

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

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

**OTHER POSTS**

**POST 40/158** : **MEDICAL SPECIALIST: UROLOGY POST: GRADE 1: REF NO: HRM 29/2022 (X1 POST)**

**SALARY** : Grade 1: R1 122 630 - R1 191 510 per annum  
**CENTRE** : King Edward VIII Hospital Complex and St. Aidan's Hospital  
**REQUIREMENTS** : MBCHB or equivalent, FCP (SA) OR equivalent PLUS Registration certificate as a Specialist with the HPCSA PLUS Current registration with HPCSA (2022/2023). Recommendation: Computer Literacy Knowledge, Skills, Training And Competencies Required: Sound clinical knowledge, competence and skills in Urology, Good communication skills, leadership and decision making qualities, Ability to diagnose and manage common urological problems, Ability to work in a multidisciplinary team and highly pressured environment, Rational use of resources, Sound knowledge of medical ethics, Knowledge of current health and Public service legislation and policies.

**DUTIES** : Render a comprehensive quality urological service and care to patients, Provide support to Head Clinical Unit in the management of the department, including human resources and financial resources, Perform and interpret urological procedures and studies, Maintain clinical, professional and ethical standards related to urological services rendered, Participate in quality improvement programs of the department, Actively participate in academic under and post-graduate urological programs and research (including clinical teaching), Perform outreach services when required, Rendering of after-hours service as required by the department, Perform other duties as determined by the Head of Clinical unit, Participation in commuted overtime is compulsory.

**ENQUIRIES** : Dr. D. Batuule Tel No: 031 3142200/2340  
**APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013

**NOTE** : 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. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)

**CLOSING DATE** : 04 November 2022

**POST 40/159** : **MEDICAL OFFICER REF NO: MOPAEDSCC/08/2022 (X1 POST)**  
 Department: Paediatrics Critical Care

**SALARY** : Grade 1: R833 523 per annum, (all-inclusive salary package), excluding Commuted overtime.  
 Grade 2: R953 049 per annum, (all-inclusive salary package), excluding Commuted overtime.

		Grade 3: R1 106 037 per annum, (all-inclusive salary package), excluding commuted overtime.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Inkosi Albert Luthuli Central Hospital
	:	Current registration with Health Professions Council as a Medical Practitioner. Completion of Community Service. Recommendation: Experience in Paediatrics will be an advantage. Experience: <b>Grade 1:</b> No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 2:</b> Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six (6) Years' relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 3:</b> Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge Skills and Experience Required: Knowledge and skills in Paediatrics including emergencies. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.
<b><u>DUTIES</u></b>	:	The candidate will be expected to work in the Paediatric Medical service which includes neonatal and paediatric Intensive care, high care, Paediatric subspecialty services. After-hours clinical participation in the call roster. Assist with the provision and development of Paediatric services as determined by the Clinical HOD at Inkosi Albert Luthuli Central Hospital. Active participation in the clinical activities in the allocated domain (in-patient, out-patient and after-hours). Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes and research. To assist in outreach and teaching when required.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Prof PM Jeena Tel No: 031 240 2046
	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Inkosi Albert Luthuli Central Hospital, Private Bag X03, Mayville, 4058.
<b><u>NOTE</u></b>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . 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 only. 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 to be submitted 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 APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. 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
<b><u>CLOSING DATE</u></b>	:	04 November 2022

<b><u>POST 40/160</u></b>	:	<b><u>MEDICAL OFFICER: (GRADE 1, ONLY) REF NO: GS 69/22</u></b> Component: Anaesthesia and Critical Care
<b><u>SALARY</u></b>	:	<b>Grade 1</b> – R833 523 per annum, all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually. Rural allowance is payable for periods of time working at Harry Gwala Hospital only.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Grey's, Harry Gwala or Northdale Hospital- Pietermaritzburg Senior Certificate (Grade 12) or equivalent MBCHB Degree or equivalent qualification PLUS Current Registration with the Health Professions Council of South Africa as a Medical Practitioner Priority will be applied to incumbent/s that are available immediately in order to maintain clinical services. Pietermaritzburg is only able to employ South African citizens and permanent residents into these medical officer posts. NB Those candidates who are still in their community service year may apply for the post on the understanding that appointment to the post can only be made after they have received registration from the HPCSA as a medical practitioner. NB Those candidates who hold a bursary that requires them to work outside of Pietermaritzburg must supply a letter from the Institution/District Office that holds their service obligation indicating that the bursary holder will be released to come to Pietermaritzburg for training. Bursary holders who are unable to supply this authority will not be shortlisted. Recommendation: DA will be an advantage ATLS, APLS, and ACLS. Diploma in Anaesthesia (DA) Other relevant CMSA diplomas: Dip PEC(SA), DCH, Dip Obs Fellowship of Anaesthesia examinations or portions thereof. Anaesthetic work experience in a large regional or tertiary hospital and/or in a registrar program. Knowledge, Skills and Experience: Participation in the After Hours call system is essential Medical Practice as appropriate at post Community Service level Information management Current Health and Public service legislation, regulations and policy Medical ethics, epidemiology and statistics Incumbents will be expected to work in the Department of Anaesthesia in Pietermaritzburg for at least one year. During which time they will receive appropriate training to pass the Diploma in Anaesthesia, (if this qualification is not already held). Anaesthetic Medical Officers will also be able to apply for a three-month rotation through Intensive Care during this year. In subsequent years it is anticipated that appropriate candidates will either commence specialising in anaesthesia or proceed to work in district and other regional hospitals providing high quality Medical Officer Anaesthesia <b>Grade 1</b> : Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa.
<b><u>DUTIES</u></b>	:	Clinical responsibility including examine, investigate diagnose and oversee treatment of patients The incumbent will be part of the Pietermaritzburg Metropolitan Group of hospitals and will be expected to rotate through all hospitals in Pietermaritzburg To perform appropriate preoperative examination and optimisation of patients for planned surgery To provide safe and appropriate anaesthesia during surgery To participate in post-operative care of patients. Anaesthetists must be prepared for early starts to the working day (07:15) and late, unpredictable finishes to the normal working day. The nature of anaesthesia means that frequent weekend shifts are required inside the commuted overtime package The incumbent will be part of the Pietermaritzburg Metropolitan Group of hospitals and will be expected to rotate through all hospitals in Pietermaritzburg Assist with human resource development for medical staff Conduct Orientation and Induction Programme for new Medical staff Provide guidance and advice to junior medical staff (interns/CSOs) Assist with the development of training programmes Participate in relevant training programmes Maintain accurate and appropriate health records in accordance with the legal/ethical considerations and continuity of patient care Undertake continuing medical education and professional development and study professional literature e.g. Medical journals To identify health care needs and communicate these to seniors so that new ideas could be developed on policies/methods/techniques and procedures. To participate in audit and quality control programs to improve the standard of patient care. To participate in departmental administration by ensuring compliance with all

		departmental rules and regulations with regard to leave, call rosters and rotations To participate in Outreach services in the drainage area of Harry Gwala hospital as appropriate to their grade of qualification and experience To maintain a logbook of clinical duties
<b><u>ENQUIRIES</u></b>	:	Dr Z Farina Tel No: 033 897 3414
<b><u>APPLICATIONS</u></b>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
<b><u>FOR ATTENTION</u></b>	:	Mrs M Chandulal
<b><u>NOTE</u></b>	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae only. The Employment Equity Target For This Post Is: African Male, African Female Or Coloured Male Please Note: It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation (only when shortlisted). Failure to comply will result in the application not being considered.
<b><u>CLOSING DATE</u></b>	:	04 November 2022
<b><u>POST 40/161</u></b>	:	<b><u>MEDICAL OFFICER REF NO: MOSPECIALISEDSURG/1/2022 (X1 POST)</u></b> Department: Specialised Surgery
<b><u>SALARY</u></b>	:	Grade 1: R833 523 per annum, (all-inclusive salary package), excluding Commuted overtime. Grade 2: R953 049 per annum, (all-inclusive salary package), excluding Commuted overtime. Grade 3: R1 106 037 per annum, (all-inclusive salary package), excluding commuted overtime
<b><u>CENTRE</u></b>	:	Inkosi Albert Luthuli Central Hospital
<b><u>REQUIREMENTS</u></b>	:	MBCHB degree. Registration Certificate with the HPCSA as a Medical Practitioner. Senior Certificate. Current registration with HPCSA as a Medical Practitioner. Recommendation Prior experience in oncology is advantageous. Experience: <b>Grade 1:</b> No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 2:</b> Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 3:</b> Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge Skills And Experience Required: Basic understanding of treatment principles and options in Specialised Surgery. Good interpersonal skills. Ability to diagnose and manage common medical problems including oncological emergencies. Sound moral values based on integrity, trust and judgment. Sound communication skills.
<b><u>DUTIES</u></b>	:	To function within the Breast and Endocrine Unit. Work within a multidisciplinary framework in the management of surgical patients. Adhere to departmental treatment guidelines and policies. Undertake ongoing care of individual patients. Deal with emotional, social and physical aspects of disease for patients and their relatives. Maintain medical records, including morbidity and mortality statistics. Attend and participate in departmental academic meetings and outreach services.
<b><u>ENQUIRIES</u></b>	:	Dr F Anderson Tel No: 031 240 2367
<b><u>APPLICATIONS</u></b>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Inkosi Albert Luthuli Central Hospital, Private Bag X03, Mayville, 4058.
<b><u>NOTE</u></b>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . 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 only. 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 to be submitted 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 APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. 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** : 04 November 2022
- POST 40/162** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE UNIT):  
MPUMALANGA CENTRE REF NO: HLE02/2022 (X1 POST)**  
Cluster: Primary Health Care Services
- SALARY** : R571 242 – R642 933 per annum, (an all-inclusive salary), plus 13th Cheque (conditions apply), Medical Aid (optional), Home Owners Allowance, etc, (employee must meet the prescribed requirements) and 8% in-hospitable area allowance of basic salary.
- CENTRE** : Mpumalanga Primary Health Clinic
- REQUIREMENTS** : Senior Certificate/Grade 12 or equivalent; Basic R425 qualification – Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (i.e. Degree /Diploma in General Nursing and Basic Midwifery); One year Post-basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC); At least 5 years of the period referred to above, must be appropriate/recognisable experience in the specific speciality after obtaining the one year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing; Relevant Annual Practice Certificate (SANC registration) for 2020; and Proof of current and previous work experience (certificate of service) endorsed by the Human Resource Manager or delegated person (only when shortlisted). Recommendations: Diploma /Degree in Nursing Management; NIMART and TB training certificate; proof of Computer literacy and unendorsed (only when shortlisted), valid code B/C driver's license. Competencies: Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing the Public Service. 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. Promote women's health, mother and child health and provide adequate health education, awareness and be involved in campaigns. Assist with compliance to Ideal Clinic Realisation and Maintenance and Norms and Standards. Leadership, supervisory, organizing, decision making, problem solving abilities skills. Coordination, report writing skills and 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 efficient and effective comprehensive package of service at PHC level including priority programmes 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, and infrastructure. Ensuring supervision and overseeing of the clinic. Allocate and supervise all staffs on day and night duty in the clinic. Provide efficient and cost-effective utilization of human resources in the facility. Ensure and advocate for staff development and monitor staff performance according to EPMDS Implement and lead ideal clinic maintenance and realisation status (ICRM) and norms and standard in the clinic. Delegate and monitor outreach services and school health programme in the community. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Ensure that Batho Pele principles, National Core Standards and ideal clinic priorities are proficiently implemented. Provide safe therapeutics environment that allows for practice of safe nursing care as laid down by Nursing Act, Occupational Health and Safety Act. Provide effective leadership in the management of clients' complaints/ accident/incidents in the facility. Monitor the compilation collation and submission of data and other reports timeously. Maintain constructive working relationships with all stake holders i.e. inter-professional, the multi-disciplinary team and attending Operation Sukuma Sakhe meetings. Demonstrate leadership acumen in implementation of 95-95-95 programmes in the clinic. Advocate and promote nursing ethos and professionalism in the clinic.

- ENQUIRIES** : Mrs S Dlamini Tel No: 031-774 1007
- APPLICATIONS** : All applications should be forwarded to: The Human Resource Manager: Hlengisizwe Community Health Centre: KZN Department of Health, PO Box 545, Hammarsdale, 3700 or hand delivered to Hlengisizwe Community Health Centre, Unit 6 Sibisi Road (Next to Kwa Nkomose Store) Mpumalanga Township, Hammarsdale, 3700
- FOR ATTENTION** : Assistant Director: Human Resource Management Services representivity in all levels of all occupational categories in the Department.)
- NOTE** : Applications must be submitted on the New prescribed Application of 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. Letter of confirmation of relevant work experience and managerial experience will only be required from the shortlisted applicants. 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** : 04 November 2022
- POST 40/163** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE UNIT): MSUNDUZI CENTRE REF NO: HLE 01/2022 (X1 POST)**  
Cluster: Primary Health Care Services
- SALARY** : R571 242 – R642 933 per annum, (an all-inclusive salary) plus 13th Cheque (conditions apply), Medical Aid (optional), Home Owners Allowance, etc, (employee must meet the prescribed requirements) and 8% in-hospitable area allowance of basic salary.
- CENTRE** : Msunduzi Primary Health Clinic
- REQUIREMENTS** : Senior Certificate/Grade 12 or equivalent; Basic R425 qualification – Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (i.e. Degree /Diploma in General Nursing

and Basic Midwifery); One year Post-basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC); At least 5 years of the period referred to above, must be appropriate/recognisable experience in the specific speciality after obtaining the one year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing; Relevant Annual Practice Certificate (SANC registration) for 2020; and Proof of current and previous work experience (certificate of service) endorsed by the Human Resource Manager or delegated person (only when shortlisted). Recommendations: Diploma /Degree in Nursing Management; NIMART and TB training certificate; proof of Computer literacy and unendorsed (only when shortlisted), valid code B/C driver's license. Competencies: Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing the Public Service. 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. Promote women's health, mother and child health and provide adequate health education, awareness and be involved in campaigns. Assist with compliance to Ideal Clinic Realisation and Maintenance and Norms and Standards. Leadership, supervisory, organizing, decision making, problem solving abilities skills. Coordination, report writing skills and 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 efficient and effective comprehensive package of service at PHC level including priority programmes 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, and infrastructure. Ensuring supervision and overseeing of the clinic. Allocate and supervise all staffs on day and night duty in the clinic. Provide efficient and cost-effective utilization of human resources in the facility. Ensure and advocate for staff development and monitor staff performance according to EPMDS Implement and lead ideal clinic maintenance and realisation status (ICRM) and norms and standard in the clinic. Delegate and monitor outreach services and school health programme in the community. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Ensure that Batho Pele principles, National Core Standards and ideal clinic priorities are proficiently implemented. Provide safe therapeutics environment that allows for practice of safe nursing care as laid down by Nursing Act, Occupational Health and Safety Act. Provide effective leadership in the management of clients' complaints/ accident/incidents in the facility. Monitor the compilation collation and submission of data and other reports timeously. Maintain constructive working relationships with all stake holders i.e. inter-professional, the multi-disciplinary team and attending Operation Sukuma Sakhe meetings. Demonstrate leadership acumen in implementation of 95-95-95 programmes in the clinic. Advocate and promote nursing ethos and professionalism in the clinic.

**ENQUIRIES**  
**APPLICATIONS**

: Mrs PG Sosibo Tel No: 031-774 1007  
: All applications should be forwarded to: The Human Resource Manager: Hlengisizwe Community Health Centre: KZN Department of Health, PO Box 545, Hammarsdale, 3700 or hand delivered to Hlengisizwe Community Health Centre, Unit 6 Sibisi Road (Next to Kwa Nkomose Store) Mpumalanga Township, Hammarsdale, 3700

**FOR ATTENTION**

: Assistant Director: Human Resource Management Services representivity in all levels of all occupational categories in the Department.)

**NOTE**

: Applications must be submitted on the New prescribed Application of 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. Letter of confirmation of relevant work experience and managerial experience will only be required from the shortlisted applicants. 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** : 04 November 2022
- POST 40/164** : **OPERATIONAL MANAGER NURSING (PHC) REF NO: KDC 03/2022**  
Component: Kwadukuza Clinic
- SALARY** : R571 242 per annum, Plus 8% rural allowance. Benefits: 13thCheque, homeowner's, allowance, and Medical aid optional (Employee must meet prescribed conditions)
- CENTRE** : Ilembe Health District Office
- REQUIREMENTS** : Grade 12 (Senior certificate) Standard 10/or ( Vocational National Certificate) plus, Degree / Diploma in General Nursing and midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, Current registration with SANC as General Nurse and midwifery and Primary Health Care plus, A minimum of 9 years appropriate/ recognizable nursing experience after registration as General Nurse of which 5 years must be appropriate/ recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Recommendation: Valid Code EB Driver's license (Code8). Good report writing and time management skills. Understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery. Ability to provide mentoring, team building, supervisory skills and coaching to her/his supervisees. Good communication, interpersonal relations, counseling, conflict management skills and decision making. Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures and Finance policies etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Co-ordination and planning skills, ability to assist in formulation of patient care related policies.
- DUTIES** : Implementation of Quality Improvement Plan. Conduct patient satisfaction survey and waiting times for the clinics. Ensure adequate control, management and allocation of Human and material resources. Facilitate that the clinic has functional clinic committee and ensures community participation. Plan and monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance according to EPMDS. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Facilitate provision of clinical services, educational services and be involved in medical research. Evaluate and monitor compliance with clinical protocols norms and standards within the clinic. Analyze and interpret statistic including PHC Programme indicators. Participate in Operation Sukuma Sakhe Programme. Facilitate the realization and maintenance of Ideal Clinic Programme and Core standards in the facility. Coordinate and manage the provision of the services to manage COVID19 pandemic. Support PHC re-engineering by ensuring that outreach teams are functional.
- ENQUIRIES** : Mrs R. Bhagwandin (Operational Manager Nursing: PHC Supervisor) Tel No: 032 – 559 8009



- APPLICATIONS** : All applications should be forwarded to: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620, KwaDukuza, 4450 Or Hand delivered to: 1 on 1 King Shaka Street, Kinga Shaka Centre, KwaDukuza, 4450
- NOTE** : Directions to candidates: The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: [www.kznhealth.gov.za](http://www.kznhealth.gov.za), The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. ILE/03/2022. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents on application only Z83 and CV required. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, 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 the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s).Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. 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.The Department Reserves the Right to or not to make appointment(s) to the advertised post(s) This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.”
- CLOSING DATE** : 04 November 2022
- POST 40/165** : **CHIEF DIAGNOSTIC RADIOGRAPHER: SONOGRAPHER REF NO: ITSH17/2022**
- SALARY** : R466 119 per annum, other benefit: 13 cheque, 17% rural allowance, home owners allowance: employee must meet prescribed requirements, Medical Aid: optional
- CENTRE** : Itshelejuba Hospital
- REQUIREMENTS** : National Senior Certificate/ Grade 12, year Diploma or Degree in Diagnostic Radiography, Registration with health professional council of South Africa as a radiographer (Ultrasound),current registration with the HPCSA for 2022-2023 in the category of independent practice: Ultrasound, A minimum of three years' experience after registration with HPCSA as ultrasound radiographer. Experience: Minimum of three (3) years of experience after Registration with respect South African Council (HPCSA) qualified employees who performed Community Service. Minimum of 4 years relevant working experience after registration with HPCSA in respect of foreign qualified employees who are not required to perform Community Service. Knowledge, Skills, Training and Competencies Required: Excellent knowledge of high risks obstetrics and gynecology general, small parts, vascular, musculoskeletal scanning techniques, protocols and procedures. Basic knowledge of equipment use. Sound report writing and administrative skills. Knowledge of relevant health and safety acts, infection control measures, public service acts and regulations including PFMA, HRM policies, etc. Good communication, interpersonal relations, decision making and problem solving skills. Planning and organizing skills.
- DUTIES** : Provide a high quality of ultrasound services in keeping with the hospital standards. Provide correct interpretation of all ultra sound scans. Compile comprehensive reports as required in the working environment and statistics. Manage performance of staff (EPMDS).Execute all clinical procedures and examinations completely. Provide assistance, supervision and training to junior staff and other medical staff. Participate in quality improvement projects/ programs, standard operating procedures, in-service training. Inspect

equipment/ utilize and maintain equipment professionally to ensure patient safety. Assist with the booking for ultrasound patients. Perform reception and other administrative duties as required Deal with grievances and labour relations issues in terms of laid policies. Give factual information to patients/ clients on ultra sound. Promote Batho Pele principles in the execution of all duties for effective and efficient service delivery. Provide Basic supervisory skills.

- ENQUIRIES** : All enquiries should be directed to DR SF Simelane Tel No: 034-4134000
- APPLICATIONS** : All applications must be addressed to Itshelejuba Hospital, Private Bag x0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital.
- NOTE** : Applications must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za it must be accurately completed and signed. Reference number must be indicated in the column provided on the Z.83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 and a detailed and informative curriculum vitae only. Documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. The correct reference number must be indicated in the column provided on z83.E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Person with disabilities should feel free to apply for the post.
- CLOSING DATE** : 04 November 2022
- POST 40/166** : **CHIEF DIAGNOSTIC RADIOGRAPHER: SONOGRAPHER REF NO: ITSH17/2022**
- SALARY** : R466 119 per annum, other benefit: 13 cheque, 17% rural allowance, home owners allowance: employee must meet prescribed requirements, Medical Aid: optional
- CENTRE** : Itshelejuba Hospital
- REQUIREMENTS** : National Senior Certificate/ Grade 12, year Diploma or Degree in Diagnostic Radiography, Registration with health professional council of South Africa as a radiographer (Ultrasound),current registration with the HPCSA for 2022-2023 in the category of independent practice: Ultrasound, A minimum of three years' experience after registration with HPCSA as ultrasound radiographer. Experience: Minimum of three (3) years of experience after Registration with respect South African Council (HPCSA) qualified employees who performed Community Service. Minimum of 4 years relevant working experience after registration with HPCSA in respect of foreign qualified employees who are not required to perform Community Service. Knowledge, Skills, Training and Competencies Required: Excellent knowledge of high risks obstetrics and gynecology general, small parts, vascular, musculoskeletal scanning techniques, protocols and procedures .Basic knowledge of equipment use. Sound report writing and administrative skills. Knowledge of relevant health and safety acts, infection control measures, public service acts and regulations including PFMA, HRM policies, etc. Good communication, interpersonal relations, decision making and problem solving skills. Planning and organizing skills.
- DUTIES** : Provide a high quality of ultrasound services in keeping with the hospital standards. Provide correct interpretation of all ultra sound scans. Compile comprehensive reports as required in the working environment and statistics. Manage performance of staff (EPMDS).Execute all clinical procedures and examinations completely. Provide assistance, supervision and training to junior staff and other medical staff. Participate in quality improvement projects/ programs, standard operating procedures, in-service training. Inspect equipment/ utilize and maintain equipment professionally to ensure patient

safety. Assist with the booking for ultrasound patients. Perform reception and other administrative duties as required Deal with grievances and labour relations issues in terms of laid policies. Give factual information to patients/ clients on ultra sound. Promote Batho Pele principles in the execution of all duties for effective and efficient service delivery. Provide Basic supervisory skills.

- ENQUIRIES APPLICATIONS** : All enquiries should be directed to Dr SF Simelane Tel No: 034-4134000  
 : All applications must be addressed to Itshelejuba Hospital, Private Bag x0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital
- NOTE** : Applications must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za it must be accurately completed and signed. Reference number must be indicated in the column provided on the Z.83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 and a detailed and informative curriculum vitae only. Documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. 2. The correct reference number must be indicated in the column provided on z83.E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Person with disabilities should feel free to apply for the post.
- CLOSING DATE** : 04 November 2022
- POST 40/167** : **OPERATIONAL MANAGER-GENERAL NURSING MALE WARD-REF NO: CBH21/2022**
- SALARY** : R450 939 - R507 531 per annum. Other Benefits: 8% rural allowance, 13<sup>th</sup> cheque, Medical aid (optional) and home owners' allowance (employee must meet a prescribed requirements)
- CENTRE REQUIREMENTS** : Catherine Booth Hospital  
 : Standard10, Senior certificate or Grade12. Diploma/Degree in Nursing Science. Current registration with SANC 2022 as a Professional nurse and Midwife. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Verifiable certificate of service endorsed and stamped by HR. Demonstrate good communication with staff and multidisciplinary team, supervisors and patients. Ability to work as a team. Knowledge of policies and protocols related to patient care, human resource, IPC, Health and Safety, code of ethics in nursing. Knowledge of Batho Pele principles, nurses pledge of service and Patients' Rights.
- DUTIES** : Participate in the analysis, formulation and implementation of nursing guidelines, SOP's, standards and procedures. Manage and monitor proper utilisation of human resource, financial and physical resources. Maintain constructive working relationships with nursing and other stakeholders' e.g. multidisciplinary team and other. Provide relevant information to health care users and assist in achieving optimal health status care and rehabilitation of patients. Coordinate and monitor implementation of nursing care plan and evaluation thereof. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care.
- ENQUIRIES APPLICATIONS** : Mrs. P.Z Mbonambi Tel No: 035 474 8407/8/9  
 : All applications should be forwarded to: Catherine Booth Hospital: Private Bag x105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehlwana Primary School, Umlalazi Municipality Ward15, Amatikulu, 3801
- NOTE** : Preference will be given to African Male. The following documents must be submitted: Application for employment form (new version Z83 form), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za

and a comprehensive CV only indicating three reference persons: Names and contact numbers, Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR), A. Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out.

- CLOSING DATE** : 04 November 2022
- POST 40/168** : **OPERATIONAL MANAGER-GENERAL NURSING NIGHT SUPERVISOR (ALL WARDS) REF NO: CBH22/2022**
- SALARY** : R450 939 - R507 531 per annum. Other Benefits: 8% rural allowance, 13<sup>th</sup> cheque, Medical aid (optional) and home owners' allowance (employee must meet a prescribed requirements)
- CENTRE REQUIREMENTS** : Catherine Booth Hospital  
Standard10, Senior certificate or Grade12. Diploma/Degree in Nursing Science. Current registration with SANC 2022 as a Professional nurse and Midwife. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Verifiable certificate of service endorsed and stamped by HR. Demonstrate good communication with staff and multidisciplinary team, supervisors and patients. Ability to work as a team. Knowledge of policies and protocols related to patient care, human resource, IPC, Health and Safety, code of ethics in nursing. Knowledge of Batho Pele principles, nurses pledge of service and Patients' Rights.
- DUTIES** : Participate in the analysis, formulation and implementation of nursing guidelines, SOP's, standards and procedures. Manage and monitor proper utilisation of human resource, financial and physical resources. Implement a comprehensive nursing care plan/ program for the promotion of health, self-care, treatment and rehabilitation of patients. Provide relevant information to health care users and assist in achieving optimal health status care and rehabilitation of patients. Create and maintain a complete and accurate nursing record for individual health care users. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care in all nursing units. Maintain therapeutic relationship and environment in which health care can be provided optimally and safely. Participate in health promotion and illness prevention initiative and contribute to their evaluation. Supervise nursing care services at night and communicate with doctors and other stakeholders as per need.
- ENQUIRIES APPLICATIONS** : Mrs. P.Z Mbonambi Tel No: (035) 474 8407/8/9  
All applications should be forwarded to: Catherine Booth Hospital: Private Bag x105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehlwana Primary School, UMLalazi Municipality Ward15, Amatikulu, 3801
- NOTE** : Preference will be given to African Male. The following documents must be submitted: Application for employment form (new version Z83 form), obtainable at any Public Service Department or from the website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za) and a comprehensive CV only indicating three reference persons: Names and contact numbers, Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR), A. Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out.
- CLOSING DATE** : 04 November 2022

**POST 40/169** : **CLINICAL PROGRAM COORDINATOR GRADE 1 – (PMTCT) REF NO: AMAJ12/2022**  
Component: Amajuba Health District Office  
(Those who previously applied may re- apply)

**SALARY CENTRE REQUIREMENTS** : R450 930 per annum. Other Benefits: Rural allowance on a claim basis  
: Amajuba Health District Office  
: Valid Grade 12 or National Certificate plus, Bachelor’s Degree /Diploma in Nursing. Current registration with the South African Nursing Council. Minimum of 7 years appropriate /recognizable experience in nursing after registration as a Professional Nurse of which 5 years of the period must be appropriate/recognizable experience in PMCTC. Registration with SANC as a Midwife. Proof of detailed current and previous work experience endorsed by Human Resource (only when shortlisted). Recommendations: Computer certificate: MS Office Software application. National Diploma in advanced Midwifery and Neonatal Nursing science. Valid Code EB Driver’s license (code 8). Knowledge, Skills, Behavioural Attributes and Competencies Required: Strong interpersonal and communication skills. Presentation /Facilitation skills. Knowledge of HIV and AIDS Comprehensive plan. Knowledge on District Health Systems. Knowledge of relevant regulation and policies. An understanding of challenges facing the public Health sector. Ability to translate and transform objectives into practical plans. Ability to prioritize work related matters and to comply with the time frames. Financial management skills. Project management skills. Ability to make independent decision.

**DUTIES** : Evaluate PMTCT (Prevention of Mother to Child Transmission) systems and recommend system improvements and management and oversight of patient care activities within the facility related to the PMTCT programme. Implement Standard Operating Procedures for: bookings, antenatal follow –up, care and drug delivery intra-partum. Improve clinical record keeping, data collection and transformation flow of PMTCT activities. Identify gaps in service and plan and implement quality improvement initiatives on an on-going basis. Effective communication, supervisor, training, performance management and relations with staff, policy implementation and quality improvement initiatives. Ensure that clinical strategies to manage health conditions contained under the PMTCT are implemented in all institutions/Facilities. Monitor PMTCT indicators which measure health practices in institutions and communities and provide support and report on findings to district health management team by conducting support visits. Participate in District and sub-district perinatal meetings. Assist facilities develop quality improvement plans for the PMTCT and ensure their implementation. Participate in quality improvement programmes reviews.eg. Ideal Clinic, Mother Baby Friendly Initiative, etc. Contribute to the development, implementation and monitoring of integrated District Operational plan for the MNCWH programme. Participate in the development of the District HAST Business plan. Ensure efficient use of PMTCT budget by participating in the finance meetings. Represent the district in PMTCT meetings. Plan, organize and conduct community rallies and events that convey health messages and practices which support elimination of vertical transmission of HIV quarterly.

**ENQUIRIES APPLICATIONS** : Ms. MP Langa Tel No: 034 328 7000  
: All applications should be forwarded to: Ms. M.B Sikhakhane: KZN Department of Health, Private Bag X6661, Newcastle, 2940 OR Hand delivered to: 38 Voortrekker Street, Newcastle.

**FOR ATTENTION NOTE** : Mr V.J Khumalo  
: Applications must be submitted on the prescribed Application for Employment form (Z83) This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Application form (Z83) must be accompanied by detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other documents on application but must submit the Z83 and a detailed Curriculum, Vitae only. Certified copies of qualifications, proof of registration and other relevant documents will be requested from the 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 recommendation of the advert(only when shortlisted) 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 3 months after the closing date, they must accept that their applications were unsuccessful. Please note due to financial constraints, there will be no payment for S&T claims. Males are encouraged to apply and people with disability also should feel free to apply. Employment Equity Target for this post is African Male, and people with disability may feel free to apply.

- CLOSING DATE** : 04 November 2022
- POST 40/170** : **ARTISAN CHIEF REF NO: NKAH 24/2022 (X1 POST)**
- SALARY** : R392 283 per annum
- CENTRE** : Nkandla Hospital
- REQUIREMENTS** : Senior Certificate (Grade12), N3 or equivalent certificate in Maintenance Trade, Electrician Approved Trade Test certificate in terms of section 13(2)(h) of Manpower Act of 1981 as amended, Valid Driver's License, Ten (10) years post of working experience required as an Artisan/Artisan Foreman, Shortlisted candidate must submit proof of working experience endorsed by Human Resource Department, Sound knowledge of the Occupational Health and Safety Act 85 of 1983, Public Finance Management Act with Treasury Regulations and Practice Notes., Good communication skills, Interpersonal skills and negotiation and planning, Technical and practical skills and experience of the Trade, Good knowledge of the hospital plant and machinery, equipment, air condition, as well as gas applications and gas equipment, Good knowledge of technical design and analysis, Creativity and analytical thinking management and team building, Computer literacy: MS Office software package and Presentation skills.
- DUTIES** : Manage technical services and support in conjunction with technicians. Manage Artisans and associates in the field, workshop and technical office activities, ensure the promotion of safety in line statutory and regulatory requirements and ensure quality assurance in the line with specification. Manage human resource effectively and promote sound labour relations, Provide inputs into existing technical manuals, Standard drawings and procedures to incorporate new technology ensuring quality assurance in the line with specification. Provide and consolidate inputs to the technical operational plan, update registration and manage artisans and related personnel. Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage subordinates key performance areas by setting and monitoring performance standards and taking action to correct deviations to achieve hospitals objective. Maintain and advance expertise: continuous individual development to keep up with new technologies and procedures. Liaise with relevant bodies/council on technical/engineering-related matters.
- ENQUIRIES** : Mr. SM Mthembu Tel No: 035 833 5000 ext: 5094
- APPLICATIONS** : All applications should be posted to: The Chief Executive Officer: Nkandla District Hospital Private Bag X102, Nkandla, 3855
- FOR ATTENTION** : Human Resource Manager
- NOTE** : The applicants must include only completed and signed new Z83, obtained from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.
- CLOSING DATE** : 04 November 2022
- POST 40/171** : **CHIEF ARTISAN GRADE A REF NO: SYS 03/2022 (X1 POST)**
- SALARY** : R392 283 – R448 518 per annum, (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), Appropriate Trade Test certificate in (Electrical) terms of section 13(2)(h) of the Manpower Act of 1981 as amended. Valid

Driver's License. Experience: Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. Project Management. Technical design and analysis knowledge. Computer-aided technical applications. 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. Computer skills. Planning and organising.

**DUTIES** : Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities .Provide technical & specialized support to all trades within the institution ensuring compliance with the OHS act. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology ensuring quality assurance in line with specification. Manage artisans, related personnel and assets in terms of their job outputs in the Maintenance Section. Manage human resources effectively & efficiently and promote sound labour relations. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Control and monitor expenditure according to budget to ensure efficient cash flow management. Implement and monitor the maintenance department internal audit system in order to exercise financial control over allocated budget. Maintain standards on plant control networks for the different trades whilst ensure their cost effectiveness. Liaise with relevant bodies/councils on technical/engineering-related matters.

**ENQUIRIES** : Mr L.D.Memela Tel No: 033 395 4364  
**APPLICATIONS** : All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X 509, Plessislaer, 3216 or hand delivered to the box main gate behind the security office.

**FOR ATTENTION** : Mr. T.C. Manyoni  
**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, White Male. White Female Coloured Male and Coloured Female.

**CLOSING DATE** : 04 November 2022

**POST 40/172** : **PROFESSIONAL NURSE SPECIALTY-ORTHOPEADIC REF NO: ITSH 18/2022**

**SALARY** : Grade 1: R388 974 per annum  
 Grade 2: R478 404 per annum

Other benefits: 12% rural allowance of basic salary, 13 cheque, housing allowance (employee must meet prescribed requirements and Medical Aid (optional)

**CENTRE  
REQUIREMENTS**

: Itshelejuba Hospital (Out Patient Department)  
: Senior Certificate/ Grade 12 or equivalent qualification. Degree/ National Diploma in General nursing and Midwifery. One year Post Basic Qualification in the Specialty- Diploma in Orthopaedic Nursing. A minimum of four years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least ten years of the period referred to above must be appropriate/recognizable experience in Orthopaedic Nursing Speciality after obtaining the 1 year Post Basic qualification in relevant specialty. Knowledge, Skills, Training & Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Good communication skills, verbal and written leadership, interpersonal skills problem solving, conflict management and decision making skills. Co-ordination and liaison skills, Knowledge of public services policies Act, and Regulations, Knowledge of Labour Relations Act, disciplinary and grievances procedures, Knowledge of Nursing Act, Occupational Health and Safety Act of 1995. Knowledge and implementation of Batho Pele Principles, Patient's Rights Charter and Code of Conduct.

**DUTIES**

: Provide comprehensive, quality nursing care to patients/clients in speciality unit in a cost effective manner. Assist in planning, organizing and monitoring of objectives of the specialized unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including the awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele principles). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all national, provincial and professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff within the unit and give guidance. Order and monitor appropriate level of consumables. Ensure that equipment in the unit is adequate and is checked and in working order. Provide for a safe, therapeutic and hygienic environment. Work effective and amicably at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate and understanding of Human Resource and financial management policies and procedures. Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient's records. To deliver quality nursing care to orthopaedic patients in the ward, OPD and clinics. To offer patients by assessing, collecting interpreting information on orthopaedic clients and prescribing interventions. Assist in the formulation of policies and procedures for nursing services and to ensure that this is keeping with the current statutory regulations, guidelines and code of ethics. To co-operate the multidisciplinary health team in the provision of quality holistic and individualized patient care. To facilitate experiential training for neophyte nurses allocated in the unit.

**ENQUIRIES  
APPLICATIONS**

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

**NOTE**

: Applications must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –[www.kznhealth.gov.za](http://www.kznhealth.gov.za) it must be accurately completed and signed. Reference number must be indicated in the column provided on the Z.83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 and a detailed and informative curriculum vitae only. Documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview



following communication from HR. Failure to comply with the above instructions will disqualify the applicants. The correct reference number must be indicated in the column provided on z83.E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Person with disabilities should feel free to apply for the post.

- CLOSING DATE** : 04 November 2022
- POST 40/173** : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: KDC 02/2022 (X3 POSTS)**  
Component: Kwadukuza Clinic
- SALARY** : Grade 1: R388 974 per annum, Plus 8% rural allowance  
Grade 2: R478 404 per annum, Plus 8% rural allowance  
Benefit: 13thCheque, homeowner's, allowance, and Medical aid optional (Employee must meet prescribed conditions)
- CENTRE** : Ilembe Health District Office
- REQUIREMENTS** : **Grade 1:** Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree / Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, Current registration with SANC as General Nurse and Primary Health Care plus, A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC)Current registration with SANC as General Nurse with Midwifery and Primary Health Care plus, A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.
- DUTIES** : Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net. Assist with capturing patients on patient registration

(HPRS) system. Support the realization and maintenance of Ideal Clinic Programme in the facility. Coordinate and manage the provision of the services to manage COVID 19 pandemic.

**ENQUIRIES** : Mrs R. Bhagwandin (Operational Manager Nursing: Phc Supervisor) Tel No: 032 – 5513686

**APPLICATIONS** : All applications should be forwarded to: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620, KwaDukuza, 4450 Or Hand delivered to: 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza, 4450.

**NOTE** : This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.” Directions to Candidates: The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: [www.kznhealth.gov.za](http://www.kznhealth.gov.za), The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. ILE/03/2022. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents on application only Z83 and CV required. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, 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 the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. 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. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s).

**CLOSING DATE** : 04 November 2022

**POST 40/174** : **CLINICAL NURSE PRACTITIONER GRADE 1 REF NO: ITSH 19/2022**

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

**CENTRE REQUIREMENTS** : Itshelajuba Hospital  
Senior Certificate/ Grade 12 or Equivalent qualification, Degree/National Diploma in general nursing and Midwifery plus one year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as a General Professional Nurse and Primary Health care plus, a minimum of four (4) years appropriate/ recognizable Nursing Experience as a General Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable experience as General Nurse. **Grade 2:** A minimum of fourteen (14) years appropriate/recognizable experiences as General Nurse. At least ten (10) of period must be appropriate/recognizable experience in PHC after obtaining the one year post basic qualification for the relevant specialty. Knowledge, Skills and Competences Required: Knowledge and experience of Public Service Policies and Regulations. Sound Management and negotiation skills. Knowledge of Labour Relations. Clinical Competences. Knowledge of nursing care delivery approaches.

**DUTIES** : Provide quality comprehensive Primary Health Care by promoting, preventative, Curative and rehabilitative services for the clients in community in line with PHC engineering. Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care. Provide administrative services such as providing accurate statistics for evaluation and future planning identifying needs for financial planning and

indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Provide safe and therapeutic environment as laid down by the Nursing Acts, Occupational Health and Safety Acts and all other applicable prescripts. Plan and organise own work and that of support personnel to ensure proper nursing care, able to implement the institutional major incident (disaster) plan as required. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give the guidance in support of the operational manager. Order and monitor appropriate level of consumables. Participate in clinical record audit and acts on GAPS identified. Work effectively, co-operatively and amicably with person of diverse intellectual, culture, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's need and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. The incumbent will be expected to work extended hours: after hour on call services.

- ENQUIRIES** : All enquiries should be directed to Ms JN Mthenjana Tel No: 034-4134000
- APPLICATIONS** : All applications must be addressed to Itshelejuba Hospital Private Bag x0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital
- NOTE** : Applications must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za it must be accurately completed and signed. Reference number must be indicated in the column provided on the Z.83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 and a detailed and informative curriculum vitae only. Documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. The correct reference number must be indicated in the column provided on z83.E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Person with disabilities should feel free to apply for the post.
- CLOSING DATE** : 04 November 2022
- POST 40/175** : **ASSISTANT DIRECTOR: FINANCIAL ADMINISTRATION REF NO: ILE/03/2022 (X1 POST)**  
Component: FIN/SCM & Planning
- SALARY** : R382 245 per annum (Level 09). Benefit: 13<sup>th</sup> Cheque, homeowner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
- CENTRE** : Ilembe Health District Office
- REQUIREMENTS** : Grade 12 (Senior certificate) Standard 10/or ( Vocational National Certificate) plus, Bachelor degree/ National Diploma in Financial Management, Accounting, Cost and Management Accounting, or Equivalent qualification with major subjects in Accounting, Economics and Financial Management, plus,3-5 years supervisory experience in public service within financial administration component (Accounts payable & revenue, voucher control, budget & expenditure management and reporting) Valid code 8 driver's license. NB: In-service employees currently employed in the Public Service who holds the rank of Accountant and who are in possession of a three year degree/diploma and have 3 years' supervisory experience in a financial environment may apply".

The incumbent of this post will report to the Deputy Director: Finance Reporting, and will be responsible to report on activities to ensure effective and efficient production of reliable information on the District financial Management of the Department and as such the ideal candidate must have: Detailed knowledge of budgeting control and financial management area of operation and associated processes. Ability to communicate with all stakeholders and role –prayers at all levels in clear and unambiguous language. Good knowledge of Public Finance Management as well as relevant Acts and Regulations .Sound Management, negotiation, Interpersonal and problem solving skills .Knowledge of Labour Relations, discipline and grievance procedure. Good organizational, etc.) and planning skills and ability to make independent decision. Knowledge of departmental and transversal systems e.g. (PERSAL, BAS, Vulindlela. Understanding of the challenges facing the public health sector. Knowledge of MS office Software applications.

**DUTIES**

: Coordinate, manage and collate/ consolidate budget estimates for all programmes in the District Office, EMS & Forensic Pathology Services, Kwadukuza sub-district. Facilitate the division of the District Office Budget allocation between all programmes. Manage, coordinate and provide guidance to cash flow meetings within the District. Prepare, collect and report on expenditure versus budget for all programmes in the District Office including EMS, NGOs & Forensic and KwaDukuza PHC sub-district. Identify risks and institute control measures to minimize financial risks in all departments that deal with financial matters. Conduct analysis on the expenditure trend to determine whether budgetary allocations are in line with the envisaged output performance and target. Authorise all transactions captured on BAS in the district. Manage the transactions authorized on BAS and payments to Creditors within 30 days and ensure voucher control & reporting. Manage the journaling process within the institutions/ responsibilities. Manage suspense accounts, debt management and staff linking and do certification of payrolls. Ensure compilation of monthly CEO Financial Management Reporting Pack and conduct monthly validation of disclosure items (returns).Form part of the district M&E Finance Team discipline and grievance procedures as per the Labour Relations Act. Act as the clients' advocate, explains the available options to the clients, keeps records of the services. Monitor and Assess performance of staff as per EPMDS and implement discipline and grievance procedures as per the Labour Relations Act.

**ENQUIRIES  
APPLICATIONS**

: Ms H.V Zulu: Deputy District Director: Finance Tel No: 032 – 437 3500  
 : All applications should be forwarded to: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620, KwaDukuza, 4450 OR Hand delivered to: 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza 4450

**NOTE**

: This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.” Directions to Candidates: The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: [www.kznhealth.gov.za](http://www.kznhealth.gov.za), The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. ILE/03/2022. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit copies of qualifications and other relevant documents on application only Z83 and CV required. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, 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 the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. 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. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s).

- CLOSING DATE** : 04 November 2022
- POST 40/176** : **ASSISTANT DIRECTOR: DISTRICT ADHERENCE FACILITATOR (HAST)**  
**REF NO: ILE/02/2022 (X1 POST)**  
Component: ILE  
Div: HIV AIDS, STI&ARV
- SALARY** : R382 245 per annum (Level 09). Benefit: 13<sup>th</sup> Cheque, homeowner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
- CENTRE** : Ilembe Health District Office
- REQUIREMENTS** : Grade 12 (Senior certificate) Standard 10/or ( Vocational National Certificate) A Diploma in Nursing and Midwifery or Bachelor's degree in Social Sciences; with current proof of registration with the professional body (only when shortlisted). Valid Driver's license. Computer literacy (MS Office programmes). At least five – seven years' experience in public health, and social services or community advocacy. Recommendation Public health sector experience in adherence to care and treatment and disclosure policies would be an advantage. Coordination and Facilitation skills for coaching, training and development. Strong written and verbal communication skills; ability to design and implement client centered interventions/services. Ability to maintain a higher level /Professional confidentiality. Strong record-keeping, analytical and report writing skills. Knowledge of HIV Testing Services and Patient Literacy guidelines. Knowledge of community structures and local government structures. Sound knowledge of psycho-social support (on treatment) concepts. Sound knowledge of Monitoring and evaluation concepts.
- DUTIES** : Act as the clients' advocate, explains the available options to the clients, keeps records of the services offered and work closely with the District HAST Coordinator. They shall be responsible to coordinate community mobilization for linkage and retention in care activities. Champion eLABS and Results for Action where applicable as well as viral load management in general .Be responsible for the supervision of all OTLs and other adherence cadres that are already operating whether from department or from social development partners and other stakeholders. Promote the delivery of services offered to different groups with the aim to enhance quality, efficiency and client satisfaction. The goal is to place the recipient of care at the centre of service delivery while maximizing health system efficiency. Coordinate and manage the communication of end user/customer deliveries, including scheduling, transportation, delivery equipment and labour. Ensure that the facility develop a system for tracking and tracing clients who do not attend their club meetings and follows up within seven - fourteen days to determine whether they have collected their medication. Ensure that the service needs of clients are met and linking them to the appropriate resources and providers. Develop a stakeholder directory of adherence care and support service agencies and providers for referral processes; ensure that health talks and health education in the facility's waiting room, informing patients of available options for Differentiated Care are conducted. Ensure that the club schedule is made available to the facility, and that club venues and dates are shared with decanting Clinicians for cohorting purposes .Ensure continuous utilization of adherence plan for the individuals and support groups. Ensure that monthly schedule of health talks/adherence classes for the facilities, club meetings, in line with the AGL SOPs is developed. Evaluate the quality of all adherence, care and support services and identifying areas that need improvements. Compile report to inform the coverage and uptake of patients (HIV, TB and NCDs) decanted to Facility Pick up Points (Fac Pups), Adherence Clubs and External Pick up Points (Ext PuPs).
- ENQUIRIES** : Ms T.M Banda: Deputy District Director: IDHSD Tel No: 032 – 437 3500
- APPLICATIONS** : All applications should be forwarded to: The District Director: Human Resource Management Services, I Lembe Health District Office, Private Bag X10620 KwaDukuza 4450 OR Hand delivered to: 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza, 4450.
- NOTE** : This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department." Directions to Candidates: The following documents must be submitted, the most recent Z83 application form for employment which is

obtainable at any Government Department or the website: [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. ILE/03/2022. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents on application only Z83 and CV required. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, 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 the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. 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. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s).

- CLOSING DATE** : 04 November 2022
- POST 40/177** : **DIAGNOSTIC RADIOGRAPHER GRADE 1, 2 & 3 REF NO: EGUM 05/2022 (X1 POST)**  
Applicants that applied before must re-apply for the post
- SALARY** : Grade 1: R322 746 – R367 299 per annum  
Grade 2: R378 402 – R432 684 per annum  
Grade 3: R445 752 – R540 954 per annum  
Plus 13th cheque/service bonus plus Rural allowance 12% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
- CENTRE REQUIREMENTS** : E G & Usher Memorial Hospital  
: Matric/Senior Certificate or Grade 12 certificate. National Diploma/Degree in Diagnostic Radiography. Registration certificate with Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Current registration practice receipt/certificate (2022/2023) with Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate). All the attachments /proof will be submitted by shortlisted candidates only). **Grade 1:** No experience required after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. One year experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 2:** Minimum of 10 years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who perform community service, as required in South Africa. Minimum of eleven (11) years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** Minimum of twenty (20) years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who perform community service, as required in South Africa. Minimum of twenty-one (21) years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Knowledge, Skills, Training and Competencies Required: Sound knowledge of radiation protections. Sound knowledge of diagnostic radiography practice and ethos. Knowledge of relevant Health and Safety Acts. Good communication and interpersonal skills.

**DUTIES** : To provide high quality diagnostic radiography services observing safe radiation protection standards. Execute all clinical procedures competently to prevent complications. Provide and participate in 24 hours Radiographic services e.g. Standby duty, Night duty, weekends and Public Holidays. Participate in quality assurance and quality improvement programs. Promote good health practices and ensure optimal care of patients. Assist junior personnel and student radiographers on radiography related matters. Perform clerical duties when necessary. Participate on the implementation of National Core Standards, Quality Assurance and Quality Improvement programmes, In-service trainings and Ideal Hospitalization Maintenance Framework. Promote Batho Pele Principles in the execution of duties for effective service delivery.

**ENQUIRIES** : Ms. NB Dladla Tel No: 039 - 797 8100

**APPLICATIONS** : Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts.

**FOR ATTENTION** : Human Resource Department

**NOTE** : The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za), updated and fully detailed Curriculum Vitae only. In addition, only shortlisted applicants will be requested to bring originals of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed and emailed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders the attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews

**CLOSING DATE** : 04 November 2022 at 16H00 afternoon

**POST 40/178** : **EMPLOYEE WELLNESS PRACTITIONER REF NO: PSH 29/2022 (X1 POST)**

**SALARY** : R321 543 per annum. Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

**CENTRE** : Port Shepstone Regional Hospital

**REQUIREMENTS** : Grade 12 Bachelor's Degree/Diploma in Social Science/Social Work/ Industrial / Behavioural / Counselling / Psychology or National Diploma in Employee Wellness Must have at least 1 -2 years' verifiable experience in a relevant field, preferably, under Employee Wellness Computer literacy would be an added advantage All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills and Experience: Sound knowledge of the Public Sector; Employee Wellness, guidelines and standards; Healthy Lifestyle Programmes, HIV/AIDS, Sick Leave, PILLIR, Stress Management etc. Proficiency in Counselling, HIV/AIDS Counselling, Crisis intervention, conflict

management Problem Solving, Analytical Thinking, Research and Analysis, Project Planning and Management, Change Management, Time management, Policy Development, Tact and Diplomacy, Planning and Organisational skills Good interpersonal relations, communication, facilitation, presentation and report writing, innovation, skills Ability to work under pressure with good tact and diplomacy, Sound professional and ethical behaviour including professionalism, team orientation, reliability, confidentiality, etc.

**DUITES** : Develop and ensure implementation of the unit plan in line with facility operational and provincial plans, including annual calendar. Ensure the implementation and maintenance of policies and procedures that will address Employee Wellness Programme at Institutional level. Conduct assessments to identify personal and/or work related problems of employees Provide short-term interventions and referring legible clients to appropriate professionals and other resources. Establish, facilitate, monitor and evaluate the impact of Employee Wellness Programmes (EWP). Provide an assessment, referral, intervention and appropriate counselling and aftercare services to employees at the Institutions based on relevant qualifications and experience. Marketing and Promotion of EWP within institution. Ensure the implementation of Special and Support Programmes such as HCT; Financial Wellness, that is, retirement planning, garnishee management, financial education, as well as Substance abuse and absenteeism management.

**ENQUIRIES** : Mr ZM Zulu Tel No: (039) 688 6230  
**APPLICATIONS** : Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone, 4240.

**FOR ATTENTION** : Mr. ZM Zulu  
**NOTE** : Application for employment (Z83) detailed, Curriculum vitae only (with detailed experience). Certified Copies – must not be submitted when applying for employment (Only short listed candidates will submit) NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

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

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

**CLOSING DATE** : 04 November 2022 at 16:00

**POST 40/179** : **SENIOR SYSTEMS MANAGEMENT OFFICER REF NO: EMS/08/2022**

**SALARY** : R321 543 per annum, (other benefits: Medical Aid (Optional) 13<sup>th</sup> Cheque, Housing allowance (employee must meet prescribed requirements)

**CENTRE** : Emmaus Hospital  
**REQUIREMENTS** : Senior Certificate (Grade 12). Degree/ Diploma in Public Management or Administration. 3-5 years' experience of clerical /administrative in system component. Certificate of service of previous and current experience obtainable and endorsed by Human Resource Management. Valid driver's



license. NB: certificate of service from previous employers is compulsory when shortlisted. Please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management (only when shortlisted). Knowledge & Skills: Knowledge of CHC process and procedures. Organization skills, Decision making skills. Problem solving skills. Sound analytical and communication skills. Co-ordination and liaison skills.

**DUTIES** : Check mortuary register regularly to ensure proper maintenance. Maintain overall control of the following section: Registry /Reprographic services, Telecommunication services, Transport services, pottering services, Mortuary services and staff Accommodation .Ensure that secretarial services are provided at management meetings. Provide advice to management and heads of sections on matters relating to administrative support services. Monitor staff attendance; identify developmental needs and training of staff. Maintain adequate availability and efficient utilization of staff in all sub-sections. Provision of staff accommodation. Availability of work plans and job description in all systems components. Supervise staff under systems component and ensure compliance with EPMDS policy. Deputize in the absence of Assistant Director Systems.

**ENQUIRIES** : Mr. LL Makhaye Tel No: 036 488 1570 EXT 8209

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

**FOR ATTENTION** : Human Resource Manager

**NOTE** : Application should be submitted on the most recent form 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, resettlement allowance will be paid for interview attendance

**CLOSING DATE** : 04 November 2022 at 16:00

**POST 40/180** : **FINANCE CLERK SUPERVISOR REF NO: EMS/07/2022**

**SALARY** : R261 372 – R307 890 per annum, (other benefits: Medical Aid (Optional) 13<sup>th</sup> Cheque, Housing allowance (employee must meet prescribed requirements)

**CENTRE** : Emmaus Hospital

**REQUIREMENTS** : (Grade 12 certificate or equivalent. Computer literacy. A minimum of 3 -5 years' Clerical Administrative Experience in Finance environment. Certificate of service of previous and current experience obtainable and endorsed by Human Resource Management. NB: Certificate of service from previous employers is compulsory when shortlisted. Please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management (only when shortlisted). Recommendations: Degree/National Diploma in Finance management, Cost and Management .Accounting/Business Management Accounting as major subject. Advance computer Knowledge. Unendorsed valid Code B driver's license (Code 8/10). Relevant experience in Finance Management within the Hospital environment. Knowledge & Skills Knowledge and understanding of Public Finance Management service, Treasure Regulations, Supply Chain Management, HR prescripts and Policies. Expert knowledge and understanding of operational framework and linkage thereof within the financial system of the Department. Sound Management, negotiation, interpersonal and problem solving skills. Good verbal and communication skills. Supervisory, communication and interpersonal skills. Ability to work under pressure and meet required deadlines. Ability to prioritize issues and comply with time frame.

**DUTIES** : Provide effective and efficient expenditure Management with Hospital. Monitor Expenditure performance and prepare Cash Flow projections. Allocate and

align budget with approved procurement plan and human resource plan. Ensure timeous submission of monthly, quarterly and year monitoring report. Ensure payment of supplies within 30 days. Authorize expenditure on BAS. Draw report on BAS. Analysis and interpretation of expenditure report and provides variance reasons. Link and interpret financials and non – financial performance for institution. Collate CEO Management pack reports from various units and prepare accurate report for Assistant Director: Finance. Authorizations of journals for miss allocated expenditure. Develop and implement register for payment and other related correspondences. Manage suspense accounts and maintain Debt files. Follow up with SCM on outstanding overdue commitments for payments. Ensure the effective, efficient and economical management of allocated resources.

**ENQUIRES APPLICATIONS**

: Mr. S.W Mfuphi Tel No: 036 488 1570 EXT 8213  
 : Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.

**FOR ATTENTION NOTE**

: Human Resource Manager  
 : Application should be submitted on the most recent form 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, resettlement allowance will be paid for interview attendance.

**CLOSING DATE**

: 04 November 2022 at 16:00

**POST 40/181**

: **FACILITY INFORMATION OFFICER REF NO: ITSH 20/2022**

**SALARY**

: R261 372 per annum. Other Benefits: 13<sup>th</sup> cheque, housing allowance: employee must meet prescribed requirements and medical aid: optional.

**CENTRE REQUIREMENTS**

: Itshelejuba Hospital  
 : Senior Certificate (Grade 12) or qualification plus. National Diploma/ Degree in Information Technology/ Information Management/Systems Statistics / Computer Science, Valid driver's license (Minimum code EB), A minimum of 1 year experience in Routine Health Information System (Anti-Retroviral Therapy (ART) TIER. NET/ District Health Information System (DHIS) Electronic TB Register (ETR.net), web DHIS and Synchronized National Communication in Health. Knowledge, Skills, Training and Competencies Required: Strong communication and interpersonal skills. In- depth knowledge and skills in Information Health System and Data Management. Sound organizing, Planning and problem solving skills. The ability to compile meaningful presentation and /or graphic presentation of statistics and to compare strategic objectives with report results. High level of accuracy. Technical knowledge in the information Technology Environment. Ability to work under pressure and to meet tight deadlines.

**DUTIES**

: Roll out (install) TB/HIV Information System (ART TIER.NET) in health facilities with the sub-district. Conduct Training on routine Health Information System (ART TIER.NET/ETR.net/ (EDR Web/ DHIS)/ HPRS/Synchronised National Communication in Health. Maintain and provide technical support to all route Health Information system (ART TIER.NET/ETR.net/ District Health information System (DHIS)/Electronic Drug Resistant (EDR Web. Ensure accurate, consistent and timeous reporting of Health programs data from all facilities with the sub-district. Ensure that the data is collected from the different service points at the facility as well as the feeder clinics, captured onto DHIS and validated using the tools provided. Follow up on all outstanding / revised /incomplete data from the service points of the institution as well as the feeder clinics before submission to the District Office. Export the data electronically to the District Office on or before the deadline. Prepare monthly feedback reports

for the unit managers as well as senior managers and respond to adhoc requests. Ensure that ongoing in-service training regarding data management process at the institution takes place with guidance from the facility M&E Manager. Responsible for improving and maintaining the quality of data at that institution. Develop data and information management procedures within the facility with guidance from the facility M&E Manager, which are aligned to the District Provincial Guidelines. Ensure that all current data collection tools as prescribed by the Provincial Data Management Component are distributed to all services within institution during its correct period of validity. Support the feeder clinics that are attached to the hospital in relation to data management issues. Responsible for the maintenance of databases that are implemented by the Provincial Data management Component. Ensure that backups of the data files are copied onto an external hard drive or cd and stored in secure location. Ensure that all summary and tally sheets are filled in a methodical manner and in line with the archiving procedures and policies. Render the utilization of resource allocation to the unit. Actively participate in the sub-district performance review activities. Actively participate in the sub-district monthly and report compilation processes. Conduct data audits at PHC and Hospital level. Be willing to work night shift, weekends and sometimes extended hours during the week, but not exceeding 40 hours per week.

**ENQUIRIES  
APPLICATIONS**

: All enquiries should be directed to Ms ZF Khumalo Tel No: 034-4134000  
 : All applications must be addressed to Itshelejuba Hospital Private Bag x0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital.

**NOTE**

: Applications must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za it must be accurately completed and signed. Reference number must be indicated in the column provided on the Z.83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 and a detailed and informative curriculum vitae only. Documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. The correct reference number must be indicated in the column provided on z83.E.g. reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Person with disabilities should feel free to apply for the post. Shortlisted candidates will be subjected to a computer test.

**CLOSING DATE**

: 04 November 2022