

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL  
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

- APPLICATIONS** : The Chief Director, Human Resource Management & Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or hand delivered to: The Chief Registry Clerk, 14th Floor North Tower, Natalia, 330 Langalibalele Street, Pietermaritzburg
- FOR ATTENTION** : Mr LA Zulu
- CLOSING DATE** : 11 November 2022 (Applications received after this date will not be accepted).
- NOTE** : Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV. The Department discourages applications sent by registered mail and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from State Security on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and the technical exercise, the selection committee will recommend the candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The Department is an equal opportunity, affirmative action employer and is committed to empowering people with disability.
- MANAGEMENT ECHELON**
- POST 41/343** : **CHIEF DIRECTOR: MUNICIPAL LED SUPPORT REF NO: 96/2022 (MLEDS)**  
Chief Directorate: Municipal Local Economic Support  
Re-advertised, all applicants who applied previously must re-apply if they wish their applications to be considered.
- SALARY** : R1 269 951 per annum (Level 14), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Economics/ Development Planning or a related qualification coupled with 5 years' experience at a senior management level in an Economic Development environment as well as an SMS Pre-entry certificate as offered by the National School of Government (NSG). Essential Knowledge, Skills and Competencies Required: The successful candidate must have:- Knowledge of legislation (MPRA, MFMA and Municipal Systems Act) as well as relevant municipal policies and bylaws, Knowledge of Public Service Act/ Regulations and Labour Relations Act, Knowledge in interpretation, research and development of legislation, Knowledge of monitoring and evaluation processes and systems, Awareness and understanding of the municipal environment, Knowledge of project management and policy analysis, Planning and organizing skills, Conflict resolution and communication skills, Time management skills, Team development, decision making and problem solving skills, Financial management skills, Project management and strategic planning skills, Conflict resolution skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 drivers licence.
- DUTIES** : The successful candidate will be required to manage the implementation of programmes that strengthen local economic development with the following key responsibilities:- Oversee LED projects implementation and institutional development, Manage and support interventions and flagship programmes

including CWP and EPWP, Manage the improvement of access by communities to government services, Manage the development and implementation of policies, procedures and processes, Manage the resources of the Chief Directorate.

**ENQUIRIES** : Ms B Mgutshini Tel No: 033 8975672

**POST 41/344** : **CHIEF DIRECTOR: MUNICIPAL INFRASTRUCTURE REF NO: 97/2022 (MID)**

Chief Directorate: Municipal Infrastructure

Re-advertised, all applicants who applied previously must re-apply if they wish their applications to be considered.

**SALARY** : R1 269 951 per annum (Level 14), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)

**CENTRE** : Pietermaritzburg

**REQUIREMENTS** : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Civil/ Electrical Engineering coupled with 5 years' experience at a senior management level within the infrastructure planning and development environment as well as an SMS Pre-entry certificate as offered by the National School of Government (NSG). Essential Knowledge, Skills and Competencies Required: The successful candidate must have:- Sound knowledge of relevant legislation (MFRA, MPRA, MFMA, Municipal Systems Act), Knowledge of legal compliance, Knowledge of project management, policy analysis and strategic planning, Knowledge of infrastructure development and programme management, Knowledge of financial management and supply chain management, Knowledge of the structure and functioning of government as well as the infrastructure development environment in South Africa, Knowledge of operation and maintenance planning and implementation, Engineering and professional judgment skills, Strategic capability and leadership skills, Planning, organising as well as time management skills, Decision making and problem solving skills, Negotiation and conflict resolution skills, Team leadership and change management skills, Financial Management skills, Project management skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 drivers licence.

**DUTIES** : The successful candidate will be required to facilitate and monitor infrastructure development within municipalities with the following key responsibilities: Manage and facilitate municipal infrastructure development, Manage and facilitate sustainable service delivery, Ensure the management of infrastructure finance, Co-ordinate water sanitation and energy services planning, Manage the resources of the Directorate.

**ENQUIRIES** : Ms B Mgutshini Tel No: 033 8975672

**POST 41/345** : **DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: 98/2022 (CS)**

Chief Directorate: Corporate Services

Directorate: Information and Communication Technology

**SALARY** : R1 073 187 per annum (Level 13), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)

**CENTRE** : Pietermaritzburg

**REQUIREMENTS** : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Informatics/ Computer Science/ Information Technology coupled with 5 years' experience at a middle management/senior management level in an information technology environment as well as an SMS Pre-entry certificate as offered by the National School of Government (NSG). Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of policy analysis, Knowledge of service level agreements, Knowledge of IT strategy development and project management, Knowledge of E-Government and enterprise architecture, Knowledge of systems development and IT service management, Knowledge of the PFMA, Planning, team development and decision making skills, Problem solving and financial management skills, Good communication skills (verbal & written), Computer literacy in MS Office and the MS environment, Sound knowledge of ICT frameworks (TOGAF,GWEA), A valid code 8 drivers licence.

**DUTIES** : The successful candidate will be required to manage an information and communication technology support service to the Department with the following key responsibilities:- Manage the provision of IT related business solutions, Manage the operations pertaining to user support, system maintenance, performance and service level, Develop and manage the implementation of a governance model and IMST architecture, Define and manage all IT service agreements, Manage e-governance implementation within the department, Manage the resources of the Directorate.

**ENQUIRIES** : Mr S Khanyi Tel No: 033-2608025

#### **OTHER POSTS**

**POST 41/346** : **CHIEF ENGINEER REF NO: 99/2022 (MID)**

Chief Directorate: Municipal Infrastructure

Directorate: Infrastructure Development

**SALARY** : R1 058 469 - R2 007 819 per annum, (OSD)

**CENTRE** : Pietermaritzburg

**REQUIREMENTS** : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Civil Engineering coupled with 6 years post qualification experience as a registered professional engineer and a valid code 8 driving licence. Registration with ECSA as a Professional Engineer is compulsory. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of water services planning and development, Programme and project management, Knowledge of engineering, legal and operational compliance, Knowledge of operational communication, Process knowledge and skills, Maintenance skills and knowledge, Knowledge of engineering design and analysis, Knowledge of research and development, Knowledge of computer-aided engineering applications, Knowledge of mobile equipment operating skills, Ability to create a high performance culture, Decision making and team leadership skills, Conflict management, problem solving and analysis skills, Planning, organising and strategic leadership skills, financial management and people management skills, Customer focus and responsiveness skills, Good communication and computer literacy skills.

**DUTIES** : The successful candidate will be required to perform all aspects of varied innovative and complex engineering and manage municipal infrastructure development programmes and projects with the following key responsibilities: Engineering design and analysis effectiveness, Maintain engineering operational effectiveness, Governance, Financial Management, People Management.

**ENQUIRIES** : Ms B Mgutshini Tel No: 033 8975672

**POST 41/347** : **DEPUTY DIRECTOR: EVALUATION REF NO: 100/2022 (MESP)**

Chief Directorate: Monitoring Evaluation and Strategic Planning

Directorate: Evaluation

**SALARY** : R744 255 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)

**CENTRE** : Pietermaritzburg

**REQUIREMENTS** : The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 qualification as recognised by SAQA in Monitoring and Evaluation / Performance Management / Public Management / Public Administration/ Research or related qualification coupled with 3 years junior management experience in an evaluation or research environment. Knowledge of basic statistical packages and techniques would be an added advantage. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of Local Government legislation, Knowledge of monitoring and evaluation application of programmes and policies, Knowledge of project management, Knowledge of change management, Knowledge of strategic management and planning as well as organisational analysis and administration, Research, data analysis, report writing and presentation skills, Project management and financial management skills, Skills in liaising between different management levels and group facilitation skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 driver's licence.

- DUTIES** : The successful candidate will be required to facilitate the implementation of the evaluation system within the Department with the following key responsibilities: Support the development and implementation of Departmental programmes on evaluation) of projects and programmes, Support compilation of reports and reporting of the Department on its performance, Support implementation of the evaluation capacity building strategy, Co-ordinate policy and programme evaluations, Support to the development and implementation of the evaluation guidelines, Provide input into the review of national and provincial policies, legislation and initiatives in support of evaluation.
- ENQUIRIES** : Ms L Naicker Tel No: 033 2608015
- POST 41/348** : **ASSISTANT DIRECTOR: MUNICIPAL ADMINISTRATION REF NO: 101/2022 (MAG)**  
Chief Directorate: Municipal Administration & Governance  
Directorate: Municipal Administration
- SALARY CENTRE REQUIREMENTS** : R477 090 per annum (Level 10)  
: Pietermaritzburg  
: The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Public Administration/Management/Local Government or a related qualification coupled with 3 years' administrative experience in a public sector/local government/organisational development/ HR environment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of policy analysis, Knowledge of project management, Knowledge of relevant legislation, Planning and organising skills, Time management and development skills, Decision making and problem solving skills, Financial Management skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 driver's licence.
- DUTIES** : The successful candidate will be required to support efficient municipal administration with the following key responsibilities:- Assist with support to municipalities on human resource management, including organisational development/staff establishments and recruitment processes, Support to municipalities on administrative statutory obligations, Support to municipalities with regard to corporate support services, Assist with the development and implementation of policies, strategies and procedures aimed at improving service delivery within the municipal administration field, Management of resources, Provide guidance and advice to municipalities and stakeholders.
- ENQUIRIES** : Ms A Reddy Tel No: 033 355 6474/5
- POST 41/349** : **ASSISTANT DIRECTOR: FUNDS REF NO: 102/2022 (MI) (X2 POSTS)**  
Chief Directorate: Municipal Infrastructure  
Directorate: Infrastructure Development
- SALARY CENTRE REQUIREMENTS** : R477 090 per annum (Level 10)  
: Pietermaritzburg  
: The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Financial Management or Accounting coupled with 3 years' experience in conditional grants administration and management. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: - Knowledge of the Division of Revenue Act, Knowledge of relevant policies (municipal grant and infrastructure development), Knowledge of the structure and functioning of the Department and Government, Knowledge of budget and cash flow management and human resource development, Planning, managerial and staff development skills, Decision making, problem solving and conflict management skills, Diversity management and public speaking skills, Knowledge of grants financial planning, cashflow management and reporting, Ability to support municipalities in grants expenditure, Presentation and facilitation skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 drivers licence.
- DUTIES** : The successful candidate will be required to support the co-ordination and management of municipal infrastructure grants and programme information services with the following key responsibilities: Support municipal cash flow management, Prepare financial and programme management reports, Exercise expenditure control, Monitoring and evaluation of municipal performance on infrastructure programmes, Maintain programme information,

- Implement municipal infrastructure capacity building programmes, Manage the resources of the component.
- ENQUIRIES** : Ms C Jama Tel No: 033 355 6112
- POST 41/350** : **CONTROL GIS TECHNICIAN REF NO: 114/2022 (MP)**  
Chief Directorate: Municipal Planning  
Directorate: Geospatial Information Services
- SALARY CENTRE REQUIREMENTS** : R452 895 – R1 106 814 per annum, (OSD)  
Pietermaritzburg  
The ideal candidate must be in possession of a Diploma or NQF level 6 qualification as recognised by SAQA in GISc, Cartography or a relevant qualification coupled with 6 years post qualification GISc technician experience and a valid code 8 driver's licence. Registration with SAGC (previously called PLATO) is compulsory. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Understanding of Geo database implementation, Understanding GIS applications and spatial data, Knowledge of theory, principles and practices of GIS, Knowledge of GIS standards, Knowledge GIS software and applications and GIS software customisations, Basic understanding of technologies such as GPS, photogrammetry and remote sensing, Knowledge of projections and principles of cartography, Problem solving and analysis skills, Decision making, teamwork and analytical skills, Creativity, self-Management and customer service skills, Communication and interpersonal skills, Computer skills, Planning, organising and execution skills, Project Management skills, Good communication skills (verbal & written), Computer literacy in MS Office.
- DUTIES** : The successful candidate will be required to perform technical and related functions in respect of geospatial information services including, Manage, supervise and perform technical GISc activities, Manage GIS unit effectiveness, People management, Functional requirement analysis, Research.
- ENQUIRIES** : Mr M Naik at 082 806 4083
- POST 41/351** : **ASSISTANT DIRECTOR: WATER AND SANITATION REF NO: 103/2022 (M)**  
Chief Directorate: Municipal Infrastructure  
Directorate: Sector Co-Ordination and Planning  
Re-advertised, all applicants who applied previously must re-apply if they wish their applications to be considered.
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)  
Pietermaritzburg  
The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Civil Engineering coupled with 3 years supervisory experience in the relevant water and sanitation environment and a valid code 8 driver's licence. A Project Management certificate will be an added advantage. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of the structure & functioning of government, Knowledge of administrative and service delivery policy, Leadership, supervisory and team development skills, Decision making and problem solving skills, Good communication skills (verbal & written), Computer literacy in MS Office.
- DUTIES** : The successful candidate will be required to support the facilitation of municipal basic service delivery with the following key responsibilities: Support the establishment and maintenance of forums for co-ordination of water delivery, Render support in the provision of Basic Water and Sanitation, Provide support in research and development of water and sanitation strategies, new and alternative technologies, Support the facilitation of water and sanitation service provider agreements, Facilitate the monitoring and evaluation of the provision of Basic Water and Sanitation, Facilitate the implementation of municipal capacity building programmes, Manage the resources of the component.
- ENQUIRIES** : Ms C Jama Tel No: 033 355 6112

**POST 41/352** : **ASSISTANT DIRECTOR: ENERGY REF NO: 104/2022 (MI)**  
Directorate: Sector Co-Ordination and Planning  
Re-advertised, all applicants who applied previously must re-apply if they wish their applications to be considered.

**SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)  
: Pietermaritzburg  
: The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Electrical Engineering coupled with 3 years' experience in the relevant electrical engineering environment and a valid code 8 driver's licence. A Project Management certificate will be an added advantage. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of the structure and functioning of government, Knowledge of the energy delivery environment in South Africa and service delivery policy, Knowledge of operation and maintenance planning, implementation and administration, Leadership and project management skills, Supervisory and team development skills, Decision making and problem solving skills, Good communication skills (verbal & written) Computer literacy in MS Office.

**DUTIES** : The successful candidate will be required to support facilitation of municipal energy service delivery with the following key responsibilities: Support municipal energy sector planning, Monitoring and evaluation of eradication of backlogs in the provision of electricity and/or alternative energy, Support municipal operation and maintenance planning, Assess the impact of energy provision on communities, Build municipal energy sector planning capacity, Manage the resources of the component.

**ENQUIRIES** : Ms C Jama Tel No: 033 355 6112

**POST 41/353** : **ASSISTANT DIRECTOR: EVALUATION REF NO: 105/2022 (MESP)**  
Chief Directorate: Monitoring Evaluation and Strategic Planning  
Directorate: Evaluation

**SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)  
: Pietermaritzburg  
: The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Monitoring and Evaluation / Performance Management / Public Management / Public Administration or related qualification coupled with 3 years experience in an evaluation/ research/ monitoring environment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of Local Government legislation, Knowledge of monitoring and evaluation of the application of programmes and policies, Knowledge of project management, Knowledge of change management, Knowledge of strategic management and planning as well as organisational analysis and administration, Research, data analysis, report writing and presentation skills, Project management and financial management skills, Report presentation and group facilitation skills, Skills in liaising between different management levels and group facilitation skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 driver's licence.

**DUTIES** : The successful candidate will be required to facilitate the implementation of the evaluation system within the Department with the following key responsibilities: Support the development and implementation of Departmental programmes on evaluation of policies and programmes, Support the compilation of reports and reporting of the Department on its performance, Support implementation of the evaluation capacity building strategy, Co-ordinate policy and programme evaluations, Support the development and implementation of evaluation guidelines, Provide input into the review of national and provincial policies, legislation and initiatives in support of evaluation.

**ENQUIRIES** : Ms L Naicker Tel No: 033 2608015

**POST 41/354** : **ASSISTANT DIRECTOR: RAPID RESPONSE REF NO: 106/2022 (CDWPP) (X2 POSTS)**  
Chief Directorate: Community Development Workers and Public Participation  
Directorate: CDWS and Rapid Response

**SALARY CENTRE** : R382 245 per annum (Level 09)  
: Pietermaritzburg

- REQUIREMENTS** : The ideal candidate must be in a possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Public Administration/ Municipal Governance/ Administration/ Public Management or a related qualification coupled with 3-5 years administrative experience in a local government environment. Relevant dispute resolution and municipal governance experience would be an added advantage. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Sound knowledge and understanding of the relevant legislation and enabling prescripts, Knowledge of functioning of municipalities, Knowledge of intergovernmental relations, Ability to organise, Ability to articulate and implement the IGFA, Basic Financial Management skills, Ability to nurture relationships with strategic partners within and outside the government sector, Good planning and management skills, Conflict resolution and decision making skills, Team development and problem solving skills, Presentation and facilitation skills, Good communication skills (verbal & written), Good computer literacy in MS Office, A valid code 8 drivers licence.
- DUTIES** : The successful candidate will be required to respond to service delivery problems timeously with the following key responsibilities: Respond to service delivery protests within the district, Facilitate local engagement prior to and after the service delivery protest, Detect any service delivery problems from the presidential hotline, premier's hotline and departmental nerve centre, Ensure rapid response to areas that are pressure points and threatened by service delivery protest within the district.
- ENQUIRIES** : Mr SE Sigidi Tel No: 033 8975622
- POST 41/355** : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: 107/2022 (HRMD) (X2 POSTS)**  
Chief Directorate: Human Resource Management & Development  
Directorate: Human Capital Development
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)  
: Pietermaritzburg  
: The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Human Resource Management or a related qualification coupled with 3 years experience in the human resource environment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of legislation and prescripts, Knowledge of policies pertaining to performance management, Knowledge in the performance management and finance fields, Planning, managerial and staff development skills, Decision making, problem solving and conflict management skill, Diversity management, presentation and facilitation skills, Public speaking skills. Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 drivers licence.
- DUTIES** : The successful candidate will be required to implement the individual performance management system with the following key responsibilities: Develop and implement the performance management system -salary levels 1-12 , Monitor and evaluate the employee performance management and development system salary levels 1-12, Administer performance agreements for salary levels 1-12, Render a secretariat function to moderating committees for salary levels 1-12, Training of staff – salary levels 1-12, Provide guidance and advice and general administration duties.
- ENQUIRIES** : Ms N Dlamini Tel No: 033 2608058
- POST 41/356** : **ASSISTANT DIRECTOR: BOOKEEPING REF NO: 108/2022 (F)**  
Chief Directorate: Finance  
Directorate: Financial Administration
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)  
: Pietermaritzburg  
: The ideal candidate must be in a possession of a Bachelor's Degree or NQF level 7 qualification as recognized by SAQA in Financial Management/ Accounting/ Taxation coupled with 3 years supervisory experience in a financial and taxation environment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of PFMA, DORA and other relevant legislation, Knowledge of Income Tax Act and Tax Administration Act, Knowledge of the Guide for employers in respect of Employees Tax and as well as Payroll system- PERSAL, knowledge of

- preparation of financial statement, Knowledge of policy analysis and project management, Planning and team development skills, Decision making and problem solving skills, Financial management and budget planning skills, Knowledge of Instruction Notes and Tax matters, Knowledge of BAS (Basic Accounting System) and PERSAL, Good communication skills (both written and verbal), Computer literacy in MS Office, A valid code 8 driver's licence.
- DUTIES** : The successful candidate will be required to provide and maintain an orderly and sound bookkeeping system for all financial transactions and the processing of interdepartmental claims with the following key responsibilities: Administer and maintain suspense accounts, debts and tax reconciliations, Render banking management services, Manage all interdepartmental claims, Provide input to the annual financial statements of the Department, Manage the resources of the component.
- ENQUIRIES** : Mr B Cele Tel No: 033 2608017
- POST 41/357** : **ASSISTANT DIRECTOR: MUNICIPAL NERVE CENTRE REF NO: 109/2022 (MSDS) (X2 POSTS)**  
 Chief Directorate: Municipal Service Delivery Support  
 Directorate: Municipal Performance Management  
 Re-advertised, all applicants who applied previously must re-apply if they wish their applications to be considered.
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)  
 : Pietermaritzburg  
 : The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 qualification as recognised by SAQA in Local Government/ Administration/ Public Administration/ Public Management or related qualification coupled with 3 years experience in a municipal service delivery environment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of the Constitution of the Republic of South Africa, Knowledge of the District Development Model (DDM), Knowledge of employee performance management and development system, Knowledge of Basic Conditions of Employment Act, Knowledge of community development, Knowledge of municipal performance management, Knowledge of project management principles, Knowledge of local government legislation and related prescripts, Knowledge of municipal practices and procedures, Language skills, Good listening skills, Presentation and facilitation skills, Planning and organisational skills, Project management skills, Decision making skills, Report writing skills, Good communication skills (verbal & written), Computer literacy in MS Office and Teams, A valid code 8 driver's licence.
- DUTIES** : The successful candidate will be required to co-ordinate National/Provincial support programmes to municipalities with the following key responsibilities: Coordinate service delivery support programmes to municipalities on behalf of the Department, Monitor service delivery by municipalities, Coordinate nerve centre information, Provide administrative support to the Nerve Centre functionality, Provide advice, guidance and input to policy.
- ENQUIRIES** : Ms N Mthembu Tel No: 033 355 611
- POST 41/358** : **ASSISTANT DIRECTOR: WEB DESIGN REF NO: 110/2022 (CC)**  
 Chief Directorate: Corporate Services  
 Directorate: Corporate Communication  
 Re-advertised, all applicants who applied previously must re-apply if they wish their applications to be considered.
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)  
 : Pietermaritzburg  
 : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Web Management/ICT or a related qualification coupled with 3 years' experience in Information Management and Websites/Web Structure Development/Graphic Design environment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of design, print and writing, Knowledge of generic management processes, Knowledge of Public Service legislation and policies, Knowledge of the Constitution and Communication Policy, Computer literacy in Web design packages, Writing, editing, design and layout skills, Problem solving, Financial Management and decision making skills, Leadership, strategic communication and project management skills, Listening, time



- management and presentation skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 driver's licence.
- DUTIES** : The successful candidate will be required to render web design services for the Department with the following key responsibilities: Oversee the Departmental internet and intranet portal websites, Develop content and design for the websites, Render a design service for all multimedia communication material, Manage the staff and resources of the component to ensure efficient compliance.
- ENQUIRIES** : Ms N Africander Tel No: 033- 8975760
- POST 41/359** : **RECRUITMENT & SELECTION OFFICER REF NO: 111/2022 (HRMD)**  
Chief Directorate: Human Resource Management & Development  
Directorate: Human Resource Administration
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)  
: Pietermaritzburg  
: The ideal candidate must be in possession of a Grade 12 certificate or equivalent qualification coupled with 3-5 years experience in a human resource management environment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of the Public Service Act and Regulations, Knowledge of Departmental Human Resources and Recruitment and Selection Policies and processes, Analytical skills, Good interpersonal relationship skills, minute writing and tactful skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 drivers licence.
- DUTIES** : The successful candidate will be required to render a recruitment and selection function for the Department with the following key responsibilities, Provide administrative related functions regarding the recruitment process, Provide secretariat services during interviews, Administer logistical arrangements for the shortlisting and selection interview process, Provide advice and guidance on recruitment matters.
- ENQUIRIES** : Adv KL Janse van Rensburg Tel No: 033 2608001
- POST 41/360** : **FIRE SAFETY AND PREVENTION COORDINATOR REF NO: 112/2022 (DM)**  
Chief Directorate: Disaster Management  
Directorate: Disaster Management Operations
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)  
: Pietermaritzburg  
: The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognized by SAQA in Fire Technology or a related qualification coupled with 2 years' experience in a recognised fire and rescue services environment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of Fire and Rescue Services Regulations and policies, Excellent communication skills (written and verbal), Minute taking and report writing skills, Good organisational, office management and document tracking skills, Ability to analyse and interpret policies, Computer literacy in MS Office, A valid code 8 driver's licence.
- DUTIES** : The successful candidate will be required to deal with all matters pertaining to fire services management at district and local municipalities within a specified region within the Province of KwaZulu-Natal with the following key responsibilities: Provide technical support with development and implementation of plans, legislative frameworks and strategies, Support municipalities with establishment and functionality of fire services, Provide support with the establishment and maintenance of IGR structures in fire and rescue services, Support municipalities with coordination of response capabilities, Provide technical support for compliance with National and Provincial imperatives.
- ENQUIRIES** : Mr M Hadebe Tel No: 033 8973965
- POST 41/361** : **PROJECT OFFICER: PROJECT MANAGEMENT REF NO: 113/2022 (MI)**  
Chief Directorate: Municipal Infrastructure  
Directorate: Infrastructure Development
- SALARY CENTRE** : R321 543 per annum (Level 08)  
: Pietermaritzburg

- REQUIREMENTS** : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Civil Engineering coupled with 1 year's experience in contract and project management related to civil engineering programs. A valid code 8 driver's licence. Computer literacy in MS Office. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of the DORA, relevant legislation and policies (municipal grant and infrastructure development ), Knowledge of municipal infrastructure grants planning and delivery, Budget and cash flow management, Knowledge of project life cycle, programme and project management, Ability to analyse project performance and develop remedial measures, Financial management and infrastructure contract administration skills, Information management and reporting and project business planning skills, Good communication skills (verbal & written), Knowledge of the interpretation and review of municipal project business plans.
- DUTIES** : The successful candidate will be required to assist the Project Manager in respect of infrastructure development programmes and project management with the following key responsibilities: Support Project Manager in the implementation and coordination of municipal infrastructure development programmes, Support project contract administration, Provide information management support (e.g. MIGMIS) of infrastructure development programmes, Support district capacity building programmes, Provide administrative support, Support Project Manager in data analysis, data management and data cleansing, Provide support in the analysis of grants performance and remedial measures.
- ENQUIRIES** : Ms C Jama Tel No: 033 355 6112
- POST 41/362** : **TRANSPORT OFFICER- DEPARTMENT FLEET REF NO: 115/2022 (CS) (X2 POSTS)**  
Chief Directorate: Corporate Services  
Directorate: Auxiliary Services
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)  
Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in a possession of a Grade 12 or equivalent qualification coupled with 3 years' experience in a transport environment. Essential Knowledge, Skills and Competencies Required: Knowledge of fleet management principles and guidelines, Knowledge of administration procedures applied within government departments, Knowledge of appropriate legislation governing the use of official transport, Interpretation of legislation, policies and statistics, Understanding of all prescripts, practices and procedures, Ability to interpret and apply policies/legislation, Problem solving and analytical thinking, Fleet management skills, Good communication skills (verbal and written), Good computer literacy in MS Office, A valid code 8 drivers licence.
- DUTIES** : The successful candidate will be required to control the utilisation and functioning of official vehicles with the following key responsibilities: Control the administrative procedure regarding vehicle fleet management, Administer the review and distribution of policies relating to fleet management, Control the licensing and administration of fuel cards, Ensure the collection of departmental fleet services vehicles for the pool, Administer the departmental vehicle fleet asset register, Control the effective utilisation of the resources within the component.
- ENQUIRIES** : Ms Z Mtshali Tel No: 033 2608028
- POST 41/363** : **ADMINISTRATIVE OFFICER: OHS REF NO: 116/2022 (CS)**  
Directorate: Auxiliary Services
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)  
Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of a Grade 12 or equivalent qualification coupled with 3 years experience in a health and safety environment and a valid code 8 drivers licence. Fire Protection, First Aid and OHS certificate will be an added advantage. Essential Knowledge, Skills and Competencies Required: The successful candidate must have knowledge of: Occupational Health and Safety policies, protocols, prescripts and legislation, Public Service prescripts and legislation, Administration procedures, Database maintenance, Knowledge of mechanical procedures, administrative

- procedures, Knowledge of legislation of procedures and construction regulations, Knowledge of report writing, Good communication skills (verbal & written), Computer literacy in MS Office.
- DUTIES** : The successful candidate will be required to render administration work within occupational health and safety services to the Department with the following responsibilities: Provide OHS support services, Provide administrative support services, Maintain information database, Provide secretariat services for an OHS programme within the Department, Provide registry support services, Compilation of monthly and quarterly OHS reports.
- ENQUIRIES** : Ms Z Mtshali Tel No: 033 2608028
- POST 41/364** : **CHIEF ACCOUNTING CLERK: FINANCIAL SUPPORT REF NO: 117/2022 (CS)**  
Chief Directorate: Finance  
Directorate: Financial Accounting
- SALARY** : R261 372 per annum (Level 07)  
**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : The ideal candidate must be in possession of a Grade 12 or equivalent qualification coupled with 3 years experience in a financial support environment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of policy analysis (PFMA) and Practice Notes, Knowledge of Basic Accounting System (BAS) and performance budgeting – best practice & guidelines, Knowledge of Recognized Accounting Principles (GRAP) and government processes, Planning and team development skills, Decision making and problem solving skills, Good communication skills (verbal & written), Computer literacy in MS Office.
- DUTIES** : The successful candidate will be required to ensure the effective and efficient processing of payments of services/ goods and the collection of revenue in line with financial prescripts, processes and guidelines with the following responsibilities: Ensure an effective and efficient financial support verification service in respect of financial vouchers for the Department, Ensure the provision of a comprehensive financial voucher data capturing service to the Department, Ensure the provision of an efficient financial support reporting service in respect of preparation and reconciliation of financial vouchers, Reconcile payments and revenue, Exercise control of resources.
- ENQUIRIES** : Mr B Cele Tel No: 033 2608017

## DEPARTMENT OF HEALTH

### OTHER POSTS

- POST 41/365** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 01 REF NO: NGWE 45/2022**  
Department: Radiology
- SALARY** : Grade 1: R1 754 739 – R1 862 412 per annum, all-inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted overtime which is determined by service delivery needs of the department.
- CENTRE** : Ngwelezana Tertiary Hospital  
**REQUIREMENTS** : Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology. A minimum of 3 years appropriate experience as a Medical Specialist in Radiology after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist. Knowledge, Skills, Attributes and Abilities: appropriate specialist procedures and protocols within field of expertise. Understanding of basic Human Resource matters including Labour Relations. Control of budget, monitoring expenditure and project management. Assessment, diagnose and management of patients within the field of expertise. Managerial and financial management skills. Computer skills. Driving skills. Problem solving skills. Concern of excellence. Courtesy and interpersonal relation skills. Stress

tolerance and innovation skills. Awareness of cross-cultural differences. Valid driver's license.

**DUTIES**

: Co-ordinate specialist services for the discipline within Region 4 (King Cetshwayo, Zululand and Umkhanyakude Districts) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region. Provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Render specialist services to out-patient and in-patient and provide expert opinion where required and participate in provisioning of a 24 hour service. Provide vision, strategic direction and inspire employees to deliver excellent quality health services. Strengthen clinical governance. Manage the performance of allocated human resources. Develop and coordinate the on-going delivery of under and post graduate teaching in specialized fields. Ensure that the environment complies with Health and Safety Act, staff adheres to the safety precautions and that staff is maintained to attain optimal productivity. Formulate and manage protocols in accordance with departmental policies that will have a positive impact on staff and ensure that staff is aware of it. Compile medium and long term expenditure framework and implement fiscal measures on an ongoing basis. Provide measures and guidance on quality assurance to comply with set quality standards. Comply with National Core Standards.

**ENQUIRIES**

: Dr. RS Moeketsi Tel No: 035 901 7000

**APPLICATIONS**

: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni, 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

**FOR ATTENTION  
NOTE**

: Mr MP Zungu

: Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

**CLOSING DATE**

: 11 November 2022

**POST 41/366**

: **MEDICAL SPECIALIST GRADE 1/2/3 REF NO: NGWE 46/2022**  
Department: Radiology

**SALARY**

: Grade 1: R1 122 630 – R1 191 510 per annum  
Grade 2: R1 283 592 – R1 362 363 per annum  
Grade 3: R1 489 665 – R1 862 412 per annum  
All-inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable

rules) Plus 18% Inhospitable Allowance, Plus Commuted overtime which is determined by service delivery needs of the department.

**CENTRE  
REQUIREMENTS**

: Ngwelezana Tertiary Hospital  
: Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology. Appropriate tertiary qualification in the Health Science (MBCbB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology. **Grade 1:** No experience required. **Grade 2:** A minimum of five (05 years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Radiology. **Grade 3:** A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Radiology. Knowledge, Skills, Attributes and Abilities Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Ability to diagnose and manage most common psychiatry conditions, including emergencies. Good verbal and written communication skills and interpersonal skills. Knowledge of all Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Concern of excellence.

**DUTIES**

: The candidate will, under the direction of the Head of Department: Conduct specialist ward rounds: provide after hour coverage in Radiology Department and clinical support to junior staff, provide advice to district / regional level hospitals, manage / supervise allocated human resources and ensure equipment is appropriately maintained. Training of undergraduate and post graduate medical students. Active participation in quality improvement programmes including clinical audits and CME activities. Attend to administrative matters within the unit. Assist with administration of the Radiology Department and have an input into the unit's administration at Ngwelezana Hospital. Assist protocol development and review for patient's management. Development and implement clinical audit and quality assurance programmes. Provide outreach services to surrounding district hospitals which refer to Ngwelezana Hospital. Attend to meetings and workshops directed. Comply with all legal prescripts acts, legislative, policies, circulars procedures, guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

**ENQUIRIES  
APPLICATIONS**

: Dr. N Shabalala Tel No: 035 901 7000  
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni 3880.

**FOR ATTENTION  
NOTE**

: Mr MP Zungu  
: Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must

accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

**CLOSING DATE**

: 11 November 2022

**POST 41/367**

: **MEDICAL SPECIALIST GRADE 1/2/3 REF NO: NGWE 47/2022**  
Department: Psychiatry

**SALARY**

: Grade 1: R1 122 630 – R1 191 510 per annum  
Grade 2: R1 283 592 – R1 362 363 per annum  
Grade 3: R1 489 665. – R1 862 412 per annum  
All-inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance, Plus Commuted overtime which is determined by service delivery needs of the department.

**CENTRE REQUIREMENTS**

: Ngwelezana Tertiary Hospital  
: Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Appropriate tertiary qualification in the Health Science (MBCbB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. **Grade 1:** No experience required. **Grade 2:** A minimum of five (05 years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. **Grade 3:** A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Knowledge, Skills, Attributes and Abilities Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Ability to diagnose and manage most common psychiatry conditions, including emergencies. Good verbal and written communication skills and interpersonal skills. Knowledge of all Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Concern of excellence.

**DUTIES**

: The candidate will, under the direction of the Head of Department: Conduct specialist ward rounds: provide after hour coverage in Psychiatry Department and clinical support to junior staff, provide advice to district / regional level hospitals, manage / supervise allocated human resources and ensure equipment is appropriately maintained. Training of undergraduate and post graduate medical students. Active participation in quality improvement programmes including clinical audits and CME activities. Attend to administrative matters within the unit. Assist with administration of the Psychiatry Department and have an input into the unit's administration at Ngwelezana Hospital. Assist protocol development and review for patient's management. Development and implement clinical audit and quality assurance programmes. Provide outreach services to surrounding district hospitals which refer to Ngwelezana Hospital. Attend to meetings and workshops directed. Comply with all legal prescripts acts, legislative, policies, circulars procedures, guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

**ENQUIRIES APPLICATIONS**

: Dr. PD Milligan Tel No: 035 901 7000  
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni 3880.

**FOR ATTENTION NOTE**

: Mr MP Zungu  
: Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's

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

- CLOSING DATE** : 11 November 2022
- POST 41/368** : **MEDICAL SPECIALIST PAEDIATRIC HAEMATOLOGY AND ONCOLOGY (X1 POST)**  
Department: Paediatrics
- SALARY** : Grade 1: R1 122 630 per annum, (all-inclusive salary package), excluding commuted overtime.  
Grade 2: R1 283 592 per annum, (all-inclusive salary package), excluding commuted overtime.  
Grade 3: R1 489 665 per annum, (all-inclusive salary package), excluding commuted overtime.
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital  
: MBCHB. Current registration as a Specialist in Paediatrics with the Health Professions Council of South Africa. Current Curriculum Vitae stating clinical, teaching and research experience must be provided. NB Positive references from recent supervisor/s should be provided by shortlisted candidates. Recommendation: Having a sub speciality qualification in Haematology and Oncology (Registration as a Paediatric Haematologist and Oncologist) will be an advantage. Experience: **Grade 1:** No experience required. **Grade 2:** Five (5) years' appropriate experience as a Medical Specialist after Registration with HPCSA as a Paediatrician. Registration as a paediatric haematologist and oncologist will be an advantage. **Grade 3:** Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as a Paediatrician. Registration as a Paediatric Haematologist and Oncologist will be an advantage. Knowledge, Skills, Training and Competency Required: The candidate must have an interest in Paediatric Haematology and Oncology. Preference will be given to candidates with experience working as a paediatrician in a paediatric haematology and oncology unit. The candidate must possess good administrative, decision making and communication skills in order to function in a multi-disciplinary team environment. Demonstrate ability to supervise and teach undergraduate and postgraduate students. Demonstrate the ability to work as part of a multidisciplinary team. Proven management ability, good communication skills, planning, organising, leadership, decision making and interpersonal skills. Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships.
- DUTIES** : Provide Paediatric specialty services in Paediatric Haematology and Oncology. This includes in and out –patient services, outreach and after hours services Provide services in Clinical Haematology and Oncology. Supervise paediatric registrars in undertaking patient management. Maintain statistics of patient care to assist with resource allocation. Participate in departmental audit programmes, research and unit administration. Assist with staff development, evaluation, and progress reporting. Participate in undergraduate teaching in the Department of Paediatrics, Nelson R Mandela School of Medicine. The

incumbent has to maintain satisfactory clinical, professional and ethical standards related to all services provided. The incumbent will assist with Paediatric services as determined by the Clinical HOU (Paediatric Haematology and Oncology). The incumbent will be required to perform after hour's calls and relief duties and be part of multi-disciplinary team when necessary.

- ENQUIRIES** : Prof PM Jeena Tel No: 031 240 2046
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Inkosi Albert Luthuli Central Hospital, Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae 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** : 11 November 2022
- POST 41/369** : **MEDICAL OFFICER GRADE 1/2/3 REF NO: NGWE 48/2022**  
Department: Orthopaedic
- SALARY** : Grade 1: R833 523 per annum  
Grade 2: R953 049 per annum  
Grade 3: R1 106 037 per annum  
All-inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance, Plus Commuted overtime which is determined by service delivery needs of the department.
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : **Grade 1:** Tertiary qualification in the Health Science (MBChB) that leads to registration with Health Professions Council of South Africa. Initial and current registration with the Health Professions Council of South Africa as a Medical Practitioner. Initial and Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA). **Grade 2:** Tertiary qualification in the Health Science (MBChB) that leads to registration with Health Profession Council of South Africa. Initial and current registration with the Health Professions Council of South Africa as a Medical Practitioner. Minimum of 5 years relevant experience after registration with HPCSA in respect of South African qualified employees who performed Community Service. Minimum of 6 years relevant experience after registration with HPCSA in respect of Foreign Qualified employees whom they are not required to performed Community Service. **Grade 3:** Tertiary qualification in the Health Science (MBChB) that leads to registration with Health Profession Council of South Africa as Medical Practitioner. Initial and current registration with the Health Professions Council of South Africa as a Medical Practitioner. Minimum of 10 years relevant experience after registration with HPCSA in respect of South African qualified employees who



performed Community Service. Minimum of 11 years relevant experience after registration with HPCSA in respect of Foreign Qualified employees whom they are not required to performed Community Service. MUST have current ATLS Certificate. MUST have passed the FCS Primary exam OR have proof of registration to write the exam. Knowledge, Skills, Attributes and Abilities Extensive medical, and Orthopaedic knowledge and sound clinical skills. Knowledge of health care system and medical ethics. Knowledge of relevant acts, policies and regulations of the department of health. Good team building and problem solving. Excellent human, communication and leadership skills. Awareness of cross-cultural differences. Concern for excellence.

**DUTIES**

: Provision of quality patient centred care for all patients within Orthopaedic unit. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services in a form of commuted overtime as per the departmental needs. Provide medical related information to clinical staff as may be required. Undertake on-going care individuals' patients to allow for continuity of care including ward rounds and clinics visit. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff who are health professionals. Actively participate in morbidity and mortality reviews. Attend and participate continuous medical education and training. Participate in quality improvement programmes which includes clinical governance and national core standards. Ensure that cost-effective service delivery is maintained within the respective department. Attend to administrative matters as required. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning. Perform other duties as assigned by the Supervisor or other senior official.

**ENQUIRIES  
APPLICATIONS**

: Dr. Moolman Tel No: 035 901 7000  
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni 3880

**FOR ATTENTION  
NOTE**

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

**CLOSING DATE**

: 11 November 2022

**POST 41/370** : **DEPUTY DIRECTOR: BUDGET MANAGEMENT AND CONTROL REF NO: G102/2022**  
Cluster: Financial Management Services

**SALARY** : R744 255 per annum  
**CENTRE** : Head Office: Pietermaritzburg  
**REQUIREMENTS** : An appropriate Bachelor's Degree/National Diploma in Finance or Economics PLUS 3 years' supervisory experience within the Budget Planning, Management, and Control environment PLUS a Valid Driver's License EB (code 08), PLUS Computer Literacy in Microsoft Office applications. NB: 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. Recommendations: Knowledge, Skills, Training And Competencies Required: South African Constitution Criminal Procedure Act Bill of Rights Human Rights Act, Labour Relations Act, Public Services Act, Public Service Regulations, Employment Equity Act, Promotion of Access of information Act, Promotion of Administrative Justice Act, Basic Conditions of Employment Act, Public Finance Management Act, Treasury Regulations and Practice Notes Division of Revenue Act, KwaZulu-Natal Act, National Health Act, Preferential Procurement Policy Framework Act, Batho Pele, Human Resource Management, Financial Management, Risk Management, Conflict management, Project Management, Information Management, Influencing, Analytical, Motivational, Presentation, Computer literacy e.g. MS Office suite Relationship management Facilitation Language Listening Interpersonal relations Research Time management Planning Negotiation Communication – written and oral Report writing Supervisory Problem solving Change management Decision making.

**DUTIES** : Job Purpose: Key Performance Areas: Develop and plan departmental budgetary processes in line with Provincial Treasury requirements. Ensure the accurate analysis of expenditure of expenditure trends to ascertain the extent to which budgetary allocations are in line with envisaged output performance priorities and targets. Contact Strategy Management section to create understanding of the Priorities and Targets Familiarise myself with the planning documents (Annual Performance Plan, Departmental Strategic Plan and the Service Deliver Plan District Plans) Development of Performance Based Budgeting Structures Oversee the receipt of input from facilities Formulate budget performance indicators to monitor and evaluate institutions' performance Provide timeous early warning of non-performance and noncompliance with financial management and budgetary allocations by the institutions and coordinate the interventions developed and implemented in identified high-risk areas Oversee the process of capturing and maintaining of budgetary information on the BAS System on behalf of institutions and other organisational units Facilitate the check of information from institutions Change the formats to the one acceptable in the BAS system Prepare uploads using the correct codes Check and upload and check the balancing back to the databases Create and maintain an excel spreadsheet to provide for programmes, sub-programmes and economic classification per responsibility Analysing, investigating and correcting discrepancies in conjunction with Responsibility Manager Ensure the budget allocation adhere to the budget structure Ensure the provision of guidance and advice on managing of budgets and the utilisation of funds to Institution's budget committees Check financial performance of Institutions from the system Prepare financial tablets for all Health Facilities and the Consolidate Departmental reports for on a bi-annual basis to support Health Facilities' visit or engagement with institution's management Provide feedback on issues raised by institutions Conduct monthly expenditure reviews for all facilities, assigned clusters and level of care Develop policies and strategies aimed at improving services delivery and Ensure the provision of guidance and advice on managing of budgets and the utilisation of funds to institution's budget committees Analyse and interpret legislation and existing frameworks in respect of service delivery imperatives Ensure the review and development of effective policies and strategies Develop best practices in respect of policy matters Provide advice and guidance to management regarding the interpretation and implementation of policies Develop a programme of regular liaison with institutions and other organisational units to provide advice and promote uniformity in understanding and interpretation of the legislative and operational framework Ensure the effective, efficient and economical management of allocated resources of the

**ENQUIRIES**  
**APPLICATIONS**

Division Manage the financial resources Manage the human resources  
Manage the allocated assets Provide training, advice and guidance of staff  
Manage EPMDS Manage potential risks and mitigation strategies\_

Mr P.B Shezi Tel No: 033- 395 3266

All applications should be forwarded to: The Chief Director: Human Resource  
Management Services: KZN Department of Health, Private Bag X9051,  
Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street,  
Natalia Building, Registry, Minus 1:1 North Tower

**FOR ATTENTION**  
**NOTE**

Miss N.S Buthelezi

Applications must be submitted on the prescribed Application for Employment  
form (Z83) which must be originally signed, initialed and dated. Applications  
received on the incorrect Z83 will not be considered. All required information  
on the Z83 must be provided. Failure to complete or disclose all information  
will automatically disqualify the applicant. The Z83 should be accompanied by  
a comprehensive CV only (with detailed experience). Persons with disabilities  
should feel free to apply for the post. The appointments are subject to positive  
outcomes obtained from the State Security Agency (SSA) to the following  
checks (security clearance (vetting), criminal clearance, credit records,  
citizenship), verification of Educational Qualifications by SAQA, verification of  
previous experience from Employers and verification from the Company  
Intellectual Property Commission (CIPC). Only shortlisted candidates will be  
required to submit certified documents on or before the day of the interview  
following communication from Human Resources. Foreign qualifications must  
be accompanied by an evaluation report issued by SAQA. It is the applicant's  
responsibility to have all foreign qualifications evaluated by SAQA and to  
provide proof of such evaluation at request if shortlisted. Applicants: Please  
ensure that you submit your application before the closing date as no late  
applications will be considered. It would be appreciated if you can attach  
course certificates only applicable to the post requirements. If you apply for  
more than 1 post, submit separate applications for each post that you apply  
for. Should you not be contacted within 3 months of the closing date of the  
advertisement, please consider your application to be unsuccessful.

**CLOSING DATE**

11 November 2022

**POST 41/371**

**ASSISTANT MANAGER NURSING (SPECIALTY) ADVANCEDMIDWIFE**  
**REF NO: EDU 07/2022**

Component: Nursing

**SALARY**

R624 216 – R702 549 per annum. Other Benefits: Medical Aid – Optional,  
Housing Allowance - Employee must meet prescribed requirements, 13th  
Cheque and 12% rural allowance.

**CENTRE**  
**REQUIREMENTS**

Edumbe Community Health Centre

Degree/Diploma qualification that allows registration to General Nursing &  
Midwifery. Post basic relevant nursing qualification with duration of at least 1  
year (Diploma in Advanced Midwifery & Neonatal Nursing Science).  
Registration certificate with SANC. A minimum of 10 years appropriate /  
recognizable experience in the nursing after registration as a Professional  
Nurse with the SANC in General Nursing and Midwifery. At least 6 years of the  
period referred to above must be appropriate/recognizable experience after  
obtaining the 1 year post basic qualification in Dip in Advanced Midwifery &  
Neonatal Nursing Science. At least 3 years of the period referred to above must  
be appropriate/recognizable experience at management level. Valid drivers  
license. Recommendation: Computer literacy. Degree/Diploma in nursing  
management would be an advantage. Knowledge, Skills, Competencies  
Required: Knowledge of Public Service Acts, regulations and policies.  
Knowledge of SANC rules and regulations. Knowledge of nursing care  
processes and procedures, nursing statutes and other relevant legal  
frameworks. Knowledge of Code of conduct, labour relations and disciplinary  
procedures and processes. Basic understanding of finance policies and  
procedures, and management of Human Resources. Good communication,  
verbal, written, problem-solving, leadership skills, interpersonal and conflict  
management skills. Teambuilding, supervisory/management and analytic  
skills. Basic computer literacy as a support tool to enhance service delivery.  
Sound knowledge of nursing care processes and procedures, scope of practice  
in areas of work performance and other relevant legal frameworks. Knowledge  
of clinical governance structures, norms and standards, ideal hospital,  
occupational health and safety, infection preventions and control, medical

waste and risk management. Familiar with complaints management and patient safety incident and learning procedures. Knowledge and experience in implementation of Batho Pele Principles and Patient's Rights Charter. Familiar with following programmes: MBFI, ESMOE, KINK guidelines, EPOC.

**DUTIES**

: Demonstrate effective communication with supervisors, other health professionals and support services personnel and junior colleagues, including more complex report writing when required. Ability to direct a multi-disciplinary team, meet regularly to ensure good nursing care. Work effectively and amicably, at management level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work and that of units reporting to the post, and to ensure appropriate interventions to enhance nursing services. Able to develop and maintain a nursing service environment that promotes the rights of patients, advocating and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Demonstrate the required computer literacy to adequately manage information according to the requirements of the hospital. Able to plan, maintain and control the nursing services budget for the relevant units. Coordination of optimal, holistic specialized nursing care provided within set standards and professional/legal framework. Supervision of personnel and programs using the standardized and prescribed audit tools. Participation in clinical audits morbidity and mortality. Involved in data verification using prescribed tool and source documents to ensure quality of data. Ensure reduction of morbidity and mortality in Obstetrics and Gynae. Ensure availability and proper utilization of resources for smooth running of the unit. Participation in effective and efficient management of human, material resources. Demonstrate effective communication with patients, visitors, supervisors, and other health professionals and junior colleagues. Work as part of multi-disciplinary team at hospital level to ensure good nursing care by the nursing team. Work effectively at a supervisory level with persons of diverse intellectual. Display a concern for patients, promoting, advocating and facilitating proper treatment and care ensuring that the hospital adheres to principles of Batho Pele. Monitor and evaluate staff performance in terms of EPMDs. Promotion of team effort. Implementation and management of Infection control and prevention protocols. Manage all complaints in an amicable manner.

**ENQUIRIES  
APPLICATIONS**

: Ms BTN Kunene Tel No: (034) 995 8500 EXT 8567  
: All applications should be forwarded to: Assistant Director: HRM, Edumbe Community Health Centre, Private Bag X 322, Paulpietersburg, 3180 or be hand delivered at 463 eDumbe Main Street Location, Paulpietersburg, 3180, HR office No: 46

**NOTE**

: This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to candidates: The following documents must be submitted: Application for employment form (new Z83 form), which is obtainable at any Government Department OR from the website ([www.kznhealth.gov.za](http://www.kznhealth.gov.za)) issued by Minister of DPSA in line with regulation 10 of the Public Service Regulations 2016. The Z83 must be fully completed: Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV) required. Certificate of service, identity documents, proof of registration, or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of the interview. The reference number must be indicated in the column provided on the Z83 e.g. Ref EDU 23/2013. The post applied for must also be indicated clearly in the relevant section on the application form. People with disability should feel free to apply. Please note that due to large number of applications received, applications will not be acknowledged however only the shortlisted applicants will be advised with the outcome. Please note that no S&T will be paid to candidates that are invited for interviews. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) of the following: Security Clearance (Vetting), Criminal clearance, credit records, citizenship), and verification of Educational Qualifications by SAQA (Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representation in all occupational categories in the department). The post will be filled in terms of the Employment Equity Target.

**CLOSING DATE** : 11 November 2022

**POST 41/372** : **ASSISTANT NURSING MANAGER: (MONITORING AND EVALUATION)**  
**REF NO: MBO 11/2022 NO OF (X1 POST)**

**SALARY** : R571 242 - R662 223 per annum. Other benefits: 13th cheque, Home owners Allowance (employee must meet the prescribed requirement) 8% Rural allowance and Medical Aid (optional)

**CENTRE REQUIREMENTS** : Mbongolwane District Hospital  
Grade 12/ or Senior Certificate, Diploma/Degree in General Nursing that allows Registration with SANC as a General Nurse, A minimum of 8 years appropriate/recognizable experience after registration with SANC as a General Nurse, At least 3 years of the period referred to the above must be appropriate and recognisable experience at management level or clinical programme coordinator. A supporting qualification in Monitoring and evaluation will be an added advantage. Registration certificate as a General Nurse. Current registration with SANC as a General Nurse, Computer Literacy in Microsoft and Excel. A valid Driver's license. Certificate of Service endorsed by Human Resource Office. Knowledge, Skills and Competences Required: Knowledge of Legislative, current public service and health related legislations and quality assurance Framework. Knowledge of risk management clinical and non-clinical safety incidence. Empathy and counselling skills and knowledge. Strong interpersonal, communication and presentation skills. Promotes quality of care a directed by the professional scope of practices and standards as determines by the health facility. Ability to make independent decisions. An understanding of challenges facing the public health sector. Ability to translate transformation. Report writing skills. Knowledge of norms and standards, Ideal clinic realization and maintenance framework. Ability to translate transformation objectives into practical plans. Knowledge of provincial National priority programmes and guidelines. Proficiency in the application of computer software packages (Ms. Word, Power Point, Excel etc.). Ability to prioritize issues and other work related matters and comply with timeframes. Provide initiative, decisiveness and to acquire new knowledge swiftly. Ability to critically analyze complex information and to interpret that in relation to performance, health outcomes relevant to institution, and performance reports. Strong leadership and management skills. Planning and organizational skills. Planning and organizing skills. Project management skills.

**DUTIES** : Co-ordinate to development of the operational plan in the institution with the input from all department in the facility. Ensure all plans are for all departments are in place. Monitor implementation of plans against determined objective or targets. Facilitate and co-ordinate planning sessions. Ensure alignments of plans with APP and DHP. Co-ordinate functions of HIT (health information team). Ensure data is collected and analyzed on a monthly basis and is validated as per data management standard Operating procedure. Provide report to the management and governance structure. Provide feedback to source of data generation. Adhere to the reporting requirements of the district. Compile monthly / quarterly / ad-hoc reports for stakeholders. Co-ordinate and control activities of the component. Provide training, advice and guidance to staff. Monitor inspection process that is in keeping with the established quality assurance goals, which seeks to ensure that patient care is maintained at an optimal level and delivered in a cost effective manner. Promote patient care practices and professional performance that is regular assessed using valid and reliable criteria. Monitor implementation plans to promote clean audits. Monitoring and evaluation to consolidate inspection reports. Ensure compliance to infection prevention and control norms and standards.

**ENQUIRIES APPLICATIONS** : Mrs. Sl. Mkhwanazi Tel No: 035 4766242

**FOR ATTENTION NOTE** : Applications to be forwarded to: The Chief Executive Officer Mbongolwane Hospital Private Bag X 126, Kwa-Pett, 3820  
Human Resource Manager  
The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form (Z83) must be accompanied by a detailed Curriculum Vitae Only, Therefore only

shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. the circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered

- CLOSING DATE** : 11 November 2022
- POST 41/373** : **ASSISTANT MANAGER NURSING: MONITORING AND EVALUATION REF NO: EDU 06/2022**  
Component: Monitoring and Evaluation
- SALARY** : R571 242 – R662 223 per annum. Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13th Cheque and 12% rural allowance.
- CENTRE** : Edumbe Community Health Centre
- REQUIREMENTS** : Senior Certificate (Grade 12) or equivalent. Degree/Diploma in General Nursing that allows registration with SANC as a General Nurse. A minimum of (08) eight years appropriate/recognizable experience in nursing after registration as a Professional with the SANC. At least 3 years of the period referred to the above must be appropriate/recognizable experience at management level or Clinical Programme Co-Ordination. Proof of registration with SANC for 2022. A valid driver's license. Knowledge, Skills, Training & Competencies Required: Knowledge of the legislative, current public service and health related legislations and Quality assurance Framework. Knowledge of Risk Management, clinical and non-clinical safety incidence. Empathy and counselling skills and knowledge. Strong interpersonal, communication and presentation skills. Promotes quality of care as directed by the professional scope of practices and standards as determines by the health facility. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to translate transformation. Report writing skills. Knowledge of norms and standards, ideal clinic realization and maintenance framework. Ability to translate transformation objectives into practical plans. Knowledge of Provincial National priority programmes and guidelines. Proficient in the application of computer software packages (Ms Word, Ms Power-Point, Ms Excel and Ms Outlook). Ability to prioritize issues and other work related matters and to comply with timeframes. Provide initiative, decisiveness and to acquire new knowledge swiftly. Ability to critically analyse complex information and to interpret that in relation to performance, health outcomes relevant to institution, and performance reports. Strong leadership and management skills. Planning and organizational skills. Project Management skills.
- DUTIES** : Coordinate the development of the operational plan in the institution with input from all departments in the facility. Ensure all plans for all departments are in place. Monitor implementation of plans against determined objectives or targets. Facilitate and coordinate planning sessions. Coordinate functions of HIT (health information team). Ensure data is collected and analysed on a monthly basis and is validated as per Data Management Standard Operating Procedures. Provide reports to the management and Governance Structure. Provide feedback to source of data generation. Adhere to the reporting requirements of the District. Compile the monthly, quarterly and annual reports with inputs from other departments within the institution. Compile monthly/ quarterly/ ad-hoc reports for stakeholders Co-ordinate and control activities of the component. Provide training, advice and guidance to staff. Monitor audits inspections or investigations of quality and utilisation of services. Monitor inspection process that is in keeping with the established quality assurance goals, which seeks to ensure that patient care is maintained at an optimal level, and delivered in a cost effective manner. Promote patient care practices and professional performance that is regularly assessed using valid and reliable criteria. Monitor implementation plans to promote clean audits. Monitoring and

		Evaluation to consolidate inspection reports. Ensure compliance to infection prevention and control norms and standards.
<b><u>ENQUIRIES</u></b>	:	Dr TH Ndlovu Tel No: (034) 995 8500 EXT 8501
<b><u>APPLICATIONS</u></b>	:	All applications should be forwarded to: Assistant Director: HRM, Edumbe Community Health Centre, Private Bag X 322, Paulpietersburg, 3180 or be hand delivered at 463 eDumbe Main Street Location, Paulpietersburg, 3180, HR office No: 46
<b><u>NOTE</u></b>	:	This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to candidates: The following documents must be submitted: Application for employment form (new Z83 form), which is obtainable at any Government Department OR from the website ( <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> ) issued by Minister of DPSSA in line with regulation 10 of the Public Service Regulations 2016. The Z83 must be fully completed: Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV) required only. Certificate of service, identity documents, proof of registration, or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of the interview. The reference number must be indicated in the column provided on the Z83 e.g. Ref EDU 23/2013. The post applied for must also be indicated clearly in the relevant section on the application form. People with disability should feel free to apply. Please note that due to large number of applications received, applications will not be acknowledged however only the shortlisted applicants will be advised with the outcome. Please note that no S&T will be paid to candidates that are invited for interviews. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) of the following: Security Clearance (Vetting), Criminal clearance, credit records, citizenship), and verification of Educational Qualifications by SAQA (Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representation in all occupational categories in the department). The post will be filled in terms of the Employment Equity Target.
<b><u>CLOSING DATE</u></b>	:	11 November 2022
<b><u>POST 41/374</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (MATERNITY) REF NO: MBO 08/2022</u></b>
<b><u>SALARY</u></b>	:	R571 242 - R642 933 per annum. Other benefits: 13th cheque, Home owners Allowance (employee must meet the prescribed requirement) 8% Rural allowance and Medical Aid (optional)
<b><u>CENTRE</u></b>	:	Mbongolwane District Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate / Grade 12/standard10.Degree/National Diploma in General Nursing with Midwifery. Current registration with South African Nursing Council as a Professional Nurse. A minimum of 9 years appropriate or /recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General nursing. At least 5 years of the period referred to above must be in Advanced Midwifery qualification. Previous and current work experience /certificate of service endorsed by your Human resource department. Knowledge, Skills and Competences Required: Knowledge of nursing care policies and procedures, nursing statutory rules regulations, guidelines and other relevant legal framework. Knowledge of nursing care delivery approaches. Strong interpersonal relations, communication, verbal, report writing and facilitation skills. Ability to make independent decisions problem solving and conflict resolution. Ability to prioritize issues and other work related matters and to comply with time frames. Insight into the public health sector strategies and priorities including nursing strategy, standard procedures and policies pertaining to nursing care. High level of accuracy, initiative and innovation. Good leadership, organization and decision making skills. Knowledge of Human Resource and Financial policies and practices. Basic computer skills.
<b><u>DUTIES</u></b>	:	Provide effective management and professional leadership by ensuring that the ward is organized to provide quality. Ensures the implementation of the Essential Package of neonatal care. Strengthen the resuscitation services in the unit. Manage and supervise the efficient and effective use of resources in

the unit. Ensure implementation and adhere to National Core Standards, Departmental policies, Guidelines and procedures. Ensure implementation, monitoring and evaluation of all maternal child and women healthcare programs, make proposals for improvement that is supported by a strong work ethics and maintain accurate records. Ensure implementation of Mother Baby Friendly initiatives. Maintain a constructive working relationship with multidisciplinary health care team and all other stakeholders in health promotion. Provide unit staff supervision and mentoring. Monitor and evaluate staff performance, EPMDS. Provide unit staff and therapeutic environment that allows for the practices of safe nursing care as laid down by the Occupational Health and Safety and all other applicable prescripts. Manage and ensure that performance standards remain adequate and that responsibilities are adhered to within the budget limits. Deal with grievances and discipline according to prescribed policies and procedures. Demonstrate concern for patient, promoting and advocating a proper treatment and care. Improve quality of care through reduction of patient complaints public complaints and waiting times. Ensure accurate reliable statics and reports are submitted timeously.

- ENQUIRIES** : Mrs. BRS. Ngxongo Tel No: 035 4766242
- APPLICATIONS** : Applications to be forwarded to: The Human Resource Manager Mbongolwane Hospital, Private Bag X 126, Kwa-Pett, 3820
- FOR ATTENTION** : Human Resource Manager
- NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form (Z83) must be accompanied by a detailed Curriculum Vitae Only, Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. **NB:** Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.
- CLOSING DATE** : 11 November 2022
- POST 41/375** : **ASSISTANT MANAGER NURSING (MONITORING AND EVALUATION)**  
**REF NO: NGWE 49/2022**  
Department: Monitoring & Evaluation
- SALARY** : R571 242 – R662 223 per annum. Other Benefits 8% Rural Allowance. 13<sup>th</sup> Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Diploma / Degree in General Nursing. Registration with the SANC as a Professional Nurse. A minimum of 8 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate or recognizable experience at management level. Knowledge, Skills, Attributes and Abilities Ability to implement National Core Standards. Knowledge of Batho Pele and Patient Right. Excellent communication skills, human relations and ability to tach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Appropriate understanding of nursing scope of practice and nursing standards. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices. Planning,



<b><u>DUTIES</u></b>	:	organizing, leading, controlling, delegation, supervisory, communication, motivation, decision-making and Problem solving.
	:	Administer and facilitate the implementation of an integrated monitoring and evaluation framework fully aligned to National, Provincial and Department performance reporting requirements. Participate in peer review based on the agreed upon quality assurance monitoring indicators and tools. Co-ordinate the development of the institutional strategic plans which are aligned to annual performance plan and District Health Plan. Analyze data obtained from sources and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed performance and other reports. Co-ordinate planning, monitoring and evaluation unit for the hospital and clinics). Develop budget estimates for the planning, monitoring and Evaluation unit. Ensure implementation of the total quality management framework. Enforce compliance to quality legislative prescripts in all units within the facility jurisdiction. Co-ordinate staff training and initiative for ensuring service excellence. Oversee Quality, Communication Infection Prevention and Control as information management. Ensure good clinical governance in the hospital and clinics.
<b><u>ENQUIRIES</u></b>	:	Mrs. CNN Mkhwanazi Tel No: 035 901 7257/7105
<b><u>APPLICATIONS</u></b>	:	Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni 3880.
<b><u>FOR ATTENTION</u></b>	:	Mr MP Zungu
<b><u>NOTE</u></b>	:	Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
<b><u>CLOSING DATE</u></b>	:	11 November 2022
<b><u>POST 41/376</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (MONITORING AND EVALUATION)</u></b> <b><u>REF NO: NDW/AMN/05/2022</u></b>
<b><u>SALARY</u></b>	:	R571 242 per annum. Other Benefits: 13 <sup>TH</sup> cheque, Medical Aid (Optional) Housing Allowance (employee must meet prescribed requirements)
<b><u>CENTRE</u></b>	:	Ndwedwe CHC
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/Grade 12 Certificate, Degree /Diploma in General Nursing that allows registration with SANC as General Nurse A minimum of (8) eight years appropriate/recognizable experience in nursing after registration as Professional with the SANC At least 3 years of the period referred to the above must be appropriate/recognizable experience at management level or Clinical

Programme Co-Ordination. A supporting qualification in Monitoring and Evaluation will be an added advantage. Computer literacy in Microsoft and Excel. A valid driver's license. Knowledge, Skills and Competencies Required: Knowledge of legislative, current public service and health related legislation and Quality assurance Framework. Knowledge of Risk Management clinical and non-clinical safety incidence. Empathy and counselling skills and knowledge. Strong interpersonal, communication and presentation skills. Promote quality of care as directed by the professional scope of practices and standards as determines by the health facility. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to translate transformation. Report writing skills. Knowledge of norms and standards, ideal clinic realization and maintenance framework. Ability to translate transformation objective into practical plans. Knowledge of Provincial National priority programmes and guidelines. Proficient In the application of computer software packages (Ms Word, Power Point, Excel). Ability to prioritize issues and other work related matters and comply with timeframes. Provide initiative, decisiveness and acquire new knowledge swiftly. Ability to critical analyse complex information and to interpret that in relation to performance, health outcomes relevant to institution, and performance reports. Strong leadership and management skills. Planning and organisational skills. Project Management skills.

**DUTIES**

: Coordinate the development of the operational plan in the institution with input from all departments in the facility Ensure all plans for all departments are in place Monitor implementation of plans against determined objectives or targets. Facilitate and coordinate planning sessions. Ensure alignment of plans with APP and DHP. Coordinate functions of HIT (Health Information Team) Ensure data is collected and analyzed on a monthly basis and is validated as per Data Management Standard Operating Procedures. Provide reports to the management and Governance Structure. Provide feedback to source of data generation. Adhere to the reporting requirements of the District. Compile the monthly, quarterly and annual reports with inputs from other departments within the hospital. Compile monthly/ quarterly/ ad-hoc report from stakeholders. Co-ordinate and control activities of the component. Provide training, advice and guidance to staff. Monitor audits inspections or investigations of quality and utilization of services. Monitor inspection process that is in keeping with the established quality assurance goals, which seeks to ensure that patient care is maintained at an optimal level, and delivered effective manner. Promote patient care practices and professional performance that is regularly assessed using valid and reliable criteria. Monitor implementation plans to promote clean audit. Monitoring and Evaluation to consolidate inspection reports. Ensure compliance to infection prevention and control norms and standards.

**ENQUIRIES  
APPLICATIONS**

: Dr O Ayeni Tel No: 032 5323 050  
: All applicants should be forwarded to: The Chief Executive Officer, Ndwedwe CHC, Private Bag x 528, Ndwedwe, 4342

**FOR ATTENTION  
NOTE**

: Mr. EM Khumalo Tel No: 032 532 3050  
: Directions to candidates: the following documents must be submitted: Application for Employment form new (Z83) which is obtainable at any Government. Department or from website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). 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, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. (No attachments/proof/report on application, Z83 and CV ONLY). The reference number must be indicates in the column provided in the Z83, e.g. SAP2/2010 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 Qualification by SAQA, verification of previous experience from employers and verification from the company intellectual property commission (SIPC). Due to the large number of applications we envisage to receive, applications will not be acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants.(This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department)"People with disabilities should feel free to

apply”NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.  
18 November 2022

**CLOSING DATE**

:

**POST 41/377**

:

**OPERATIONAL MANAGER GENERAL REF NO: NGWE 50/2022**  
Department: Surgical Ward

**SALARY**

:

R450 939 – R507 531 per annum. Other Benefits 8% Rural Allowance. 13<sup>th</sup> Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional)

**CENTRE**

:

**REQUIREMENTS**

:

Ngwelezana Tertiary Hospital  
Diploma / Degree in General Nursing. Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Knowledge, Skills, Attributes and Abilities Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework. Strong interpersonal, communication and presentation skills. Ability to make independent decisions, problem solving and conflict resolution. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills.

**DUTIES**

:

Provide effective and professional leadership in a surgical ward. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Demonstrate effective communication with patients and other health professionals and junior colleagues including complex report writing as required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Develop and implement quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the unit. Improve quality care through reduction of patient complaints. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention policies are implemented in the unit. Manage and supervise effective utilization of all the resources e.g. human, financial material. Develop, monitor and evaluate staff in terms of EPMS. Exercise control over discipline, grievance and all labour relations issues. Perform both clinical and administrative duties as required. Attend to meetings and workshops as directed. Serve as a paymaster for unit pay point. Perform other duties as assigned by the supervisor and hospital management. Ensure implementation of Norms and Standards, Make Me Look Like a Hospital, Ideal Hospital and other departmental initiatives including provincial priorities Provision of effective support to Nursing Service i.e.; assist with relief of the supervisors and partake overall specialized unit function in team building.

**ENQUIRIES**

:

**APPLICATIONS**

:

Ms. RM Sithole Tel No: 035 901 7258  
Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni 3880.

**FOR ATTENTION**

:

**NOTE**

:

Mr MP Zungu  
Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. The

application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

- CLOSING DATE** : 11 November 2022
- POST 41/378** : **CLINICAL PROGRAMME COORDINATOR: OCCUPATIONAL HEALTH AND WELLNESS REF NO: MBO 07/2022 NO OF (X1 POST)**
- SALARY** : R450 939 - R507 531 per annum. Other benefits: 13th cheque, Home owners Allowance (employee must meet the prescribed requirement) 8% Rural allowance and Medical Aid (optional)
- CENTRE REQUIREMENTS** : Mbongolwane District Hospital  
Grade 12/ or Senior Certificate, Diploma/Degree in General Nursing, Diploma/Degree in Occupational Health Nursing, A minimum of 7 years appropriate/recognizable experience after registration with SANC as a General Nurse, current registration with SANC as a General Nurse, Certificate of Service endorsed by Human Resource Office. Recommendations: Driver's license Knowledge, Skills and Competences Required: Knowledge of OHS Act and related Regulations, COIDA and related regulations. Ability to hold high level of confidentiality. Good listening and communication skills. Team building skills. Good interpersonal skills. Interpersonal, communication and presentation skills Ability to take independent decisions.
- DUTIES** : Ensure implementation and compliance to OHS Act. Conduct medical surveillance. Assist in risk identification and monitoring. Attend OHS meetings. Assist OHS representative in incident investigation. Report occupational injuries and diseases to Department of Labour. Compile reports and submit to the next level i.e District and Provincial offices. Ensure health and safety of employees in the workplace. Assist in ensuring healthy and safe environment in the workplace. Assist in health promotion and healthy lifestyle. Conduct in service training for employees. Maintain accreditation standards by ensuring compliance to National Norms and Standards.
- ENQUIRIES APPLICATIONS** : Ms. EN. Khwela Tel No: 035 4766242  
Applications to be forwarded to: The Chief Executive Officer, Mbongolwane Hospital, Private Bag X 126, Kwa-Pett, 3820
- FOR ATTENTION NOTE** : Human Resource Manager  
The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form (Z83) must be accompanied by a detailed Curriculum Vitae Only, Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course.

Please note that No Faxed, E-mailed or late applications will be accepted and considered.

- CLOSING DATE** : 11 November 2022
- POST 41/379** : **CLINICAL PROGRAM – TRANSPLANT COORDINATOR REF NO: NGWE 51/2022**  
Department: Nursing
- SALARY** : R450 939 – R507 531 per annum. Other Benefits: 8% Rural Allowance. 13<sup>th</sup> Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital  
: Diploma / Degree in General Nursing. Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Knowledge, Skills, Attributes and Abilities Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.
- DUTIES** : Conduct awareness to the community and staff renal diseases on organ donation and transplant. Counseling patients and families on transplantation and educating them on different modalities of treatment available to them. Preparing patients for transplantation and ensuring all relevant investigations and tests are completed pre-transplant. Monitor renal patient's transplant workup programme. Counselling potential donors on pros and cons of living related or living non-related. Organizing psychological and social assessment of potential donors. Identifying all potential donors and screening suitability by understanding and correctly interpreting the medical, surgical and admission history, vital signs and blood results. Counselling family of potential cadaver donors on organ donation and obtaining consent for organ donation. Ensure that all legal documentation and consent forms pertaining to cadaver donors are completed. Work in conjunction with the transplant coordinator at IALCH to constantly update and maintain the recipient waiting list. Collecting data and maintaining statistics. Give talks and lectures to all categories of staff, including ICU, Renal and medical students on organ donation, brain stem death and management of the brain stem dead donor. Attending multidisciplinary, confidential patient selection meetings.
- ENQUIRIES APPLICATIONS** : Ms. RM Sithole Tel No: 035 901 7258  
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni 3880.
- FOR ATTENTION NOTE** : Mr MP Zungu  
: Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property

Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

- CLOSING DATE** : 11 November 2022
- POST 41/380** : **ULTRASOUND RADIOGRAPHER GRADE 1/2/3 REF NO: NGWE 52/2022**  
Department: Radiology
- SALARY** : R401 640 – R459 231 per annum  
: R473 112 – R540 952 per annum  
: R557 301 – R600 384 per annum  
Other Benefits 13<sup>th</sup> Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 12% In-hospitable area allowance.
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital  
: Senior Certificate / Grade 12. Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Ultrasound Radiographer. Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer Ultrasound. **Grade 1:** No experience required after registration with the Health Professional Council of South Africa (HPCSA) as Radiographer Ultrasound in respect of RSA qualified employees who performed Community Service, as required in South Africa. One-year experience after registration with the Health Professional Council of South Africa as a Radiographer Ultrasound in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of ten (10) years relevant experience after registration with the Health Professional Council (HPCSA) as a Radiographer Ultrasound in respect of RSA qualified employees who performed Community Service as required in South Africa. A minimum of eleven (11) years relevant experience after registration with the Health Professional Council (HPCSA) as a Radiographer Ultrasound in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of twenty (20) years relevant experience after registration with the Health Professional Council (HPCSA) as a Radiographer Ultrasound in respect of RSA qualified employees who performed Community Service, as required in South Africa. A minimum of twenty one (21) years relevant experience after registration with the Health Professional Council (HPCSA) as a Radiographer Ultrasound in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills, Attributes and Abilities  
Sound knowledge of diagnostic sonography practice and ethos. Ability to perform quality assurance tests. Knowledge of relevant Health and Safety Acts. Knowledge of current health and public service, legislation, regulations and policy. Good communication and interpersonal skills, decision making and problem solving skills. Planning and organizing skills.
- DUTIES** : Provide high quality ultrasound services consistent with scope of practice and clinical standards. Execute all clinical procedures and examinations competently to prevent patient safety incidences and miscommunication. Inspect and use equipment to ensure compliance with safety standards. Assist in compiling reports and statistics for work area. Provide health education on patient's conditions whilst upholding patients' rights and keeping to scope of practice. Participate in quality assurance programs. Participate in EPMDS. Promote BathoPele Principles in the execution of duties for effective and efficient service delivery. Assist with ultrasound patient bookings by ensuring request forms are filled properly with adequate medical and clinical information to carry out examination. Promote good health practices and ensure optimal patient care. Provide training, guidance and supervision to junior staff. Perform other duties as per delegation by radiography management.
- ENQUIRIES APPLICATIONS** : Mrs. N Ntengenyane Tel No: 035 901 7115  
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The

**FOR ATTENTION  
NOTE**

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

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

**CLOSING DATE**

: 11 November 2022

**POST 41/381**

: **PROFESSIONAL NURSE SPECIALTY GRADE 1 OR 2 REF NO: NGWE  
53/2022**  
Department: Orthopaedic Ward

**SALARY**

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

**CENTRE**

: Ngwelezana Tertiary Hospital

**REQUIREMENTS**

: Diploma / Degree in General Nursing that allows registration with the SANC as a General Nurse. A post basic qualification in Orthopaedic Nursing Science. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. A post basic qualification in Orthopaedic Nursing Science. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Current SANC receipt. At least 10 years of the period referred above must be appropriate/recognizable experience in a specific field after obtaining post basic qualification in that specialized field. Knowledge, Skills, Attributes and Abilities Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.

**DUTIES**

: Executive professional nurses duties and functions with proficiency in support of the strategic objectives and operational plan of the Institution. Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs. Advocate for quality care of patients. Maintain accurate and complete patient

records. Do meaningful rounds and monitor client satisfaction by communicating with patients and relatives. Assist the Operational manager with overall management and necessary support for the effective functioning of the unit. Train and supervise junior staff and student nurses. Strengthen ethics and professionalism. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure effective and efficient management of resources and availability of essential equipment. Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital programmes. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Participate in staff development using EPMSD System and other work related programmes and training.

**ENQUIRIES  
APPLICATIONS**

: Ms. RM Sithole Tel No: 035 901 7258  
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni 3880

**FOR ATTENTION  
NOTE**

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

**CLOSING DATE**

: 11 November 2022

**POST 41/382**

: **PROFESSIONAL NURSE SPECIALTY GRADE 1 OR 2 REF NO: NGWE  
54/2022**  
Department: Intensive Care Unit

**SALARY**

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

**CENTRE  
REQUIREMENTS**

: Ngwelezana Tertiary Hospital  
: Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. One year post basic qualification in Critical Care Nursing /Trauma. Registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Diploma / Degree in General Nursing that allows registration with the SANC as Professional Nurse. One year post basic qualification in Critical Care Nursing /Trauma. A minimum of 14 years appropriate or recognizable experience in



nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience in a specific field after obtaining post basic qualification in that specialized field. Knowledge, Skills, Attributes and Abilities Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.

**DUTIES**

: Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Norms and Standards. Co-ordinate clinical activities of the unit. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Advocate for quality care of patients. Participate in staff development using EPMDS System and other work related programmes and training. Ensure that equipment and machinery is available and functional at all time. Report and challenges and deficiencies within the unit. Attend to meetings, workshops and training programs as assigned by the supervisor.

**ENQUIRIES**

: Ms. RM Sithole Tel No: 035 901 7258

**APPLICATIONS**

: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni 3880.

**FOR ATTENTION NOTE**

: Mr MP Zungu

: Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

**CLOSING DATE**

: 11 November 2022

**POST 41/383**

: **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: PMMH/LR/1/10/22**

**SALARY**

: R382 245 – R450 255 per annum (Level 09). Other benefits: 13<sup>th</sup> Cheque (conditions apply) Medical Aid (Optional) Home Owner Allowance (conditions apply)

**CENTRE**

: Prince Mshiyeni Memorial Hospital

<b><u>REQUIREMENTS</u></b>	:	Qualification: A National Diploma/Degree as recognised by SAQA in Human Resource Management/ Public Administration/ Public Management or Industrial Relations Experience: 3-5 years administrative/ clerical experience in labour relations component. Other Requirements and Recommendations Valid EB Driver's License (Code 8) Certified certificates: "Introduction to PERSAL" and "MS: Word/ Excel/ Outlook" Knowledge, Skills and Competencies Required Sound knowledge of HR prescripts, policies and procedures. Extensive knowledge of computerized personnel and salary systems (PERSAL), MS Packages and application thereof. Communication and interpersonal skills is a necessity. Leadership skills. Sound organizing, planning and problem solving skills. Conflict Resolution and Negotiating skills. Ability to train and develop staff with procedures and policies.
<b><u>DUTIES</u></b>	:	Ensure the effective, efficient and economical management of allocated resources of the component. Manage the day to day functioning of the Labour Relations section in the Hospital in order to ensure that the high quality of services is being provided. Maintain and promote sound employer/ employee relations within the Hospital and all primary health care facilities linked to the hospital. Deal with grievances, discipline and misconduct cases in terms of the laid down policies and procedures and preside over disciplinary enquiries. Participate in the development of Staff Relations strategies and policies Monitor the implementation and adherence to Labour Relations policies and procedures Ensure a functional IMLC Monitor the implementation of PSCBC and IMLC resolutions Provide sound management of grievance and disciplinary procedures Provide effective conflict management in the institution Compile, maintain and submit relevant statistics. Advise management and staffs on all aspects of labour relations including relevant prescripts/ policies and guidelines. Represent the institution at conciliating, arbitration seating. Conduct in service training.
<b><u>ENQUIRIES</u></b>	:	Ms V.B Ngcobo (HR Manager) Tel No: 031-907 8308
<b><u>APPLICATIONS</u></b>	:	should be posted to The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060
<b><u>FOR ATTENTION</u></b>	:	Ms TZ Makanya
<b><u>NOTE</u></b>	:	NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) ONLY. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> or <a href="http://www.dpsa.gov.za-vacancies">www.dpsa.gov.za-vacancies</a> .
<b><u>CLOSING DATE</u></b>	:	18 November 2022
<b><u>POST 41/384</u></b>	:	<b><u>SENIOR FINANCE MANAGEMENT OFFICER REF NO: STC10 /2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum (Level 08). Other Benefits: 13 <sup>th</sup> Cheque, Medical Aid (optional), Home Owner Allowance (subject to meeting prescribed requirements)
<b><u>CENTRE</u></b>	:	St Chads CHC
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or equivalent, plus Bachelor Degree/ National Diploma in Financial Management/ Cost and accounting. A minimum of 3-5 experience in Finance Management. Proof of Computer Literacy (MS Office Software applications). Valid driver's license code 8/10. Certificate of service endorsed by HR is required. Knowledge, Skill, Training and Competencies Required: Knowledge of the Public Management Act, Treasury Regulations, various acts, legislation and policies pertaining to Finance. In – depth knowledge of the basic Accounting System. Good written and verbal communication skills. Sound management, negotiation, interpersonal and problem solving skills. Ability to deal with all levels of staff in organizing, planning, problem solving and team building skills. Supervisory, communication and interpersonal skills. Ability to work under pressure and meet required deadlines. Ability to prioritize issues and comply with time frames.
<b><u>DUTIES</u></b>	:	Supervision of Finance Department, checking & Authorizing payments, journals debts. Draw BAS report/PERSAL reports to undertake reconciliations and /or clear incorrect expenditure. Compile and process journals. Manage expenditure through the correct allocation of budget. Provide overall supervision and ensure the smooth functioning of the Finance Section.

Participate in institutional finance and other committees/ meetings. Supervise and Manage staff under Finance. Ensure compliance Treasury Regulation and Departmental Procurement Policies, rules and Regulations. Ensure proper filing of documents. e.g NSI files. Conduct internal audit and risk management on an ongoing basis. Implement risk management to avoid fraud and corruption timeously. Ensure that SCM, Finance and Assets render effective services. Compile and submit monthly returns and reports. Ensure that all monthly returns are done timeously i.e. Accruals & Commitments reporting, Fruitless & wasteful Expenditure & Voucher control, irregular expenditure, deviation register, contract register, contract performance, RIDV template asset additions and NSI reporting. Ensure functionality of BID Committees. Ensure that payments are done as required by the PFMA. Draw out CSD for payments before capturing & Authorizing. Maintain effective & efficient staff Management in respect of giving and Supervision on performance of their duties (EPMDS). Implement discipline and grievance procedures. To clear suspense accounts transactions and report on monthly basis's-ordinate in-service training in order to promote service delivery.

- ENQUIRIES** : Mrs A Somaru Tel No: 036 637 9600
- APPLICATIONS** : All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag x9950, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.
- FOR ATTENTION** : Mr S.D.Mdletshe
- NOTE** : The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.
- CLOSING DATE** : 11 November 2022
- POST 41/385** : **SENIOR FINANCE MANAGEMENT OFFICER REF NO: NGWE 55/2022**  
Department: Finance Department
- SALARY** : R321 543 – R378 765 per annum. Other Benefits 13<sup>th</sup> Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Senior Certificate / Grade 12. Appropriate Degree/Diploma in Financial Management/ Public Finance Management/ Government Finance Management/ Accounting. 5 Years of experience in Finance and Supply Chain Management environment. At least 1 year of the period referred to above must be appropriate / recognizable experience in Finance Department as a Supervisor. A valid driver's license. Knowledge, Skills, Attributes and Abilities Process knowledge of the Public Finance Management Act 1999, Treasury Regulations, various acts, Legislation and Policies Pertaining to Supply Chain Management. Be computer literate with proficiency in Microsoft Office applications. Have good knowledge of departmental transversal system (BAS/ PERSAL/ Vulindlela). Have financial management, planning, organizing,

problem solving, sound analytical and effective communication skills. Be able to communicate with various stakeholders within and outside the department at all levels. Knowledge of EPMSD and Labour Relations.

**DUTIES** : Prepare account reconciliations (e.g. conditional grants) on a monthly basis. Maintenance of debts/ suspense accounts. Assist in preparation of financial reports on a monthly, quarterly and annual basis e.g. Ac Commitments/ Irregular Expenditure/ deviations/ etc). Authorize BAS Transactions. Draw Bas/ PERSAL reports to undertake reconciliations and or clear incorrect expenditure. Compile and process journals. Supervise and manage institutional revenue and petty cash matters. Manage expenditure through the correct allocation of budgets. Provide overall supervision and ensure the smooth functioning of the Finance Department. Participate in institutional finance and other committees. Supervise and manage resources allocated under Finance Department.

**ENQUIRIES** : Mr. TV Nxumalo Tel No: 035 901 7253

**APPLICATIONS** : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni 3880.

**FOR ATTENTION NOTE** : Mr MP Zungu  
: Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

**CLOSING DATE** : 11 November 2022

**POST 41/386** : **HUMAN RESOURCE PRACTITIONER: LABOUR RELATIONS REF NO: NGWE 56/2022**  
Department: Labour Relations

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

**CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital  
: Senior Certificate (Grade 12) or equivalent. Degree/National Diploma in Human Resource Management/Public Management or Administration/Labour Relations / Labour Law. 3-5 years' experience in Labour Relations. Valid driver's license. Computer literacy. PERSAL certificates. Knowledge, Skills, Attributes and Abilities: Knowledge of policies, regulations, acts practices and key Legislative prescripts related to Labour Relations. Sound knowledge of computerized personnel salary system (PERSAL). Conflict Resolution skills.

<b><u>DUTIES</u></b>	:	Good communication, interpersonal written and verbal skills. Ensuring attention to detail in respect of tasks performed. To plan, prioritize and execute duties in order of importance. Be able to maintain a high level of confidentiality. Manage the functioning of staff relations in order to ensure the provision of high quality services. Maintain and promote sound labour relations within the institution and ensure adherence to Labour Relations Act, Public service Act and other related prescripts. Deals with grievance, discipline and abscondment cases in terms of the laid down policies and procedures. Provide efficiency conflict management within the institution. Prepare reports to Management on staff relations matters. Render advisory services to management and staff on labour relations matters. Participate in the development of staff relations strategies and policies. Identify training gaps and ensures the implementation of in-service training programmes. Investigate and preside over enquiries. Provide labour relations statistics to Management, District and Head Office. Capture labour relations statistics on PERSAL. Represent the employer at Conciliation and Arbitration proceedings. Assist in the development, implementation and monitoring of labour relations policies.
<b><u>ENQUIRIES</u></b>	:	Mr. VD Khumalo Tel No: 035 901 7000
<b><u>APPLICATIONS</u></b>	:	Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni 3880.
<b><u>FOR ATTENTION</u></b>	:	Mr MP Zungu
<b><u>NOTE</u></b>	:	Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
<b><u>CLOSING DATE</u></b>	:	11 November 2022
<b><u>POST 41/387</u></b>	:	<b><u>HUMAN RESOURCE OFFICER: SUPERVISOR REF NO: NGWE 57/2022</u></b> Department: Human Resource Practices
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum. Other Benefits 13 <sup>th</sup> Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional)
<b><u>CENTRE</u></b>	:	Ngwelezana Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate (Grade 12). 3-5 years' experience in Human Resource Practices, Computer literacy. PERSAL certificates Knowledge, Skills, Attributes and Abilities Knowledge of policies, regulations, acts practices and key legislative prescripts related to Human Resource Practices. Sound knowledge of computerized personnel salary system (PERSAL). Conflict

Resolution skills. Good communication, interpersonal written and verbal skills. Ensuring attention to detail in respect of tasks performed. To plan, prioritize and execute duties in order of importance. Be able to maintain a high level of confidentiality. Knowledge of computer software i.e. MS word, Excel, power point, outlook etc. Sound management, negotiation, interpersonal, communication (written and verbal) problem-solving and supervisory skills. In depth knowledge of Human Resource practices. Ability to draw and analyse PERSAL reports. Strong leadership ability. Decision making and problem solving.

**DUTIES**

: Supervise and undertake the more complex implementation and maintenance of human resource administration practices. To check and approve PERSAL transactions and to give guidance to Human Resource Officers in respect of PERSAL functions. Implement policies and procedures related to Human Resources. Ensure effective employee performance management. Identify training needs and implement intervention strategies. Ensure all records are maintained and updated regularly. Assist with data management and submission of reports. Attend meetings, workshops and functions in the capacity as a supervisor. Ensure that employment practices i.e. selection, recruitment and appointment verification of qualifications, security checks, transfers and E-Disclosure are in accordance with the laid down policies and procedures. Management of overtime and commuted overtime. Ensure Debt Management processes are in line with policies and procedures. Management and submission of payroll for all components in the institution. Conduct in-service trainings related to human resource matters within the institution.

**ENQUIRIES  
APPLICATIONS**

: Mrs. SG Masikane Tel No: 035 901 7053  
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni 3880.

**FOR ATTENTION  
NOTE**

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

**CLOSING DATE**

: 11 November 2022

**POST 41/388** : **ADMINISTRATIVE CLERK SUPERVISOR REF NO: NGWE 58/2022**  
 Department: Patient Administration

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

**CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital  
 : Senior Certificate / Grade 12. 3-5 Years of experience in Patient Administration. A valid driver's license. Computer literacy. Knowledge, Skills, Attributes and Abilities: Knowledge of Laws, Regulations, Policies, Instructions, Practices Note, Public Finance Management Act, Treasury Regulations and Treasury Guidelines. Ability to deal with all levels of staff, patients and sister departments. Adequate communication (verbal and written) and report written skills. Sound knowledge of Revenue collection and generations. Good organizing, ability to prioritize issues and other work related matters. To plan, prioritize and execute duties in order of importance. Be able to maintain a high level of confidentiality.

**DUTIES** : Ensure that patients are assessed according to current fees manual. Ensure that patient related files are properly monitored and maintained. Ensure that archiving policy is properly followed regularly. Conduct spot check regularly. Implement disciplinary procedures within the section. Conduct regular meetings within the section. Provide intensive procedures on revenue collection. Conduct orientation and induction to the newly appointed staff members. Proper assessment through EPMS to staff under your supervision. Monitor surplus, deficiency and implement correctness of measures of the situation.

**ENQUIRIES APPLICATIONS** : Mr. PEZ Zulu Tel No: 035 901 7060  
 : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni 3880.

**FOR ATTENTION NOTE** : Mr MP Zungu  
 : Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

**CLOSING DATE** : 11 November 2022

<b><u>POST 41/389</u></b>	:	<b><u>HUMAN RESOURCE OFFICER SUPERVISOR REF NO: HRM 30/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum, Plus Benefits - 13 <sup>th</sup> Cheque, Medical aid (optional), housing allowance (employee must meet prescribed conditions)
<b><u>CENTRE REQUIREMENTS</u></b>	:	King Edward VIII Hospital Complex Senior/Grade 12 certificate or equivalent, minimum of 3 to 5 years appropriate/recognizable experience in Human Resource Practices, PERSAL Certificates, Certificate of Service from previous and current employer. Recommendation: Computer Literacy, Driver's license, Diploma/degree in Human Resource, Management/Public Management Knowledge, Skills, Training And Competencies Required: In depth knowledge of Public Service Policies, Acts and Regulations as they relate to HR Practices, Thorough in depth knowledge of the PERSAL system, Computer literacy in Microsoft Office applications in particular MS Word, Excel and Outlook, Planning, organizational and problem solving skills, Good interpersonal human relations, sound negotiation, team building and communication skills, Ability to train and develop staff on HR Procedures and policies, Ability to maintain a high level of confidentiality, Ability to multi task and work under pressure.
<b><u>DUTIES</u></b>	:	Immediate supervisor of the Human Resource Officers in the HR Practices component ensuring that a timeous and correct administrative service in respect of recruitment, exits, conditions of service and PERSAL Pay roll is provided for all staff employed by the hospital, which will include staff on the Joint Medical/Health establishment who are on Public Service conditions, Supervise and manage the day to day functioning of the HRO's and ensure that a high quality of service is being provide, Ensure the payment of all allowances and fringe benefits is done accurately, Responsible for leave matters and PILIR, Manage and maintain staff records on leave, personal, housing, IOD and department related matters. Both the electronic filing and manual filing of documents on these files needs to be kept up to date, Ensure the correctness of all PERSAL transactions and minimize risk. Check, approve and disapprove PERSAL transactions and Draw and analyze PERSAL reports, Supervise and check the processing of payments of exit benefits for the staff leaving the Public Service, Co-ordination of board and lodging, which includes the Employee Housing Committee, parking and requests for remunerated overtime, Co-ordination of commuted overtime, You will be responsible for Performance management, PMDS and supervision of staff in HR Practices, Responsible for the identification of training gaps within the area of functioning and ensure the implementation of in service training., Ensure that all salaries are updated when changes occur and all new policy directives are implemented timeously, Ensure tasks that need to be performed on an annual basis are co-ordinated and completed timeously eg. Audit of leave files, session doctors renewal of appointment and update of salary, work permits, Ensure that required returns are submitted to Head Office.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. G. Govender Tel No: 031 360 3002 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
<b><u>NOTE</u></b>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. 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)  
11 November 2022

**CLOSING DATE**

:

**POST 41/390**

:

**SUPPLY CHAIN MANAGEMENT OFFICER REF NO: HRM 31/2022 (X1 POST)**

**SALARY**

:

R261 372 – R307 890 per annum, Plus Benefits<sup>13<sup>th</sup></sup> cheque, Medical aid (optional), housing allowance (employee must meet prescribed conditions)

**CENTRE**

:

King Edward VIII Hospital Complex

**REQUIREMENTS**

:

Senior Certificate (Grade 12), 3-5 Years clerical/administrative experience in Supply Chain Management, Certificate of Service from previous and current employer Recommendation: Driver's license and Computer Literacy, National Diploma in Accounting/B.com/Business or Public Administration. Knowledge, Skills, Training and Competencies Required: Computer literacy word and excel and collection of statistics, Knowledge of laws, regulations, policies, instructions, practice notes, SCM delegations, Public Finance Management Act, Treasury Guidelines, Good communication and interpersonal relations, Have planning, organizing, analytical thinking skills, Ability to work in a team, Knowledge of procurement procedures and directives, Ability to work under pressure.

**DUTIES**

:

Manage and oversee the supply chain management process, verify and ensure that all specifications/terms of reference are correct a drafted so that quality goods and services are procured, Ensure that optimum processes and methods are adopted to satisfy the identified needs, Manage procuring of goods and services in line with the Institutional procurement plan, Ensuring proper management and safeguarding of the asset of the institution, Operational control of overall SCM component in ensuring availability of goods and services to attain perfect service delivery, Manage and administer the receiving and evaluation of suppliers' response in accordance with the policy framework and adherence to value for money, Monitor performance of service providers and carry out general contract administration, Render acquisition service, Conduct needs analysis and market research for all procurement, Provide secretariat support during the bid consideration and contracts conclusion process, Render Contract service, Give secretariat support on capturing all SCM contracts of the institution, Ensure proper documentation is in place whenever SCM is initiating contracts.

**ENQUIRIES**

:

Ms. V. Mtantato Tel No: 031 360 3903

**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**

:

11 November 2022

**POST 41/391** : **PHYSIOTHERAPY TECHNICIAN GRADE 1 – 2 REF NO: DPKISMH 50/2022 (X3 POSTS)**  
Component: Physiotherapy

**SALARY** : Grade 1: R213 726 – R244 374 per annum  
Grade 2: R251 754 – R305 520 per annum

**CENTRE REQUIREMENTS** : Dr Pixley Ka Isaka Seme Memorial Hospital  
: Senior Certificate. An appropriate tertiary qualification as a Physiotherapy Technician. Registration certificate with HPCSA as a Physiotherapy Technician. Current registration with HPCSA as a Physiotherapy Technician (2022/2023 receipt). Certificate of Service endorsed by Human Resource Department. Experience **Grade 1:** Registration with HPCSA as a Physiotherapy Technician. No experience required. **Grade 2:** Ten (10) years' experience after registration with HPCSA as a Physiotherapy Technician. Knowledge, Skills and Competencies Basic knowledge of Physiotherapy diagnostic & therapeutic procedures. Good knowledge on use and care of equipment. Knowledge on scope of practice, ethical codes & relevant legislation. Ability to work within a multidisciplinary team. Good organisation and time management skills. Excellent communication and interpersonal skills. Good teaching and training skills. Skills in management of patients with cerebral palsy /neurological conditions would be an advantage.

**DUTIES** : Conduct basic assessments; carry out treatment in consultation with registered physiotherapists and per scope of practice, and assist physiotherapists with patient treatment sessions. Follow clinical/treatment protocols in a professional manner. Train and educate patients on use of assistive devices. Inform physiotherapist about patient progress. To document treatment carried out. Participate in health promotion activities through education of individuals and the community. Assist with the relevant clinics. Prepare treatment areas and physiotherapy equipment. Compile daily and monthly statistics and attend monthly staff meetings. Serve as representative on committees such as IPC, OHS, resuscitation etc. as allocated by supervisor and participate in quality assurance audits. Attend and present topics for continued education sessions. Participate in staff development activities. Participate in CPD activities.

**ENQUIRIES APPLICATIONS** : Ms N Makholwa Tel No: (031) 530 1523  
: Applications must be forwarded to: The Deputy Director: Human Resources, Dr Pixley Ka Isaka Seme Memorial Hospital, Private Bag X11, KwaMashu, 4360 Or Hand delivered to 310 Bhejane Street (Hospital Gate number 3) KwaMashu Or Email: [pixley.recruitment@kznhealth.gov.za](mailto:pixley.recruitment@kznhealth.gov.za)

**FOR ATTENTION NOTE** : Mrs K Kistasamy  
: Applications must be submitted on the NEW prescribed Application for Employment form (Z83) which must be originally signed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. A detailed Curriculum Vitae only must accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. The Reference Number must be indicated in the column (Part A) provided on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must submit an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply

**CLOSING DATE** : 11 November 2022

**POST 41/392** : **LEGAL ADMINISTRATION OFFICER: MR1 – MR5: REF NO: G103/2022**

**SALARY** : R201 387 per annum  
R233 712 per annum  
R260 928 per annum  
R315 225 per annum  
R378 990 per annum  
Medical Aid (Optional), Housing Allowance Employee must meet prescribed requirements Other Benefits: 13<sup>th</sup> Cheque.

**CENTRE REQUIREMENTS** : Legal Services: Head Office: Pietermaritzburg  
**MR 1**, No previous legal experience required, **MR 2**, At least 1 year appropriate experience post qualification legal experience **MR 3**, At least 2 years appropriate experience post qualification legal experience **MR 4**, At least 5 years appropriate experience post qualification legal experience **MR 5**, At least 8 years appropriate experience post qualification legal experience An LLB degree Recommendations: Training programmes and/or experience in Civil and Criminal Procedures. Criminal law, Labour law, Interpretation of status will serve as a recommendation. In depth experience in dealing with Personal Injury claims and Medical Negligence matters will be an added advantage. Unendorsed valid Code B driver's license (Code 08). Knowledge, Skills, Training and Competence Required: The incumbent of this post will report to the Director: Legal Service, and will be responsible to provide legal advisory support to Line and Support Managers in accordance with current legislation, policy and legal practice imperatives. The ideal candidate must: Possess extensive knowledge of civil and criminal procedures. Possess knowledge and understanding of legislative framework governing the Public Service. Possess extensive knowledge of all health legislation, both National and Provincially. Have broad knowledge of health related issues. Have excellent communication skills, both verbal and written. Possess drafting skills pertaining to contracts and legislation. Possess knowledge and competency in managing human, physical and financial resources. Ensure and enable effective communication between the Department and all stakeholders of Health. Be computer literate with proficiency in MS Office and Search Engine Software/Applications.

**DUTIES** : Provide legal advisory services to departmental management and officials with regard to legislation or any other legal matter. Handle litigation on medical negligent claims for the Department, including identifying relevant medical experts, scrutinizing reports/opinions provided, engaging in mediation, monitoring the implementation of settlements and providing case management reports to the Department. Draft legal opinions and documents (inclusive of submissions) that provide clear justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success. Provide written legal advice and opinions on health and support related matters. Implement strategies and policies governing legal matters.

**ENQUIRIES APPLICATIONS** : Mr S chambers Tel No: 033- 395 2466  
All applications should be forwarded to: The Chief Director: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langelibalele Street, Natalia Building, Registry, Minus 1:1 North Tower

**FOR ATTENTION NOTE** : Miss N.S Buthelezi  
Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation at request if shortlisted. Applicants: Please ensure that you submit your application before the closing date as no late

applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

- CLOSING DATE** : 11 November 2022
- POST 41/393** : **DENTAL ASSISTANT REF NO: NGWE 59/2022**  
Department: Dental Department
- SALARY** : R170 955 – R195 465 per annum. Other Benefits: 13<sup>th</sup> Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Senior Certificate / Grade 12. Appropriate qualification that allows registration with the HPCSA as a Dental Assistant. Initial and Current registration with HPCSA. Knowledge, Skills, Attributes and Abilities Good communication skills. Self-motivated and goal orientated. Good interpersonal relations Good organizing skills. Knowledge of Infection, prevention and control protocols.
- DUTIES** : Assist clinicians with oral health procedures, preparing of instruments and material for the dental procedures. Cleaning and sterilization of instruments. Ordering of consumables as needed. Do inventory of dental instruments. Perform administrative duties. Adhere to the Health Care Waste Management Legislation and Principles.
- ENQUIRIES** : Dr. SP Ngema Tel No: 035 901 7000
- APPLICATIONS** : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880
- FOR ATTENTION** : Mr MP Zungu
- NOTE** : Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
- CLOSING DATE** : 11 November 2022