificate (Grade 12), Diploma or Degree in Human Resource Management or Public Management/Labour Relations, Plus three (3) years' experience in Human Resource Management or Labour Relations. Knowledge, Skills, Training And Competencies Required: Knowledge of Public Service Regulations, Labour Relations Act, Public Service Act, Grievance Procedure, leadership organisational, decision making, problem solving, good insight of procedures and policies, good listening skills, co-ordination and planning skills. Sound knowledge of computerized personnel salary system (PERSAL).
- DUTIES** : Manage the functioning of labour relations in order to ensure the provision of high quality service. Maintain and promote sound labour relations within the institution. Deals with grievances, discipline, and Abscondment procedures in terms of the laid down policies and procedures. Prepare reports to Management on staff relation matters. Render advisory services to staff Management on labour relations matters. Identify training gaps and ensures implementation of in-service training programmes. Capture labour relations Cases on PERSAL. Provide labour relations statistics to management, district and Head Office. Provide secretariat duties during Institutional Management and Labour Committee meetings. Arrange investigations of disciplinary cases and the appointment of Investigating Officers and Presiding Officers. Represent the employer Conciliation and Arbitration proceedings.
- ENQUIRIES** : Ms P. Hlekway at 072 424 0735
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer, Ceza Hospital, Private Bag X200, Ceza, 3866. Hand delivered applications may be submitted to Chibini Main Road, Human Resource Section, and Ceza Hospital, before 16H 00 on or before the closing date.
- FOR ATTENTION** : Mr. E.S. Mazibuko
- NOTE** : Applications should be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. 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](http://www.gov.za) and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as the driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Certificate of service must be endorsed by Human Resources Office. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities and African males are encouraged to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

**CLOSING DATE**

: 30 September 2022

**POST 35/300**

: **PERSONAL ASSISTANT TO THE CEO REF NO: NGWE 44/2022**

**SALARY**

: R261 372 – R307 890 per annum. 13<sup>th</sup> Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements)

**CENTRE REQUIREMENTS**

: Ngwelezana Tertiary Hospital  
 : Senior Certificate / Grade 12. Diploma / Certificate (Higher than Senior Certificate) in secretarial studies / personal assistant 3-5 Years Clerical/administrative experience in the public sector. Unendorsed valid Code 08 driver's license advantageous. Knowledge, Skills, Attributes and Abilities Knowledge of / adherence 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. Must have good verbal, written communication skills and sound organizational skills. Good 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.

**DUTIES**

: Provide secretarial/receptionist and administrative support services to the CEO in a timeous and efficient manner. Utilize discretion to decide whether to accept/decline or refer to other employees, requests for meetings, based on the assessed importance and urgency of the matter. Management of the CEO's office including management and control of daily correspondence as well as the incoming and outgoing files. Ensure the safekeeping of all documentation in the office of the CEO in line with the relevant legislation and policies. Answering telephone calls and conveying messages. Keeping up-to date filing system, arranging appointments, receiving of visitors and serving refreshments when required. Manage and coordinate all office activities including effective information and document flow, and standard office procurement / expenditure oversight. Manage the leave register and telephone accounts for the unit. Respond to enquiries received from internal and external stakeholders Assist manager in determining funding requirements for purposes of MTEF submissions. Keep record of expenditure commitments, monitor expenditure and alert CEO of possible over-and underspending. Remain up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the CEO. Remain abreast with the procedures and processes that apply in the office of the CEO. Please note that candidates who are short-listed may 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.

**ENQUIRIES APPLICATIONS**

: Mrs. CNN Mkhwanazi Tel No: 035 901 7000  
 : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The

**FOR ATTENTION  
NOTE**

Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

: Mr MP Zungu  
: Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable 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 Document, 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 shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. 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. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands

**CLOSING DATE** : 30 September 2022

**POST 35/301**

: **ADMINISTRATION CLERK (SUPERVISOR) REF NO: UNTU 12/2022 (X1 POST)**  
Component: Systems

**SALARY**

: R261 372 - R307 890 per annum. Other benefits: 13th Cheque, Medical Aid (Optional) Home Owner's allowance (Employee must meet the prescribed requirements)

**CENTRE  
REQUIREMENTS**

: Untunjambili Hospital  
: Senior Certificate /Grade 12. A minimum of three (3) years' experience in Patient Administrative office. Recommendations: Valid Driver's license Code 8 or 10, Advanced Computer Knowledge. Experience on Patient Administration preferable in a Public Health environment. Knowledge, Skills, Attributes and Abilities Possess knowledge of the functions and regulations applicable to the area of operation. Applicable Public service policies, legislations and procedures including but not limited to Batho Pele Principles, Labour Relations Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, and Public Finance Management Act. Be computer literate with proficiency in Ms Word, Excel, Outlook and PowerPoint applications and knowledge of IT equipment operation e.g., including printer, copier, facsimile, scanner and data-projects. Information and record management, including collection, collation and dissemination of data/statistics. Have report writing skills. Have advance written communication, verbal and non-verbal skills. Have good financial management, time management, team building and organisational skills. Excellent analytical and problem solving skills. Have good telephone etiquette and peoples skills. Have sound organisational skills and able to operate independently to act with tact and discretion. Be willing to work shifts whenever it is required.

**DUTIES**

: Ensure maintenance, storing and retrieving of all manual and electronic medical records within the facility's patient records department in accordance with applicable policies and guidelines designed to facilitate effective and efficient handling of records. Ensure mortuary department within the hospital complies with recommended standards for Mortuary facilities and



Departmental policy directives. Ensure effective and efficient Porter messenger services. Design and ensure implementation of records retention and disposal schedules, also give advice on policies and records classification system. Facilitates the development of the structure of health information management system that is easily accessible, organized, protects patients confidentiality and compliant to policy directives and procedures. Effectively manage all resources allocated to the component. Ensure that patients information is maintained, stored and properly managed to enable the efficient retrieval and filing thereof. Ensure the collection and verification of patient related information/statistics and the development of reports in support of accurate and timeous management reporting processes. Ensure Proper Management of MVA Patients files and submission of claims to utilizing relevant MVA hotline Summary sheet. Ensure revenue generation as per fees manual. Manage human resourcing by ensuring staff supervision, conduct employee's performance reviews, labour relations and compile reports.

- ENQUIRIES** : Mr. L.R Dlamini Tel No: 033-444 1707
- APPLICATIONS** : Applications should be forwarded to: Human Resource Manager, Private Bag X216, Kranskop, 3268
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable 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 Document, 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 shortlisted candidates to Human Resource on or before the day of the interview date. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. 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. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
- CLOSING DATE** : 30 September 2022
- POST 35/302** : **SUPPLY CHAIN MANAGEMENT (ASSET) REF NO: UNTU 14/2022**  
Component: Finance
- SALARY** : R261 372 per annum (Level 07). Other benefits: 13th Cheque / Service Bonus, Medical Aid Optional, Home Owner's allowance (Employee must meet the prescribed requirements
- CENTRE** : Untunjambili Hospital
- REQUIREMENTS** : Senior Certificate/Grade12. A minimum of 03-05 years' work experience in Supply Chain Management Environment. Recommendations: A valid driver's licence (code 8/10). Computer literacy: MS Word, Excel, Power point and MS outlook .Knowledge of assert Management Policy. Good verbal and written communication skills.
- DUTIES** : Oversee the proper management of assert from the compliance of the assets register and compilation of the assets register and proper barcoding of assert. Conduct internal audit and risk management on regular basis .Conduct stocktaking and verify asset on quarterly basis and compile report as per requirement .Co-ordinate in-service training in order to promote service delivery .Management of face value books and inventories within the institution

and clinics. Capture assets procured by the institution on FAR, do assets additions and journals. Update the disposal plan with the specific details of items that are to be disposed .Capture all obsolete and condemned assert on a disposal plan for submission to supervisor. Manage services and repairs of medical equipment through Health Technology Services. Deals with disciplinary and grievance matters including monitoring and managing absenteeism. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS).

- ENQUIRIES** : MS. M.C Jange Tel No: 033-444 1707
- APPLICATIONS** : Applications should be forwarded to: Human resource Manager Private Bag X216, Kranskop, 3268
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable 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 Document, 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 shortlisted candidates to Human Resource on or before the day of the interview date. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. 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. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
- CLOSING DATE** : 30 September 2022
- POST 35/303** : **FINANCE MANAGEMENT OFFICER (BUDGET & EXPENDITURE) REF NO: UNTU 15/2022 (X1 POST)**  
Component: Finance
- SALARY** : R261 372 per annum. Other benefits 13th Cheque / Service Bonus, Medical Aid Optional Home Owner's allowance (Employee must meet the prescribed requirements)
- CENTRE** : Untunjambili Hospital
- REQUIREMENTS** : Matric/ senior certificate/grade 12. A minimum of 3-5 years' experience of clerical /administration in Finance Component. Recommendations: A valid driver's licence (code 8/10). Computer literacy: MS Office Software Applications & MS Outlook.
- DUTIES** : Monitor expenditure and report thereon to the Cash Flow Committee. Monitor and analyse spending trends within the institution and ensure corrective measures. Ensure payment made within 30 days of invoice received. Conduct inspection, identify high risk areas and deviation, draw regular reports and facilitate corrective action with a view to mitigate financial risk. Draw, analyse and present financial reports (BAS and Vulindlela) reports and submit findings to Management. Manage and control all face value books used within the institution. Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff. Authorize commitments, payments, receipts and journals on BAS. Manage suspense accounts and maintain debt file. Consolidate and submit financial reports on monthly and quarterly basis. Conduct internal auditing and risk



		management activities. Supervise, train and develop staff in line with EPMS and segregation of duties in order to improve service delivery.
<b><u>ENQUIRIES</u></b>	:	Ms. M.C Jange Tel No: 033-444 1707
<b><u>APPLICATIONS</u></b>	:	Applications should be forwarded to: Human resource Manager Private Bag X216, Kranskop, 3268
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> which must be originally signed and dated. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, 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 shortlisted candidates to Human Resource on or before the day of the interview date. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. 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. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/304</u></b>	:	<b><u>SUPPLY CHAIN CLERK SUPERVISOR REF NO: UNTU 16/2022</u></b> Component: Finance
<b><u>SALARY</u></b>	:	R261 372 - R307 890 per annum (Level 07), Homeowners Allowance: Employee must meet the prescribed requirements.
<b><u>CENTRE</u></b>	:	Untunjambili Hospital
<b><u>REQUIREMENTS</u></b>	:	Standard 10 or Grade 12. 3 to 5 years' experience in Supply Chain Management environment. Recommendations: A valid driver's licence (code 8/10). Computer literacy: MS Word, Excel, Power point and MS outlook Knowledge, Skills, Attributes and Abilities Knowledge of and understanding of the operational framework and the lineage thereof with the financial system of the department. Ability to apply technical professional knowledge and skills in immediate work area. Treasury regulations and practice notes. Management and organizational skills. Sound communication. Knowledge of current health and public service legislation and policies. Computer literacy. Planning organizing decision making and conflict management skills. Decision making and problem solving.
<b><u>DUTIES</u></b>	:	Manager stores or warehouse where all stocks are kept. Verify all received goods for quality and quantity against ordering document and make a follow up if the delivery conditions reflected on the order form are not compiled with. Ensure that all stocktaking of all assets in stock is conducted. Ensure effective and efficient utilization of resources allocated to the unit as well as staff development. Compile detailed bidding document with adequate information for prospective bidder to prepare goods and service to be provided. Receive and analyse request for required goods and place order for items which are not held in stock. Ensure that proper contract documents are signed. Monitor the procurement planning process and compliance to SCM policies. In-depth knowledge of all Monthly SCM Report (RIDV Template). Evaluate bids to ensure that they are in accordance with the set criteria. Establish database of suppliers when obtain quotations. Provide need assessment to ensure that required goods and services are in compliance with departmental SCM policy

framework, practice notes and Treasury Regulations. Determine clear specification for the quality of goods and services required. Ensure that the requirements are linked to budget and analyse the supplying industry for compliance. Respond promptly, courteously and efficiently to suggestions and complaints. Carry-out all responsibilities delegated by AD: Finance.

**ENQUIRIES  
APPLICATIONS**

: Ms. M.C Jange Tel No: 033-444 1707  
: Applications should be forwarded to: Human resource Manager Private Bag X216, Kranskop, 3268

**NOTE**

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable 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 Document, 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 shortlisted candidates to Human Resource on or before the day of the interview date. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. 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. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

**CLOSING DATE**

: 30 September 2022

**POST 35/305**

: **LAUNDRY MANAGER REF NO: UNTU 13/2022 (X1 POST)**  
Component: Systems

**SALARY**

: R211 713 per annum. Other benefits 13th Cheque, Medical Aid (Optional) Home Owner's allowance (Employee must meet the prescribed requirements. Untunjambili Hospital

**CENTRE  
REQUIREMENTS**

: Senior Certificate /Grade 12. A minimum of 1-2 years clerical and laundry experience. Recommendations: A Valid Driver's Licence Code 8/10. Knowledge, Skills, Attributes and Abilities Knowledge of the functions and regulations applicable to the laundry/linen management; applicable public service policies, legislations and procedures. Knowledge of office procedures, laundry practices, report writing and staff supervising. Have excellent written communication and language skills. Have good telephone etiquette and peoples skills. Have sound organizational skills and ability to act with tact and discretion. Have a high level of reliability. Have the ability to prioritize issues and other work related matters and adhere to timeframes. Be able to operate independently. Be computer literate with proficiency in MS Word, Excel Outlook and PowerPoint applications. Be willing to work extra hours.

**DUTIES**

: To control the activities within each specific functional areas of the laundry factory in order to ensure that service relating to that function are rendered efficiently. Supervise laundry and linen operational processes. Supervise & Operate machinery and equipment; Supervise personnel, HR and general administration; Supervise maintenance of equipment; monitor quality control, dispatch, health and safety; required to work in soiled and clean areas of the laundry. Apply the correct procedures of handling, sorting, washing, sluicing, ironing, pressing, dispatching, counting and storage of linen and maintain hygiene. Perform supervisory duties for manual labour for long hours including

weekends, public holidays and perform relief duties within the laundry/linen Management.

**ENQUIRIES**  
**APPLICATIONS**

: Mr. L.R Dlamini Tel No: 033-444 1707  
: Applications should be forwarded to: Human resource Manager Private Bag X216 Kranskop, 3268

**NOTE**

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable 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 Document, 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 shortlisted candidates to Human Resource on or before the day of the interview date. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. 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. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

**CLOSING DATE**

: 30 September 2022