

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

OTHER POSTS

- POST 43/203** : **MEDICAL SPECIALIST: (GRADE 1, 2, 3) REF NO: GS 71/22 (X1 POST)**
Component: Maxillo Facial and Oral Surgery
- SALARY** : Grade 1: R1 122 630 per annum
Grade 2: R1 283 592 per annum
Grade 3: R1 489 665 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
: **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. Senior Certificate (Grade 12) or equivalent Maxillofacial and oral surgery Qualification (MDent).Current Registration with the Health Professions Council of South Africa as a Maxillo facial specialist (Only shortlisted candidates will be required to submit Proof of all documents). Knowledge, Skills and Experience: Appropriate skills and knowledge within the field of Craniofacial Surgery/dentistry. Knowledge of Human Resource management. Financial Management – monitoring of expenditure Management functions – policy analysis and implementation, strategic management, project management, information management, total quality management and improvement, Legal aspects, patient care and service delivery, applicable mandatory requirements and Acts, Regulations, Protocols and Guidelines used in Health Services.
- DUTIES** : Incumbent to provide maxillofacial services in the Pietermaritzburg Metropolitan Hospitals Complex Participate in the delivery of a 24-hour in-patient and out-patient MAXFAC service within the Pietermaritzburg Metropolitan Hospitals Complex and in the clinical trauma services: inter-disciplinary coordination of the management of the critically injured ensuring the highest standards of clinical, professional, and ethical behavior undertake teaching of health care personnel conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act Promote education in the department and oral health sector. There will be specific clinical rotations attached to this post that will be spread between Grey's Hospital and Northdale Hospital in PMB. There will be trauma outreach responsibilities attached to this post. Develop management protocols for the Department of Maxillofacial trauma in accordance with the Hospital and Department policies; Provide appropriate trauma care to patients; Maintain the effective and efficient utilization of human resources in respect of: training staff and promoting ongoing staff development in accordance with their individual and departmental development needs; recruiting and selecting staff in accordance with government prescripts; assessing performance of staff; Provide measures and guidance on quality assurance to comply with set quality standards Foster collaboration with other hospitals within and outside the district; Exercise cost control over the activities of the department in line with the allocated budget; Participate in all academic and clinical meetings of the Department; Participate in the outreach programmes Participate in departmental research activities Accept responsibility for continuous professional development to keep up to

		date with new developments in the field of expertise and related fields To complete basic surgical courses such as ATLS, Basic surgical skills and related courses Any other duties as assigned by the Head of Department. To accept and sign a job description as per the requirements of effectively running a maxillofacial department.
<u>ENQUIRIES</u>	:	Dr. AS Singh Tel No: 033 897 3164 OR Tel No: 033 897 3058/3215
<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
<u>FOR ATTENTION</u>	:	Mrs M Chandulal
<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	25 November 2022
<u>POST 43/204</u>	:	<u>MEDICAL OFFICER: (GRADE 1, 2, 3) REF NO: GS 72/22</u> Component: Radiology Department
<u>SALARY</u>	:	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.
<u>CENTRE</u>	:	Grey's Hospital- PMB Metropolitan Complex
<u>REQUIREMENTS</u>	:	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. Senior Certificate (Grade 12) or equivalent MBCHB Degree or equivalent qualification PLUS Registration with the Health Professions Council of South Africa as a Medical Practitioner Current Registration with the Health Professions Council of South Africa as a Medical Practitioner (Only shortlisted candidates will be required to submit Proof of all documents). Note that this is an entry level training post, intended for applicants who have not yet had the opportunity to specialize. Applicants who have already done Radiology registrar time or Radiology MO time elsewhere without satisfactory academic progress will not be considered. The purpose of this post is to give the incumbent the opportunity to gain experience in Diagnostic Radiology with a view of undertaking the Radiology Part 1 exams and subsequently applying for a registrar post. Knowledge, Skills and Experience: Knowledge of clinical medicine as specified by MBCHB degree Knowledge of aspects of clinical medicine specific to the practice of radiology Ability to work within a team Sound knowledge of medical ethics Good communication skills and decision making qualities Evidence of capacity to succeed with the practical and academic requirements of Diagnostic Radiology training and to successfully compete for a subsequent registrar post. For example College of Radiology Part 1 Anatomy and/or Physics exam pass would be an advantage or Additional relevant exam-assessed qualifications or exam achievements (for example Part 1 College exam pass in a relevant clinical speciality) Above average undergraduate academic performance Evidence of academic activity relevant to radiology and/or Research experience

- DUTIES** : Participate in the provision of radiological services within the Pietermaritzburg Metropolitan Hospital complex. Interpret and report radiological procedures and studies under supervision. Comply with all departmental rules and regulations Maintain professional and ethical standards Participate in the departmental academic program Participate in the provision of after hour radiological services in Pietermaritzburg. Participation in onsite after hour service is compulsory for medical officers. Candidates appointed at Greys may be required to perform their overtime at Harry Gwala Regional Hospital. Write and pass the FC Rad Part 1 exams within 18 months of appointment. The incumbent must be prepared to rotate between Harry Gwala Regional Hospital and Greys Hospitals if required.
- ENQUIRIES** : Dr MNR Memela Tel No: 033 897 3756
- 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** : 25 November 2022
- POST 43/205** : **MEDICAL OFFICER GRADE 1 / 2 / 3 PAEDIATRICS REF NO: MO/PAEDS 01/2022 (X1 POST)**
- SALARY** : Grade 1: R833 523 – R897 939 per annum
Grade 2: R953 049 – R1 042 092 per annum
Grade 3: R1 106 037 - R1 382 802 per annum
Other Benefits: In-Hospitable Area Allowance (18% of basic salary) Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into performance contract for commuted overtime.
- CENTRE** : Prince Mshiyeni Memorial Hospital – Paediatrics
- REQUIREMENTS** : MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner Independent Practice. Current registration as a Medical Practitioner with HPCSA (2022 / 2023).Experience: Medical Officer **Grade 1**:No experience required The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 2**: 5 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 3**: 10 year's registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills, Training and Competencies: Sound clinical knowledge, competency and skills in a clinical domain. The ability to work under supervision within a large team environment Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain Ability to teach, guide and junior staff within the department.
- DUTIES** : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted to the Department. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits. Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained.

ENQUIRIES : Dr N Naidoo Tel No: 031 907 8380

APPLICATIONS : Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060.

FOR ATTENTION : Mrs TZ Makanya

NOTE : Please note that due to financial constraints, there will be no payment of S&T Claims. NB: Persons with disabilities, the African Male, Coloured Female and White Male are encouraged to apply for the post.

CLOSING DATE : 25 November 2022

POST 43/206 : **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE) REF NO: PMMH/ANM/PHC/01/22 (X1 POST)**

SALARY : R624 216 – R702 549 per annum. Other Benefits: 13th Cheque (conditions apply) Medical Aid (Optional) Home Owner Allowance (conditions apply) Inhospitable Area Allowance (8% of basic salary)

CENTRE : Prince Mshiyeni Memorial Hospital

REQUIREMENTS : Qualification: Basic R425 qualification (i.e. Degree/Diploma) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a “Professional Nurse” Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Experience: A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least seven (6) years of the period referred to above must be appropriate/recognizable nursing experience after obtaining the one (1) year post basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. Registration with the SANC (General Nursing and relevant post basic qualification) Current registration with the SANC (2022). Other requirement: appropriate/recognizable management experience in a nurse component endorsed by your HR Manager. Valid EB Driver’s License (Code 8) – the post requires visits to various primary health care facilities within the sub districts service areas. Computer literacy. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and it impacts on service delivery. Demonstrate effective communication with patients, supervisors and other members of the multi-disciplinary team. Ensure clinical nursing practice by nursing team (unit) in accordance with the scope of practice and standards as determined. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by management. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient needs, requirements and expectations (Batho Pele). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit. NB: Must be prepared to work shifts; includes weekends and public holidays.

DUTIES : Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in the Primary Health Care nurse component, in conjunction with team members, within a professional and legal framework. Coordinate processes to ensure that primary health care facilities within the Sub-District Service Area are provided with adequate support by multi-disciplinary teams attached to the PHC clinics. Ensure the maintenance of quality care standards in the Primary Health Care services. Manage, supervise, guide staff and keep records and statistics as required. Manage assets, consumables, and services effectively. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Maintain professional growth and ethical standards. Provide relief services within the team and provide after hour cover and work shifts as required. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Knowledge of Web DHIS and TIER.net

ENQUIRIES : Ms M Mlotshwa Tel No: 031- 9078203

- APPLICATIONS** : should be posted to The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060.
- FOR ATTENTION NOTE** : Mrs J Murugan
 : 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 – www.kznhealth.gov.za or www.dpsa.gov.za-vacancies.
- CLOSING DATE** : 02 December 2022
- POST 43/207** : **ASSISTANT MANAGER: NURSING (PNA-7) REF NO: AMNUR /1/ 2022 (X1 POST)**
- SALARY** : R571 242 per annum, Plus 13th cheque, Medical Aid: optional. Housing Allowance: Employee to meet prescribe requirements.
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital.
 : Grade 12 or equivalent. Degree/ Diploma in General Nursing and Midwifery. Proof of registration with South African Nursing Council. Current SANC registration. A minimum of eight 8 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 three years of the period must be appropriate/recognisable experience at management level. Recommendation: Diploma/Degree in Nursing Administration will be an advantage. Knowledge, Skills, Training and Competencies Required: Leadership, management, planning, organizing and co-ordination skills. Clinical competencies and policy formulation skills. Knowledge of Nursing care delivery approaches. Knowledge of relevant legislative framework governing the public service as well as Nursing Acts and Regulations. Good verbal and written communication skills. Conflict management, Mentorship and Supervisory skills. Basic financial management skills and computer literacy and information management.
- DUTIES** : Provide support to the nurse manager's office. Facilitate and monitor the implementation of orientation and induction program for the nursing division. Control and monitor activities in the nursing control and allocation office. Participates in recruitment processes of nurses. Facilitate and monitor the implementation of in-service training and continuous professional development. Liaise with colleges and universities with regards to student placements. Co-ordinates the allocation and efficient utilization of nurses and management of leaves. Ensures that nursing standards, ethics and practice is observed as stipulated by South African Nursing Council. Monitors and reports on performance indicators vital to good patient outcomes .Participates in Institutional Human Resource development, Statistics, Resuscitation and Clinical Governance committees. Facilitates and ensures that internal and external disaster management policies and procedures are adhered to. Facilitates and participates in formulation and review of nursing policies and protocols.
- ENQUIRIES APPLICATIONS** : Ms NO Mkhize Tel No: 031 2401063
 : 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. 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.

<u>CLOSING DATE</u>	:	25 November 2022
<u>POST 43/208</u>	:	<u>OPERATIONAL MANAGER NURSING (PHC SUPERVISOR)</u>
<u>SALARY</u>	:	Grade 1: R571 242 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements). Rural allowance 12%
<u>CENTRE REQUIREMENTS</u>	:	Mosvold District Hospital- PHC Senior Certificate (Grade 12) Degree or Diploma in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a "Professional Nurse". A post basic qualification with duration of at least one (1) year in curative skills in Primary Health Care accredited with SANC. Certificate of registration with SANC as a Professional Nurse and post basic qualification. Proof of current registration with SANC (2022) Experience: A minimum of nine (9) years appropriate/ recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/ recognizable experience after obtaining the one (1) year post basic qualification in Primary Health Care. Proof of previous current experience endorsed and stamped by Human Resource Department (Certificate of Service).
<u>DUTIES</u>	:	Manager, facilitate and co-ordinate provision of comprehensive package of service at PHC level, specialised nursing care, including priority programs and Quality improvement Programs, in conjunction within a profession and legal framework. Assist and facilitate development Operational plan, monitor the implementation and submit progress reports; Participate in clinical audits in the PHC under the establishment of Mosvold District Hospital and ensure implementation of the quality improvement plans supported by strong work ethics. Manage assets consumables, and service effectively Manage and support education, in –service training and orientation and practice development initiative in the area, maintain professional growth and ethical standards and participation in training and research. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Ensure Batho Pele principles, National Core Standards and ideal clinic priorities are implemented. Provide safe therapeutics environment that allows for practice of safe nursing care as laid down by nursing act, Occupational and safely act. Ensure completion of accident /incident reports as they occur and timeous reporting. Co-ordinate special projects and health promotion in line with the program goals of health calendar. Compile Monthly, Quarterly statistics and other reports. Maintain constructive working relationships with all skate holders i.e inter-professional, the multidisciplinary team Maintain intersect oral collaboration with other Government structures and provide support to Sukuma Sakhe Activities. Advocate and promote nursing ethics and professionalism in the clinics. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Provide continuous support to all Operational Manager in all clinics linked under Mosvold Hospital Establishment including mobile clinics. To ensure that quality data is produced, verified and submitted timeous. Being part of the information meetings, must be able to analyse data, interpret and develop quality improvement plans. Ensure proper utilisation of staff and managing performance through EPMDS.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. T.J. Dlamini (Deputy Nursing Manager) Tel No: (035 591 0122 EXT 101) Should be forwarded to: The Assistant Director: HRM, Mosvold Hospital, Private Bag X2211, Ingwavuma, 3968
<u>FOR ATTENTION</u>	:	Mr. SS. Langa

- NOTE** : The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full, failure to do may result in may result in disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the (CV). Applicants are not required to submit copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. The reference number must be indicated in the column provided on the form Z83 as per job advertisement e.g. MOS/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Shortlisted applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof {only those that are shortlisted}. All employees in the Public Service that are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the above instructions will result to your application being disqualified. Due to financial constraints S&T Claims will not be considered.
- CLOSING DATE** : 25 November 2022
- POST 43/209** : **OPERATIONAL MANAGER NURSING SPECIALITY (THEATRE) REF NO: MAD 02/ 2022**
- SALARY** : Grade 1: R571 242 - R642 933 per annum, plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
- CENTRE** : Madadeni Provincial Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e. Degree/Diploma) in general nursing and midwifery, Post basic diploma in Clinical assessment, treatment and care. Minimum of 9 years appropriate recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. One (1) year post basic qualification in Operating Theatre Nursing Science. At least five (5) years of the period referred to above must be appropriate recognizable experience after obtaining one (1) year post basic qualification in Operating Theatre Nursing Science. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the unit.
- DUTIES** : Ensure provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by Madadeni Hospital. Ensure compliance to professional and ethical practice. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Participate in staff development using EPMDS System and other work related programmes and training. Ensure that the unit complies with National Core Standards. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies, National core standards, OHSC. Participate in the formulation, analysis,

		implementation and monitoring of unit objectives, policies and procedures. Maintain accreditation standards e.g NCS, OHSC.
<u>ENQUIRIES</u>	:	Mr. RSM Ngcobo Tel No: 034 328 8137
<u>APPLICATIONS</u>	:	All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940.
<u>FOR ATTENTION</u>	:	The Recruitment Officer
<u>NOTE</u>	:	This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. EE Targets: (African Male)
<u>CLOSING DATE</u>	:	02 December 2022
<u>POST 43/210</u>	:	<u>CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 REF NO: KCD 10/2022 PREP/HTA/CONDOM DISTRIBUTION/STI/MMC/OSS/CHAPLAIN</u>
<u>SALARY</u>	:	R450 939 – R507 531 per annum. 13 th Cheque, Medical Aid (optional subject to employee must meet prescribed requirements) and Housing Allowance (subject to employee must meet prescribed requirements).
<u>CENTRE</u>	:	King Cetshwayo District Office
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12), Diploma or Degree in Nursing Science that allows registration with SANC as a Registered Nurse, Minimum of 7 years appropriate/recognizable experience in nursing after registration with SANC as a Registered Nurse in general nursing. Current registration with SANC (2020), Computer Literacy, Unendorsed valid driver's license, 1 year post basic qualification in Primary Health Care Nursing and/or HIV/AIDS Management qualification is recommended.
<u>DUTIES</u>	:	Plan, organise and conduct community rallies and events that convey health messages and practices which support health programme strategies. Develop operational plans and procurement plans to ensure that clinical strategies to manage health conditions contained under health programmes are implemented in all institutions. Monitor indicators which measure health practices in institutions, provide support and report on findings to district health management team. Network with other provincial departments and NGOs to maintain a referral service for community members thereby supporting the broader health care provision in the district. Oversee institutional health practices to ensure that these meet minimum basic standards thereby attaining provincial and national health care targets. Analyse emerging health practices and trends and introduce remedial action in conjunction with health care specialists. Participate in Operational Sukuma Sakhe. Conduct on site in-service trainings during support visits. Provide a verbal and written report to the facilities for proper follow up on gaps identified during support visits. Involve supporting partners by sharing findings on identified gaps for their support and mentoring. Participate in the development of District training Plan.
<u>ENQUIRIES</u>	:	Mr MN Mbatha Tel No. 035 787 6203
<u>APPLICATIONS</u>	:	Please forward application quoting the reference number to the Human Resource Department, King Cetshwayo District Office, Private Bag X20034, Empangeni, 3880 or hand delivered to King Cetshwayo Health District Office, 2 Lood Avenue Empangeni Rail, Human Resource Department.

FOR ATTENTION NOTE : Mr MTR Nzuza
 : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, please note in line with DPSA Circular 19 of 2022 only a Comprehensive Curriculum Vitae must be submitted together with application form. Certified copies, identity document, educational qualifications and professional registration certificates, Proof of current and previous working experience endorsed and stamped by Human Resource or Employer will only be requested from shortlisted applicants only. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification will be further required to submit evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. 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.

CLOSING DATE : 25 November 2022

POST 43/211 : **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 REF NO: KCD 11/2022**
 Communicable Diseases

SALARY : R450 939 – R507 531 per annum. 13th Cheque, Medical Aid (optional subject to employee must meet prescribed requirements) and Housing Allowance (subject to employee must meet prescribed requirements).

CENTRE REQUIREMENTS : Senior Certificate (Grade 12), Diploma or Degree in Nursing Science that allows registration with SANC as a Registered Nurse, Minimum of 7 years appropriate/recognizable experience in nursing after registration with SANC as a Registered Nurse in general nursing. Current registration with SANC (2020), Computer Literacy, Unendorsed valid driver's license, 1 year post basic qualification in Primary Health Care Nursing is recommended.

DUTIES : Plan and coordinate the application of clinical strategies associated with Communicable Diseases in the District through case investigation, outbreak control response, inspection, monitoring and evaluation (e.g. TB, Malaria, Rabies, Vaccine Preventable diseases, Covid-19 etc.), Review case report forms submitted by facilities for completeness, timeliness, adherence to policies and institution of control measures, plans which enable the efficient and effective roll out of health promotion programmes and practices, Participate in quarterly reviews, analyse results and realign strategies to improve service delivery at health institutions and clinics in the King Cetshwayo District, Ensure the efficient and effective respond to general questions from Public, Health providers, Private sector, etc. about Communicable diseases affecting the community and communicate the risks, prevention, and control measures associated with communicable diseases Monitor indicators/surveillance data which measure health practices in the District in order to provide support and report on findings to district health management, Network with other provincial departmental and NGO's to maintain a referral service for community members inclusive of community based services thereby supporting the broader health care provision in the district, Analyses emerging health practices and trends and introduce remedial action in conjunction with health care specialists, Plan, organize and conduct community rallies and events that convey health messages and practices which support prevention and control of communicable diseases, Develop, implement and manages the District surveillance plan of all communicable diseases, Ensure that all facilities are trained of notification of notifiable medical conditions, Ensure that reporting by the facilities is done as required and all surveillance data is captured and transmitted to Provincial level timeously, Evaluates all District surveillance data/ information of communicable diseases with regards to diseases trends and patterns on a daily, weekly, monthly, quarterly, yearly

and advises the District management team accordingly and Analyses all reports receive, conducts, coordinates and manage case investigation/outbreak.

**ENQUIRIES
APPLICATIONS**

: Mr MN Mbatha Tel No: 035 787 6203
: Please forward application quoting the reference number to the Human Resource Department, King Cetshwayo District Office, Private Bag X20034, Empangeni, 3880 or hand delivered to King Cetshwayo Health District Office, 2 Lood Avenue Empangeni Rail, Human Resource Department.

**FOR ATTENTION
NOTE**

: Mr MTR Nzuzo
: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, please note in line with DPSA Circular 19 of 2022 only a Comprehensive Curriculum Vitae must be submitted together with application form. Certified copies, identity document, educational qualifications and professional registration certificates, Proof of current and previous working experience endorsed and stamped by Human Resource or Employer will only be requested from shortlisted applicants only. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification will be further required to submit evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. 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.

CLOSING DATE

: 25 November 2022

POST 43/212

: **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 REF NO: KCD
12/2022**
Quality Assurance

SALARY

: R450 939 – R507 531 per annum. 13th Cheque, Medical Aid (optional subject to employee must meet prescribed requirements) and Housing Allowance (subject to employee must meet prescribed requirements).

**CENTRE
REQUIREMENTS**

: King Cetshwayo District Office
: Senior Certificate (Grade 12), Diploma or Degree in Nursing Science that allows registration with SANC as a Registered Nurse, Minimum of 7 years appropriate/recognizable experience in nursing after registration with SANC as a Registered Nurse in general nursing. Current registration with SANC (2020), Computer Literacy, Unendorsed valid driver's license, 1 year post basic qualification in Primary Health Care Nursing is recommended.

DUTIES

: Conduct inspections to ensure that Quality Assurance plans are implemented and that practices are according to specific policy. Perform training and guidance activities to instil a culture of service delivery in all service areas within the district. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery at all district health institutions. Ensure that Quality Assurance committees are established and that these have quality improvement project that significant change is recognised and rewarded. Identify best practice and implement these to continuously advance Quality Assurance in the District. Interact with university and COHSASA role players to enhance the Quality Assurance procedures and practices. Perform quality improvement audits and survey monthly and report to senior management. Identify, facilitate and co-ordinate all Quality Improvement Plans. Ensure implementation of National Core Standard and Provincial initiatives (Patients' Rights Charter & Batho Pele programme etc). Ensure that all facilities conduct Patients Experience of Care and Waiting Time Surveys. Ensure planning, co-ordination, implementation, monitoring and evaluating of the Quality Assurance programmes within the district. Co-ordinate all aspect of national core standards programme including assessments and activities to achieve National Core Standards accreditation. Co-ordinate peer review assessment. Visit facility maintain reports of such visit. Ensure all facilities

develop Quality Improvement Plans, action plans and submit monthly and quarterly and annual reports. Conduct district quality assurance meetings and attend provincial quality meetings. Provide training and update clinical and non-clinical staffs on quality issues. Ensure clinical and nursing audits are conducted to evaluate patient care. Participate in adverse events, complaints and various other related committees to improve quality. Ensure all facilities conduct Patients Experience of care and Waiting Times surveys. Co-ordinate Batho Pele and good governance programmes. Co-ordinate activities for service excellence. Support all facilities to ensure the attainment of quality compassionate patient care.

- ENQUIRIES** : Mrs NN Ngubane Tel No: 035 787 6213
- APPLICATIONS** : Please forward application quoting the reference number to the Human Resource Department, King Cetshwayo District Office, Private Bag X20034, Empangeni, 3880 or hand delivered to King Cetshwayo Health District Office, 2 Lood Avenue Empangeni Rail, Human Resource Department.
- FOR ATTENTION** : Mr MTR Nzuza
- NOTE** : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, please note in line with DPSA Circular 19 of 2022 only a Comprehensive Curriculum Vitae must be submitted together with application form. Certified copies, identity document, educational qualifications and professional registration certificates, Proof of current and previous working experience endorsed and stamped by Human Resource or Employer will only be requested from shortlisted applicants only. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification will be further required to submit evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result in your application being disqualified. 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.
- CLOSING DATE** : 25 November 2022
- POST 43/213** : **OPERATIONAL MANAGER NURSING GENERAL (MEDICAL) REF NO: MAD 05/ 2022 (X1 POST)**
- SALARY** : Grade 1: R450 939 - R507 531 per annum plus 8% Inhospital Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
- CENTRE** : Madadeni Provincial Hospital
- REQUIREMENTS** : Basic R425 Degree/ Diploma in General Nursing and Midwifery. Minimum of 7 years appropriate recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. Knowledge, Skills, Training and Competencies Required: Demonstrate an in-depth understanding of nursing legislation and related legal and ethical Nursing. Practices. Knowledge and experience of the Public Service Policies, Acts and Regulations. Sound management, negotiations, interpersonal and problem solving skills. Good verbal and written communication skills. Sound working knowledge of nursing management with specialty. Knowledge of labour relations and disciplinary procedures. Basis financial management skills.
- DUTIES** : Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or

religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. 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. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Ensure department complies with National Core Standards. Ensure effective management and utilisation of resources.

- ENQUIRIES** : Mr. R.S.M Ngcobo Tel No: 034 328 8037
- APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940.
- FOR ATTENTION** : The Recruitment Officer
- NOTE** : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. EE Targets (African Male).
- CLOSING DATE** : 02 December 2022
- POST 43/214** : **CLINICAL PROGRAMME COORDINATOR –TB REF NO: ILE/04/2022 (X1 POST)**
Component: ILE: DIV: COM DIS &TB
- SALARY** : R450 939 per annum. Benefit: 13thCheque, homeowner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
- CENTRE** : Ilembe Health District Office
- REQUIREMENTS** : Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) Degree / Diploma in General Nursing &Midwifery, Current registration with SANC as General Nurse. A minimum of 7 years appropriate/ recognizable nursing experience as a General Nurse. Valid Driver's License (Code 8). Proof of Computer Literacy Ms Office (Word, Excel, Outlook & PowerPoint) (all the above mentioned documents need not be attached on application will be requested only if shortlisted). Recommendations: Supervision and management in a maternity setting. Advanced Midwifery. N.B Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be attached (only if shortlisted) Strong interpersonal and communication skills. Report writing. Knowledge on District Health Systems. Knowledge of relevant regulation and policies. An understanding of challenges facing the Public Health sector. Ability to translate and transform objectives into practical plan. Leadership, organizational, decision making and problem solving abilities within the DHS framework. Information management skills. Ability to work under pressure. Ability to implement objectives as set for the service. Leadership skills. Organisational and decision-making abilities within the limits of the public sector and institutional policy.
- DUTIES** : Identify and assess the need for TB and MDR TB services in the District. Ensure availability and implementation of relevant policies, guidelines and protocols and monitoring and evaluating thereof. Conduct or ensure training of Health care workers on TB services. Undertake health facility visits to ensure quality TB services. Ensure constant and adequate supply of TB medication. TB stationery and TB diagnostic material. Review case report forms submitted

by facilities for completeness, timeliness, adherence to policies and institution of control measures .Ensure that TB surveillance monthly, quarterly reports are compiled. Ensure the implementation/management of TB advocacy, community awareness and mobilization programme, including partnership building. Develop, manage and coordinate the DOT supporter programme. Respond to general questions from the public, health providers, private sector, etc. about TB affecting the community and communicates the risks, prevention, and control measures associated with TB. Monitor indicators/ surveillance data which measure health practices in the District, in order to provide support and report on findings to district health management. Network with other provincial department and NGO`S to maintain a referral service for community members inclusive of community based services thereby supporting the broader health care provision in the district.

ENQUIRIES : Ms TM Banda (Deputy District Director: IDHSD) Tel No: 032 – 437 3500
APPLICATIONS : All applications should be forwarded to: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620, KwaDukuza, 4450 OR Hand delivered to: 1 King Shaka Street, King Shaka Centre, and KwaDukuza, 4450.

NOTE : Directions to Candidates: The following documents must be submitted, The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. ILE/03/2022. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit copies of qualification and other relevant documents on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s) Applicants in possession of a foreign qualifications are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested only if shortlisted. This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department."

CLOSING DATE : 25 November 2022

POST 43/215 : **PROFESSIONAL NURSE: (SPECIALTY NURSING STREAM)-CRITICAL CARE REF NO: PN (SPECNURSSTREAM) CRIT CARE /2/2022 (X4 POSTS)**
 Department:-Cardiac Neuro-surgery and Paediatric ICUs.

SALARY : Grade 1: R388 974 per annum, plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional.
 Grade 2: R478 404 per annum, plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional.

CENTRE : Inkosi Albert Luthuli Central Hospital
REQUIREMENTS : R425 Degree/Diploma in Nursing or equivalent and 1-year post basic qualification in Critical Care Nursing Science. Current registration with SANC as Professional Nurse and Critical Care Nurse Specialist. A minimum of 4 years appropriate/recognisable post registration experience as a General Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC is required. **Grade 2:** A minimum of 14 years appropriate/recognizable

experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. At least 10 years of the period referred to above must be appropriate/recognizable experience in Critical Care Specialty after obtaining the 1 year post basic qualification in Critical Care Nursing. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Demonstrate knowledge of National core Standards and OHSC norms and standards. Demonstrate knowledge in Make me Look like a Hospital Initiatives. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations, displaying a concern for patients, promoting and advocating proper treatment and care including a willingness to respond to patient's needs, requirements and expectations (Batho- Pele principles and Patients' Rights Charter). Ability to plan and organise own work and that of support personnel to ensure proper nursing care.

DUTIES : Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by all nursing and healthcare related prescripts. Implementation of programs that promote positive patient outcomes. Ensure data and information management systems are implemented and adhered to. Internal rotation of staff within the relevant specialty will be exercised. Night duty will be implemented. Acts as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area. Participates in all programs of the unit to improve quality of patient care; quality, IPC, Health and safety, health-awareness days. Performance of duties within departmental budget.

ENQUIRIES : Ms. NO Mkhize Tel No: 031 2401063
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. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert 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 : 25 November 2022

POST 43/216 : **PROFESSIONAL NURSE (SPECIALTY) (THEATRE) REF NO: MAD 03/2022) (X1 POST)**

SALARY : Grade 1: R388 974 – R450 939 per annum
 Grade 2: R478 404 – R588 390 per annum
 Plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CENTRE : Madadeni Provincial Hospital

- REQUIREMENTS** : Diploma / Degree in General Nursing A post basic qualification in Operating Theatre Nursing Science. 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 Knowledge, Skills, Training And Competencies Required: 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. Participate in nursing audits and maintain accurate records. Display a concern for patients, promoting advocating, and facilitating proper treatment and care 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** : Mr. R.S.M Ngcobo Tel No: 034 328 8137
- APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940.
- FOR ATTENTION** : The Recruitment Officer
- NOTE** : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. EE Target (African Male).
- CLOSING DATE** : 02 December 2022
- POST 43/217** : **PROFESSIONAL NURSE: (SPECIALTY NURSING STREAM)-CHILD NURSING/PAEDIATRICS REF NO: PN (SPECNURSTREAM) /PAEDS/2/2022**
Department:-Paediatric ward
- SALARY** : Grade 1: R388 974 per annum, plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional.
Grade 2: R478 404 per annum, plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional.
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : R425 Degree/Diploma in Nursing or equivalent and 1-year post basic qualification in Paediatrics/Child Nursing Science. Current registration with SANC as Professional Nurse General and Child Nurse Specialist. A minimum

of 4 years appropriate/recognisable post registration experience as a General Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC is required. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in general Nursing is required. At least 10 years of the period referred to above must be appropriate/recognizable experience in Paediatric unit after obtaining the 1 year post basic qualification in Child/Paediatric Nursing. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Demonstrate knowledge of National core Standards and OHSC norms and standards. Demonstrate knowledge in Make me Look like a Hospital Initiatives. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Be familiar with all healthcare programs aimed at improving health outcome of paediatric patients. Good human relations, displaying a concern for patients, promoting and advocating proper treatment and care including a willingness to respond to patient's needs, requirements and expectations (Batho- Pele principles and Patients' Rights Charter). Ability to plan and organise own work and that of support personnel to ensure proper nursing care.

DUTIES : Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by all nursing and healthcare related prescripts. Implementation of programs that promote positive patient outcomes. Ensure data and information management systems are implemented and adhered to. Internal rotation of staff within the relevant specialty will be exercised. Night duty will be implemented. Acts as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area. Participates in all programs of the unit to improve quality of patient care; quality, IPC, Health and safety, health-awareness days. Performance of duties within departmental budget.

ENQUIRIES : Ms. NO Mkhize Tel No: 031 2401063
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. 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 : 25 November 2022

POST 43/218 : **PROFESSIONAL NURSE SPECIALTY (MATERNITY) REF NO: EMS/09/2022**

Re – advertised: applicants who previously applied need to re -apply

SALARY : Grade 1: R388 974 – R450 939 per annum
Grade 2: R478 404 - R588 390 per annum
(Other benefits: Medical Aid (Optional) 13th Cheque PLUS 8% rural allowance, Housing allowance (employee must meet prescribed requirements)

CENTRE REQUIREMENTS : Emmaus Hospital
: Senior Certificate (Grade 12). Degree/ Diploma in General Nursing and Midwifery, PLUS 1 (one) year post basic qualification in advanced Midwifery and Neonatal Nursing Science. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing. Current registration with SANC as a General Nurse and Midwifery NB: certificate of service from previous employers is compulsory when shortlisted. Please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management (only when shortlisted) Knowledge & Skills Knowledge of Public Service acts, regulations and policies, Demonstrate and understanding of nursing legislation and related legal and ethical nursing practices, Knowledge and implementation of Batho Pele principles ,patients' rights charter and code of conduct, Leadership, supervisory and good communication skills, Team building and across cultural awareness.

DUTIES : To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures, to participate in quality improvement programs and clinical audits. Be able to identify and manage obstetrical emergencies. Proper and effective reporting of patient's safety incidents. Impart knowledge of obstetric emergency and management e.g. ESMOE drills. Provide guidelines and leadership within the unit. Assist on quality data management of programs under mother and child.

ENQUIRES APPLICATIONS : Ms. T.N.Maphumulo Tel No: 036 488 1570 EXT 8315
: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.

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

CLOSING DATE : 25 November 2022 at 16:00

POST 43/219 : **ASSISTANT DIRECTOR OCCUPATIONAL HEALTH AND SAFETY REF NO: ETH0911/2022**

Cluster: Human Resource Management

SALARY : R382 245 per annum, plus benefit i.e 13th Cheque, pension, Medical Aid (Optional) Housing Allowance (Conditional).

CENTRE REQUIREMENTS : Ethekwini Health District Office
: Senior Certificate Grade 12 or equivalent qualification; National Diploma/ Bachelor's Degree or equivalent qualification in Environmental Health or Safety Management. A minimum of three-year operational experience in a technical or trade environment. Registration with an approved professional body or Institute. Knowledge, Skills, Training, Competencies Required: Verbal and written communication. Report writing skills. Good facilitation and presentation

<u>DUTIES</u>	:	skills. Negotiation and problem solving skills. Knowledge of District Health System. Knowledge and application of the Occupational Health and Safety Act (Act 85 of 1993) and all relevant prescripts. Human Resource Management. Financial Management skills. Risk Management. Organising skills. Influencing skills. Analytical skills. Motivation skills. Aptitude of research to acquire new knowledge swiftly. Computer literacy on MS Office software application.
	:	Provide technical advice on Health & Safety issues related to the processes, including maintenance of buildings, plants, machinery and infrastructure in order to promote risk free environment. Provide Health and Safety advice guidance during planning, design and construction of new buildings and procurement of equipment. Ensure the development policies, safety manuals, guidelines and protocols to ensure that the program is managed effectively and efficiently. Assist with strategic planning initiatives to ensure that safety policy and priorities are included in all District Objectives. Oversee the effective management of Health and Safety program through the implementation of policies, legislative imperatives and relevant municipal by-laws within the District. Ensure that all institutions and facilities have functional Health and Safety Committees in accordance with the OHS Act. Manage the promotion of Occupational Health and Safety through ensuring that induction, orientation, and continual OHS training programs are developed and implemented. Ensure participation in implementation of a sustainable Internal Disaster Management system in all health facilities within the district. Co-ordinate, monitor and evaluate through audits all institutions and facilities risks by ensuring that risk assessments are conducted and action plans are attached. Ensure continued Safety Quality Improvement by ensuring that Safety Officers in the institutions and facilities develop QIPs. Ensure continued and updated OHS information is disseminated to all safety officers by conducting district meetings, attending provincial safety meeting and attending other relevant stakeholders meetings. Ensure that all incidents/ accidents are recorded, investigated and reported in terms of section 24 and 25 of the OHS Act. Serve in all institutional investigation committees for major incidents/ accidents. Ensure management of health and safety statistical information through developing monitoring tools, collecting, capturing and analyzing data for the District and reporting to Head office
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SR Hamilton Tel No: 031 273 5281 / 5340 / 5461 / 5516
	:	Posted to: The District Director EThekwini District Office, Private Bag X54318, Mayville, 4000 Or Hand delivery: The District Director EThekwini District Office; 85 King Cetshwayo Highway, Durban, 4000.
<u>FOR ATTENTION NOTE</u>	:	Mrs NF Mapumulo
	:	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. A comprehensive CV (with detailed experience) should accompany the Z83 only. Persons with disabilities should feel free to apply for the post. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. 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. Applicants in possession of a foreign qualification if shortlisted will have to bring evaluation certificate from the South African Qualifications Authority (SAQA). Non- RSA Citizens/Permanent Residents/ Work Permit holders if shortlisted will have to submit documentary proof to that effect.
<u>CLOSING DATE</u>	:	25 November 2022
<u>POST 43/220</u>	:	<u>RADIOGRAPHER – DIAGNOSTIC IMAGING REF NO: RADDIAGIMAG/1/2022 (X1 POST)</u> Department: Diagnostic Radiology
<u>SALARY</u>	:	Grade 1: R322 746 per annum, Plus 13th cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements. Grade 2: R378 402 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance: Employee must meet prescribed requirements.

**CENTRE
REQUIREMENTS**

Grade 3: R445 752 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance: Employee must meet prescribed requirements.

: Inkosi Albert Luthuli Central Hospital

: An appropriate three year National Diploma/Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer (Independent practice). **Grade 1:** No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. One year relevant experience after registration with the Health Professional Council of South Africa as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum 10 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA as a Radiographer – Diagnostic Imaging in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 21 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Knowledge, Skills Training and Competencies Required: Working knowledge of radiography principals, systems and procedures. Sound knowledge of radiation safety regulations. Sound knowledge of diagnostic radiography equipment and protocols. Knowledge of relevant public service policies, acts and regulations. Knowledge of HR related policies and procedures. Knowledge of relevant Health and Safety regulations. Good communication and sound interpersonal skills.

DUTIES

: Perform clinical radiographic duties in a completely digital radiology department that offers a 24 hour radiology service whilst adhering to the departmental policies & procedures. Perform imaging examinations whilst adhering to radiography protocols, practices, and techniques. Participate in the radiation protection and quality assurance program while adhering to the safety protocols and quality standards in compliance with the Department of Health policies and procedures. Required to produce good quality images in all diagnostic modalities which include CT scanning .Perform overtime duties as required.

**ENQUIRIES
APPLICATIONS**

: Mrs B V Mfeka Tel No: 031 240 1950

: 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. 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.
<u>CLOSING DATE</u>	:	25 November 2022
<u>POST 43/221</u>	:	<u>SOCIAL WORKER REF NO: POM 13/2022</u>
<u>SALARY</u>	:	Grade 1: R261 456 – R303 093 per annum Grade 2: R321 546 – R369 258 per annum Grade 3: R389 991 – R452 106 per annum Other benefits: 13th cheque. Medical aid (Optional). Home Owner`s allowance: Employee must meet prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Pomeroy CHC Grade 12 or equivalent. Bachelor`s Degree / Diploma in Social science / Social work. Computer literacy. All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of interview. Recommendation: Verifiable experience in a relevant field, preferably, under Employee Wellness. Knowledge; Skills; Training and Competencies Required: Sound knowledge of the Public Sector; Employee Wellness, guidelines and standards; Healthy Lifestyle Programmes, HIV/AIDS, Sick Leave, PILLIR, Stress Management etc. Proficiency in Counselling, HIV/AIDS Counselling, Crisis Intervention, Conflict Management, Change Management, Time Management, Policy Development, Tact and Diplomacy, Planning and Organisational Skills. Good interpersonal relations, communication, facilitation, presentation and report writing, innovation skills. Ability to work under pressure with good tact and diplomacy. Sound professional and ethical behaviour including professionalism, team orientation, reliability, confidentiality, etc.
<u>DUTIES</u>	:	Develop and ensure implementation of the unit plan in line with facility operational and provincial plans, including annual calendar. Ensure the implementation and maintenance of policies and procedures that will address Employee Wellness Programme at institutional level. Conduct assessments to identify personal and/or work related problems of employee. Provide short-term interventions and referring legible clients to appropriate professionals and other resources. Establish, facilitate, monitor and evaluate the impact of Employee Wellness Programmes (EWP). Provide and assessment, referral, intervention and appropriate counselling and aftercare services to employees at the institutions based on relevant qualifications and experience. Marketing and promotion of EWP within institution. Ensure the implementation of Special and Support Programmes such as HCT, Financial Wellness, that is, retirement planning, garnishee management, financial education, as well as Substance abuse and absenteeism management. To provide optimal service support to clients attending Pomeroy Cluster. Counselling and therapeutic services to victims of rape and domestic violence. Produce and maintain records of social work interviews, processes and outcomes. Improve service delivery e.g. doing educational talks to the patients and community at large, doing community awareness, visit different clinics and school from the Msinga sub-district and Visit community members and different stakeholders. Record keeping e.g. record all patients seen by social worker, record meetings and training attended. Promote work life balance. Ensure the effective efficient & economical management of allocated resources of division. Conduct psychosocial assessments of patients and their families. Foster inter-sectoral collaboration. Execute & evaluate social work programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S.L Majozi Tel No: (034) 662 3319 All applications should be posted on: Human Resource Manager; Pomeroy CHC; Private Bag X529; Pomeroy; 3020 Or Hand Deliver at Pomeroy CHC Human Resource Management Offices; Office Number 16-114.
<u>NOTE</u>	:	The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: Applications must be submitted on the prescribed most recent Application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must be originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83; e.g. Reference Number (POM

16/2021). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualifications by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (This institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s).

- CLOSING DATE** : 25 November 2022
- POST 43/222** : **HUMAN RESOURCE OFFICER SUPERVISOR REF NO: POM 15 /2022**
- SALARY** : R261 372 - R307 890 per annum. Other benefits: 13th cheque. Medical aid (Optional). Home Owner's allowance: Employee must meet prescribed requirements.
- CENTRE REQUIREMENTS** : Pomeroy CHC
Senior Certificate / Grade 12. 3-5 years' experience in Human Resource Practices. Certificate of service endorsed by Human Resource Department must be attached. Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Recommendation: Computer Literacy. PERSAL certificate Knowledge; Skills; Training and Competencies Required: 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, PowerPoint, Outlook etc. Sound management, negotiation, interpersonal, communication (written and verbal) problem-solving and supervisory skills. In depth knowledge of Human Resource practice. Ability to draw and analyse PERSAL reports. Strong leadership ability. Decision making and problem solving.
- DUTIES** : Manage day to day functioning of HR practices section and ensure high quality of service being provided. To check and approve PERSAL transaction and to give guidance to Human Resource Officers in respect of PERSAL functions. Implement policies and procedures related to Human Resources. Ensure effective utilisation of resources in the Human Resource component. Manage performance management and development for HR Officers. 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 sound Labour relations within the institution. Ensure that employment practices i.e. selection, recruitment and appointment verification of qualification, security checks, transfers and E-Disclosure are in accordance with the laid down policies and procedures. Knowledge of leave management, PILIR and service benefit. Management of overtime and commuted overtime. Ensure Debt Management processes are in line with policies and procedures. Conduct in-service trainings related to human resource matters within the institution.
- ENQUIRIES APPLICATIONS** : Mr. MP Khoza Tel No: 034-662 3408
All applications should be posted on: Human Resource Manager; Pomeroy CHC; Private Bag X529; Pomeroy; 3020 OR Hand Deliver at Pomeroy CHC Human Resource Management Offices; Office Number 16-114.
- NOTE** : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: Applications must be submitted on the prescribed most recent Application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must be originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83; e.g. Reference Number (POM 16/2021). Failure to comply with the above instructions will disqualify the

applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualifications by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (This institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s).

CLOSING DATE

: 25 November 2022