

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

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

ERRATUM: Kindly note that the post of Pharmacist (X1 Post) (Grade 1, 2, 3) Ref No: GS 61/22 (**For GREYS HOSPITAL**) was advertised in the Public Service Vacancy Circular 36 dated 23 September 2022 has been withdrawn.

MANAGEMENT ECHELON

<u>POST 42/196</u>	:	<u>CHIEF EXECUTIVE OFFICER REF NO: G104/2022</u> Cluster: Hospital Management Services
<u>SALARY</u>	:	R1 073 187 - R1 264 176 per annum (Level 13), (an all-Inclusive salary package)
<u>CENTRES</u>	:	King Dinuzulu Hospital
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in a clinical related field, with a valid registration with the relevant professional body, A post graduate degree/ diploma in management. 5 years of experience at senior managerial level. Unendorsed valid Code B driver's licence (Code 08). Recommendation: Management experience at a Regional/Tertiary Hospital will be an added advantage. Knowledge, Skills, Training and Competencies Required: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, Programme and Project Management, Financial management, Management of people and empowerment. Progress Competencies: Service delivery innovation, knowledge management, Problem solving and analysis, Communication, Client orientation and customer focus.
<u>DUTIES</u>	:	Job Purpose: To plan, direct , co-ordinate and manage the delivery of clinical and administrative support services in an effective an efficient manner, working with the key executive management team at the hospital and within the legal and regulatory framework, and government requirements, To represent the hospital authoritatively at provincial and public forums, To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans as well as the Department's strategies goals and Objectives. Financial Management: Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, financial planning, resource mobilization, including monitoring and evaluation; Ensure appropriate asset management and accountability of all assets of the institution; Identify strategic and operation risks and ensure that strategies are in place to address these, as well as monitor the progress; Maximize revenue through collection of all income due to the hospital. Facilities Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to for infrastructure planning and timeous maintenance of facilities and its equipment. Human Resource Management: Implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources; Promote a safe and healthy working environment through compliance with the Occupational Health and Safety Act, including occupational health and safety committees; Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital Board and other relevant oversight committees/bodies; Ensure the establishment of the

relevant governance structures linked to clinical and non-clinical functions and responsibilities; Manage all the institutions risks and implement strategies to ensure optimal achievement of health outcomes.

**ENQUIRIES
APPLICATIONS**

: Mrs RT Dube Tel No: 033- 940 2499
: All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 Or Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 18 November 2022

OTHER POSTS

POST 42/197

: **MEDICAL OFFICER: (GRADE 12, 3) REF NO: GS 70/22**
Component: Paediatrics Department

SALARY

: Grade 1: R833 523 per annum
Grade 2: R953 049 per annum
Grade 3: R1 106 037 per annum
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.

**CENTRE
REQUIREMENTS**

: Grey's Hospital- PMB Metropolitan Complex
: Senior Certificate (Grade 12) or equivalent MBCHB Degree or equivalent qualification PLUS Current Registration with the Health Professions Council of South Africa as a Medical Practitioner in Independent Practice. **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the

HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Applicants who are in the last few months of completing Community Service time may apply on the understanding that they can be appointed only after receiving full registration as a Medical Practitioner with the HPCSA. Priority will be applied to incumbent/s that are available immediately to maintain clinical services. Recommendation: Prior clinical care experience in Paediatrics & Child Health will be considered as an advantage at short-listing. Diploma in Child Health (will be an added advantage at short-listing) Knowledge, Skills and Experience: Relevant medical knowledge, with Paediatrics and Child Health focus Specific knowledge of Neonatal & Paediatric conditions Skills and competence at procedures and care in neonates and children Current health and public service legislation, regulations and policy Medical ethics, epidemiology and statistics.

DUTIES : (Will cover clinical care, scholarship, professionalism, clinical governance and administration & management.) Participate in the provision of in- and outpatient clinical care within the Paediatrics on a rotational basis at Grey's, Edendale & Northdale Hospital. Assist with the maintenance of standards of care, clinical governance framework within the department. Assist with the training & development AND supervision & support of CSOs, interns and students in the Department. (For those with requisite experience – Eg. Grade 2 & 3) Participate in the personal and departmental scholarship activities including mandatory attendance of the academic programme Support the departmental activities for the staff development and training of undergraduate, post graduate and vocational students Assist and participate in research activities / projects as defined within the department Assist with the administration and management of the Unit one is allocated to.

ENQUIRIES : Mrs P Mathebula Tel No: 033 897 3264 / Mr N Ngubane Tel No: 033 897 3035
APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.

FOR ATTENTION : Mrs M Chandulal
NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, African Female or Coloured Male

CLOSING DATE : 18 November 2022

POST 42/198 : **CLINICAL PROGRAMME COORDINATOR (QUALITY ASSURANCE) REF NO: RIET 03/2022**
 Component: Monitoring and Evaluation

SALARY : R450 939 per annum. Benefits: 13th Cheque, Medical Aid (Optional) Housing Allowance (Conditional).

CENTRE : Rietvlei Hospital
REQUIREMENTS : Grade 1: Grade 12 (senior certificate)/ Standard 10. Degree/ Diploma in General Nursing or equivalent qualification that allows registration with SANC as a Professional nurse. Current registration with the SA Nursing Council (SANC) 2022. A minimum of 7 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Knowledge, Skills, Training and Competencies Required: Thorough knowledge of nursing care processes and procedures, nursing statutes, and other relevant frameworks such as: Nursing Act, Health Act Occupational Health and safety Act. Patient rights Charter, Batho Pele principles etc. Knowledge of HR Policies such as: Skills development Act, Public Service Regulations, Labour Relations Act Disciplinary Code and Procedure. Grievance Procedure. Operational Management Skills, Good Communication Skills, Report Writing. Facilitation Skills, Co-ordination skills, Problem solving Skills, Computer Literacy skills. Planning and organising skills, Conflict management skills.

DUTIES : Facilitate and oversee the development of operational/business plans to give strategic guidelines. Maintain standards and norms of nursing practice to promote the health status of health care users. Manage and utilize resources

in accordance with relevant directive and legislation. Provide professional and technical support for the provision of quality patient care through proper management of relevant programmes. Develop and implement quality assurance programmes, guidelines, protocols, norms and standards. Utilise information technology (IT) and other management information systems to manage information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care.

- ENQUIRIES** : Mr M.H Mbatha Tel No: 039 260 5200
- APPLICATIONS** : All applications must be directed to: Rietvlei Hospital, and Private Bag x 501, Stafford's Post, Via Port Shepstone, 4686 or hand deliver to Rietvlei hospital Human Resource Component.
- FOR ATTENTION** : Miss Ntuzela
- NOTE** : The content of this Circular minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work. Directions to Candidates: The following documents must be submitted. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.kznhealth.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. Failure to produce these documents will disqualify candidates. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. The reference number must be indicated in the column provided on the form (new z83) e.g. RIET 01/2022. Please note that due to the large number of applications received, applications will not be acknowledged. However all short-listed candidates will receive written responses. Due to budget constraints the institution is unable to fund S & T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from security clearance, qualification verification, citizenship and previous work experience.
- CLOSING DATE** : 18 November 2022
- POST 42/199** : **RADIOGRAPHER – NUCLEAR MEDICINE REF NO: RADNUCMED/1/2022 (X1 POST)**
Department: Nuclear Medicine
- SALARY** : Grade 1: R401 640 per annum, plus 13th cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements.
Grade 2: R473 112 per annum, plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.
Grade 3: R557 301 per annum, plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Diploma or Bachelor degree in Nuclear Medicine Radiography. Current registration with the Health Professions Council of South Africa as a Nuclear Medicine Radiographer. Recommendation: A minimum of one year clinical experience in Nuclear Medicine will be an advantage. Experience: **Grade 1:** Four (4) years 'appropriate experience after registration with Health Profession Council of South Africa (HPCSA) as Diagnostic Radiographer. Applicants with a four (4) year Radiography speciality qualification (not in possession of Diagnostic Radiography qualification) who do not have experience as Diagnostic Radiographer may apply and will be appointed as Diagnostic Radiographer and will be paid a Diagnostic Radiographer salary. **Grade 2:** Minimum 14 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer of which 10 years must be after registration as Nuclear Medicine Radiographer. **Grade 3:** Minimum 24 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer of which 20yrs must be after registration as a Nuclear Medicine Radiographer. Community service Nuclear Medicine radiographers (finishing December 2022) are welcome to apply and must produce their Independent Practice

HPCSA registration in January 2023. Knowledge, Skills, Training and Competence Required: Sound knowledge of nuclear medicine procedures and equipment. Ability to work independently and in a team. Good verbal and written communication skills. Sound knowledge of Radiation Safety/Protection Regulations. Knowledge of Quality Assurance. Computer literacy. Patient empathy. Current Nuclear Medicine clinical experience. PET imaging experience will be an advantage. Knowledge of the patient's rights, ethical code of conduct and Batho Pele.

DUTIES : Co-ordinate and undertake nuclear medicine radiographic procedures efficiently. Play a key role in compilation of protocols for effective service delivery. Assist in / perform complex nuclear medicine procedures including PET studies. Supervise in-service training of students and/ or radiographers. Supervise subordinates and/ or other support personnel within the department. Provide professional advice on radiographic and radiation related matters. Perform quality control procedures. Play an important role concerning discipline, counselling and guidance to junior staff. Promote team work in the department. Ensure the objectives of Batho Pele and Patient Rights are met. Participate in quality improvement programmes.

ENQUIRIES APPLICATIONS : Ms Belinda Kuppan Luke Tel No: 031 240 1881
: 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. 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 : 18 November 2022

POST 42/200 : **CLINICAL NURSE PRACTITIONER – GRADE 1 OR 2 (PHC) -TRAINER REF NO: IMBALCHC03/2022 (X1 POST)**

SALARY : Grade 1: R388 974 – R457 605 per annum
Grade 2: R478 408 – R597 072 per annum
Allowances: 8% Inhospitable Allowance, 13th Cheque, Housing Allowance and Medical Aid (Employee must meet the Prescribed Requirements)

CENTRE REQUIREMENTS : Imbalenhle CHC
: Senior Certificate /Grade 12, Degree /Diploma in General Nursing and Midwifery (obtainable from University/ College), Registration certificate with SANC as a General Nurse and Midwife, Post Basic Qualification in Primary Health Care registered with SANC, Current SANC registration (2022/23 Receipt), Experience Required: **Grade 1:** A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and Midwifery and after obtaining the one year Post Basic Qualification in the Specialty (Primary Health Care), **Grade 2:** A minimum of fourteen (14) years appropriate / recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing.

<u>DUTIES</u>	:	At least 10 years of the period referred to above must be appropriate / recognizable experience in Post Basic Qualification in the relevant Speciality (Primary Health Care). Knowledge, Skills Training and Competencies Required: Demonstrate understanding of nursing legislation and related legal and ethical nursing practices within a Primary health care environment. Demonstrate a basic understanding of HR and financial policies and practices. Good communications skills. Good interpersonal skills. Display professional maturity. Recommendations: Valid Code 10 driving license, Computer literacy. Conduct the Sub district situational analysis in relation to Departmental Policies, Guidelines implementation and conduct on the Job Training per program. Assess the Sub district training needs, staff development and develop an integrated Training Plan in consultation with all other Stakeholders. Plan and organize trainings according to required skills and gaps identified. Adapt and modify training material to keep it in line with current PHC developments and maintain interest in all PHC Programs including MNCWH. Demonstrate the knowledge of all clinical guidelines per program. Monitor the implementation of all guidelines through mentoring and supportive supervision, Possess the knowledge to demonstrate all practical procedures that are performed in a PHC setting: ESMOE drills, LARC's etc. Attend the scheduled trainings and give feedback as required. Promote and support the implementation of Quality Nursing Care directed by OHSC and Ideal Clinic Realization initiative. Maintain appropriate nursing standards and ensure that staff is kept informed of changes in the Nursing Practices, Legislation, Policies and Guidelines. Perform clinical nursing practice in accordance with the scope of practice, a rules and regulations including the nursing standards as determined for a primary health care facility. Allocate, mentor and supervise students in the facility. Provide mentorship to community service nurse employees allocated in the facility. Work as part of the multi- disciplinary team to ensure good nursing care at primary health care level. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients' needs and expectations according to Batho Pele Principles. Demonstrate the knowledge of clinical governance framework.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs LH Sibiya Tel No: 033 – 398 9100 EXT: 9103
<u>NOTE</u>	:	Applications must be forwarded to: Human Resources Department, Imbalenhle Community Health Centre, Private Bag X 9104, Pietermaritzburg 3200 Or hand delivered at Imbalenhle Community Health Centre- Hr, Unit 3, Thwala Road, Imbali, Pietermaritzburg. The incumbent will be expected to assist in all streams when the need arises. NB Imbalenhle Community Health Centre is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the institution. Preference will be given to African male and People with disability.
<u>CLOSING DATE</u>	:	18 November 2022
<u>POST 42/201</u>	:	<u>CLINICAL NURSE PRACTITIONER REF NO: DANCHC 04/2022 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R388 974 – R450 939 per annum Grade 2: R478 404 – R588 390 per annum Other benefits: 13 th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met. Prescribed requirements .Inhospitable Allowance: 8%
<u>CENTRE REQUIREMENTS</u>	:	Thembalihle Clinic Grade 12 (Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. Grade 1: A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Grade 2: Experience: A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General nursing, of which at least 10 years must be appropriate /recognisable experience after obtaining the one year post basic qualification

in Primary Health Care Knowledge, Skills, Training and Competencies Required For the Post Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient's Rights Charter, Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.

DUTIES : Implement and advocate for programmes initiative for clients and the community served by the clinic. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g. IMCI, EDL booklet etc. Ensure clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/ collection, verification and submission to FIO timeously. Motivate staff regarding development in order to increase level of expertise and assist patients to develop sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic Realisation. Demonstrate effective communication with patients, supervisors and other clinicians, Including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multi-disciplinary team to ensure good Nursing Care in the clinic. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the clinic. Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock.

ENQUIRIES :
APPLICATIONS : Mrs T.P. Magudulela Tel No: (034) 621 6217
 : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080.

FOR ATTENTION :
NOTE : Mrs DBP Buthelezi
 : Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae only. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The Reference Number 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. 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 and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Preference will be given to African Male.

CLOSING DATE : 25 November 2022

POST 42/202 : **CLINICAL NURSE PRACTITIONER REF NO: DANCHC 05/2022 (X2 POSTS)**

SALARY : Grade 1: R388 974 – R450 939 per annum
 Grade 2: R478 404 – R588 390 per annum
 Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance:
 Prescribed requirements to be met. Prescribed requirements .Inhospitable Allowance: 8%

CENTRE : Sukumani Clinic
REQUIREMENTS : Grade 12 (Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care

accredited with the SANC. Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. **Grade 1:** A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing **Grade 2:** A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General nursing, of which at least 10 years must be Appropriate /recognisable experience after obtaining the one year post basic qualification in Primary Health Care Knowledge, Skills, Training and Competencies Required for the post relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient's Rights Charter, Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.

DUTIES

: Implement and advocate for programmes initiative for clients and the community served by the clinic. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g. IMCI, EDL booklet etc. Ensure clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/ collection, verification and submission to FIO timeously. Motivate staff regarding development in order to increase level of expertise and assist patients to develop sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic Realisation. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multi-disciplinary team to ensure good Nursing Care in the clinic. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the clinic. Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock.

ENQUIRIES APPLICATIONS

: Mrs T.P. Magudulela Tel No: (034) 621 6217
 : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080.

FOR ATTENTION NOTE

: Mrs DBP Buthelezi
 : Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae only. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The Reference Number 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. 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 and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Preference will be given to African Male.

CLOSING DATE

: 25 November 2022

POST 42/203

: **CLINICAL NURSE PRACTITIONER REF NO: DANCHC 06/2022 (X2 POSTS)**

SALARY

: Grade 1: R388 974 – R450 939 per annum

Grade 2: R478 404 – R 588 390 per annum
Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance:
Prescribed requirements to be met. Prescribed requirements. Inhospital Allowance: 8%

**CENTRE
REQUIREMENTS**

: Ladybank Clinic
: Grade 12 (Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. **Grade 2:** Experience: A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing **Grade 1:** Experience: A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General nursing, of which at least 10 years must be appropriate /recognisable experience after obtaining the one year post basic qualification in Primary Health Care Knowledge, Skills, Training and Competencies Required for the post: Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient's Rights Charter, Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.

DUTIES

: Implement and advocate for programmes initiative for clients and the community served by the clinic. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g. IMCI, EDL booklet etc. Ensure clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/ collection, verification and submission to FIO timeously. Motivate staff regarding development in order to increase level of expertise and assist patients to develop sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic Realisation. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multi-disciplinary team to ensure good Nursing Care in the clinic. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the clinic. Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock.

**ENQUIRIES
APPLICATIONS**

: Mrs T.P. Magudulela Tel No: (034) 621 6217
: All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 or Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080.

**FOR ATTENTION
NOTE**

: Mrs DBP Buthelezi
: Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae only. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The Reference Number 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. 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 and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual

Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Preference will be given to African Male.

- CLOSING DATE** : 25 November 2022
- POST 42/204** : **CLINICAL NURSE PRACTITIONER - SCHOOL HEALTH SERVICES REF NO: DANCHC 07/2022 (X1 POST)**
- SALARY** : Grade 1: R388 974 – R450 939 per annum
Grade 2: R478 404 – R588 390 per annum
Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met. Prescribed requirements .Inhospitable Allowance: 8%
- CENTRE REQUIREMENTS** : Ladybank Clinic
Grade 12 (Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. **Grade 1:** Experience: A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing **Grade 2:** Experience: A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General nursing, of which at least 10 years must be appropriate /recognisable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competencies Required for the post: Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient's Rights Charter, Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.
- DUTIES** : To provide preventive and promotive services that address the health needs of school going children. Facilitate referrals to health facilities where school children will be attended comprehensively. Support, involve and ensure sustainable co-ordination for school health community and multi-sectoral teams in improving health in school premises. Assisting and educating schools to reach and be accredited as health promoting schools. Mobilise resources and conduct capacity building for the implementation of the schools health policy. Monitor and evaluate schools health services rendered i.e. collecting and validating school health data and reporting thereof. Conduct HPV yearly as required by National Department of Health. Effective utilisation of human resources, material and financial resources and maintain updated records of resources at the school services. Ensure effective implementation of national school health services policy.
- ENQUIRIES APPLICATIONS** : Mrs T.P. Magudulela Tel No: (034) 621 6217
All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080.
- FOR ATTENTION NOTE** : Mrs DBP Buthelezi
Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae only. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The Reference Number 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. 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 and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Preference will be given to African Male.

<u>CLOSING DATE</u>	:	25 November 2022
<u>POST 42/205</u>	:	<u>CLINICAL NURSE PRACTITIONER - MMC REF NO: DANCHC 08/2022 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R388 974 – R450 939 per annum Grade 2: R478 404 – R588 390 per annum Other benefits: 13 th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met. Prescribed requirements. Inhospitalable Allowance: 8%
<u>CENTRE REQUIREMENTS</u>	:	Dannhauser CHC Grade 12 (Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. Grade 1: Experience: A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing Grade 2: Experience: A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General nursing, of which at least 10 years must be appropriate /recognisable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competencies Required for the post: Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient's Rights Charter, Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.
<u>DUTIES</u>	:	Implement and advocate for programmes initiative for clients and the community served by the clinic. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g. IMCI, EDL booklet etc. Ensure clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/ collection, verification and submission to FIO timeously. Motivate staff regarding development in order to increase level of expertise and assist patients to develop sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic Realisation. Demonstrate effective communication with patients, supervisors and other clinicians, Including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multi-disciplinary team to ensure good Nursing Care in the clinic. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the clinic. Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock. Provision of quality comprehensive community healthcare, conduct outreach health services and identify community needs, Recruit for Male Medical Circumcision target, Develop quality improvement plans on programmes, implement and evaluate progress. Provision administrative services. Provision of educational

		services. Provision of clinical services. Utilisation human and physical control of resources efficiently and effectively.
<u>ENQUIRIES</u>	:	Mrs T.P. Magudulela Tel No: (034) 621 6217
<u>APPLICATIONS</u>	:	All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080.
<u>FOR ATTENTION</u>		Mrs DBP Buthelezi
<u>NOTE</u>	:	Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae only. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The Reference Number 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. 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 and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Preference will be given to African Male.
<u>CLOSING DATE</u>	:	25 November 2022
<u>POST 42/206</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (ADVANCED MIDWIFERY) REF NO: RIET 01/2022 (X3 POSTS)</u> Component: Maternity
<u>SALARY</u>	:	Grade 1: R388 974 per annum Grade 2: R478 404 per annum Benefits: 13th Cheque, Medical Aid (Optional) Housing Allowance (Conditional).
<u>CENTRE</u>	:	Rietvlei Hospital
<u>REQUIREMENTS</u>	:	Grade 1: Grade 12 (senior certificate)/ Standard 10. Degree/ Diploma in General Nursing or equivalent qualification that allows registration with SANC as a Professional nurse. A post- basic nursing qualification in advance midwifery. Current registration with the SA Nursing Council (SANC). A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Grade 2: Grade 12 (senior certificate)/ Standard 10. Degree/ Diploma in General Nursing or equivalent qualification that allows registration with SANC as a Professional nurse. A post- basic nursing qualification in advance midwifery. Current registration with the SA Nursing Council (SANC). A minimum of 14 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred above must be appropriate/ recognizable experience in the specific speciality after obtaining the one –year post-basic qualification in the relevant speciality. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as: Nursing Act, Health Act, Occupational Health and safety Act, Patient Right Charter. Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary code and Procedure, Grievance Procedure. Good communication skills, Report writing skills, Facilitation skills, Coordination skills, Planning and organizing skills, Ability to function as part of a team .Decision making skills and Computer skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/Legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional growth/ethical standards and self-development. Ensure the implementation/ management of TB advocacy, community awareness and mobilization programme, including partnership building. Develop, manage and coordinate the DOT supporter programme.
<u>ENQUIRIES</u>	:	Mr M.H Mbatha Tel No: 039 260 5200

- APPLICATIONS** : All applications must be directed to: Attention: Miss Ntuzela, Rietvlei Hospital, and Private Bag x 501, Stafford's Post ,Via Port Shepstone, 4686 or hand deliver to Rietvlei hospital Human Resource Component.
- NOTE** : The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work. Directions to candidates: The following documents must be submitted. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.kznhealth.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. Failure to produce these documents will disqualify candidates. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. The reference number must be indicated in the column provided on the form (new z83) e.g. RIET 01/2022. Please note that due to the large number of applications received, applications will not be acknowledged. However all short-listed candidates will receive written responses. Due to budget constraints the institution is unable to fund S & T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from security clearance, qualification verification, citizenship and previous work experience.
- CLOSING DATE** : 18 November 2022
- POST 42/207** : **SYSTEMS MANAGER REF NO: RIET 02/2022 (X1 POST)**
Component: Systems Management Services
- SALARY** : R382 245 per annum. Benefits: 13th Cheque, Medical Aid (Optional) Housing Allowance (Conditional).
- CENTRE** : Rietvlei Hospital
- REQUIREMENTS** : Senior certificate (Grade 12).Degree/ Diploma in Public Management / Public Administration. Minimum of 03 years supervisory experience in Systems Management component. Valid Driver's License. Knowledge, Skills, Training and Competencies Required: Leadership, Organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge. Human resource management and communication skills.
- DUTIES** : Manage the following auxiliary services to ensure optimal usage of resource and cost effectiveness: Transport Management, Laundry services, Telecommunication services, General Orderlies, Registry, Potting services. Staff residents. Catering services. Security services. Patient administration. Mortuary services. Cleaning and Grounds services. Maintenance services. Safety and waste Management services. Full implementation of Monitoring and Evaluation. Improve service delivery in line with National Core Standard. Ensure effective, efficient and economical utilization of resources. Develop and implement effective Departmental Policies. Ensure compliance with legislation and government policies Contribute as a member of a multidisciplinary team toward the effective management of the CHC by participating in the following committees: IMLC, Cash flow, Adjudication committee, IHETD, Health and Safety, Loss and Damage.etc.
- ENQUIRIES** : Mr M.H Mbatha Tel No: 039 260 5200
- APPLICATIONS** : All applications must be directed to: Attention: Miss Ntuzela, Rietvlei Hospital, and Private Bag x 501, Stafford's Post ,Via Port Shepstone, 4686 or hand deliver to Rietvlei hospital Human Resource Component.
- NOTE** : Applications: The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work. Directions to Candidates: The following documents must be submitted. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.kznhealth.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. Failure to produce these documents will disqualify candidates. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. The reference number must be indicated in the column provided on the form (new z83) e.g. RIET 01/2022. Please note that due to the large number of applications received, applications will not be acknowledged. However all short-listed candidates will receive written responses. Due to budget constraints the institution is unable to fund S & T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from security clearance, qualification verification, citizenship and previous work experience. 18 November 2022.

CLOSING DATE

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POST 42/208

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ARTISAN PLUMBER GRADE A OR B REF NO: RIET 04/2022
Component: Systems Management Services

SALARY

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Grade A: R193 512 per annum
Grade B: R227 943 per annum
Benefits: 13th Cheque, Medical Aid (Optional) Housing Allowance (Conditional).

CENTRE

:

REQUIREMENTS

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Rietvlei Hospital
Grade A: Appropriate Trade Test Certificate in terms of section 13(2) (h) of the Manpower Act of 1981 as amended. Valid Code 8 driver's license. **Grade B:** Appropriate Trade Test Certificate in terms of section 13(2) (h) of the Manpower Act of 1981 as amended. Valid Code 8 driver's license. At least 14 years appropriate/recognisable experience in an area after obtaining the relevant trade certificate. Knowledge, Skills, Training and Competencies Required: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Analytical skills, Computer skills, Communication Skills. Customer focus and responsiveness. Planning and organizing.

DUTIES

:

Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repaired equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Compile and submit reports; Provide inputs on the compilation of technical reports. Keep and maintain job record and other registers; Supervise and mentor staff. Continuous individual development to keep up with new technologies and procedures.

ENQUIRIES

:

APPLICATIONS

:

Mr M.H Mbatha Tel No: 039 260 5200
All applications must be directed to: Attention: Miss Ntuzela, Rietvlei Hospital, and Private Bag x 501, Stafford's Post ,Via Port Shepstone, 4686 or hand deliver to Rietvlei hospital Human Resource Component.

NOTE

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The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work. Directions to Candidates: The following documents must be submitted. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.kznhealth.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. Failure to produce these documents will disqualify candidates. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. The reference number must be indicated in the column provided on the form (new z83) e.g. RIET 01/2022. Please note that due to the large

number of applications received, applications will not be acknowledged. However all short-listed candidates will receive written responses. Due to budget constraints the institution is unable to fund S & T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from security clearance, qualification verification, citizenship and previous work experience.

- CLOSING DATE** : 18 November 2022
- POST 42/209** : **ARTISAN PRODUCTION: CARPENTER REF NO: GS 64/22**
Component: Maintenance Department
- SALARY** : R193 512 per annum, plus 13th cheque, medical aid (optional), homeowners allowance (employee must meet prescribed requirement).
- CENTRE** : Grey's Hospital- Pietermaritzburg
- REQUIREMENTS** : Senior Certificate/ or equivalent. Completion of an Apprenticeship and recognized Trade Test (Under the Manpower training act 1981) (only shortlisted candidates will need to submit proof). Drivers license. Knowledge, Skills and Experience: Basic knowledge of the Public Service Labour Relations Act Skills Development Act Public Service Act Public Service Regulations Employment Equity Act Occupational Health and Safety Act Basic Conditions of Employment Act Public Finance Management Act Treasury Regulations and Practice Notes Batho Pele Principles.
- DUTIES** : Will cover clinical care, scholarship, professionalism, clinical governance and administration & Replace locks to cupboards, drawers and doors Repair or renew doors, frames, casement and sash windows Skills Development Act Replace sash cords and endless cord to windows and fanlights Repair or replace door handles and latches Replace hinges to cupboards and doors Repair furniture i.e. cupboards, drawers, tables and chairs. Construct and mount purpose made boxes, notice, pin and black boards and fix into place including mirrors. Install partitions with doors, louver windows etc. Repair or replace skirting and quarter rounds Repair or replace barge and fascia boards. Repair or replace roof purlins, IBR and corrugated sheeting. Repair roof leaks. Repair and fit ceiling, cover strips and cornice Lay PVC tiles and fit PVC flooring and make repairs to vinyl floor coverings. Fit towel rails, coat and curtain rails. Fit mop and broom handles. Alterations to crutches. Cut, plane and machine timber. Maintain tools: sharpen plane blades and chisel. Set out, erect wooden and steel shelving Measure materials for job and request timeously to the Artisan Foreman. Weekly inspection of all doors, door locks, frames flooring, roofs and sprockets. To supervise handyman and assist other tradesmen, when requested to do so by the Maintenance Supervisor Be responsible to ensure cleaning of work place / workshop is carried out properly. Exercise control of Tradesman Aide. Exercise control over equipment / tools and keep in good working order Keep an up to date and current equipment register. Be responsible for materials issued and completing job. Always adhere to safe working practices (in accordance to the O.H. & S. Act 85/1993) Daily reporting of faults, job progress and daily completion of job cards / time sheets as per auditor's instructions. Job Cards for completed work must be signed by the department concerned and list materials used. Attend safety and practical orientated training courses and lectures. To perform standby duties and after-hours call outs. These duties at times can include the duties associated with other trades such as the fitter, plumber and carpenter Work overtime with remuneration when considered and with the approval of the Maintenance Supervisor. Be prepared to visit primary health clinics to perform maintenance duties when required. (This is an essential part of the conditions of employment). Must be prepared, in times of crisis, to perform other essential services such as strikes, floods etc. viz. Maintenance oriented duties. Take responsibility for in-house training and advancement of subordinates.
- ENQUIRIES** : Mr. S.R. Muthwa Tel No: 033 897 3465
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
- FOR ATTENTION** : Mrs M Chandulal
- NOTE** : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the

CLOSING DATE

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Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, Indian Male or White Male.
18 November 2022