

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

**MANAGEMENT ECHELON**

- POST 44/405** : **DIRECTOR: FORENSIC PATHOLOGY SERVICES AND FORENSIC MEDICINE REF NO: G107/2022**  
Cluster: Forensic Pathology Services  
This post was previously advertised, all applicants who applied before will have to re-apply.
- SALARY CENTRE REQUIREMENTS** : R1 105 383 per annum (Level 13), an all inclusive SMS salary package  
: Head Office: Pietermaritzburg  
: An undergraduate qualification (NQF 7) in Health or Health related field; PLUS Current registration with a statutory Body; PLUS five (5) years' experience at a Middle Management level. Unendorsed valid Code B driver's license (code 8) Computer Literacy in Microsoft Software applications Recommendation: Project Management or Postgraduate Diploma in Health Services Management NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Recommendations: Knowledge, Skills, Training and Competencies Required: The ideal candidate must: Possess in-depth knowledge of the administrative and operational aspects of health facilities management have the ability to function as part of a multi- disciplinary team and to communicate effectively. Possess an appreciation of the health facility management in order: to provide advice and guidance on forensic pathology and forensic medicine services to mobilise the service in the districts in conjunction with district health managers; to acquire funding to upgrade facilities, equipment and vehicles; o influence research initiatives to meet service delivery needs; to determine policy which meets the medico-legal requirements of the prosecuting authorities; to discuss and institute international best practices in the field of forensic pathology; and forensic medicine to discuss legislative framework to positively adjust policy direction. To liaise with key stakeholders at national, provincial and local level  
Job Purpose: The incumbent of this post will report to the Chief Director Clinical Support Services and will be responsible to Manage and ensure the provisioning Forensic Pathology and Forensic Medicine Services in Kwa – Zulu Natal Department of Health. Ensure that enabling policy is developed in line with the national Health Legislative imperatives. Ensure that norms and standards are compiled in order to monitor and evaluate the performance of forensic pathology operations. Ascertain resource gaps and motivate for the development and acquisition of these to enable the rendering of an effective service. Ensure that processes are designed to protect the integrity of forensic evidence in support of legislative requirements. Provide Inspector of Anatomy Services in the Province. Render advice to senior management on matters of forensic medical nature. Ensure the effective and efficient utilization of resources.
- DUTIES** : Job Purpose: The incumbent of this post will report to the Chief Director Clinical Support Services and will be responsible to Manage and ensure the provisioning Forensic Pathology and Forensic Medicine Services in Kwa – Zulu Natal Department of Health. Ensure that enabling policy is developed in line with the national Health Legislative imperatives. Ensure that norms and standards are compiled in order to monitor and evaluate the performance of forensic pathology operations. Ascertain resource gaps and motivate for the development and acquisition of these to enable the rendering of an effective service. Ensure that processes are designed to protect the integrity of forensic evidence in support of legislative requirements. Provide Inspector of Anatomy Services in the Province. Render advice to senior management on matters of forensic medical nature. Ensure the effective and efficient utilization of resources.
- ENQUIRIES APPLICATIONS** : Mrs T.P Msimango Tel No: 033 940 2503  
: All applications should be forwarded to: The Chief Director: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street, Natalia Building, REGISTRY, Minus 1:1 North Tower
- FOR ATTENTION NOTE** : Miss N.S Buthelezi  
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications

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

**CLOSING DATE** :

02 December 2022

#### **OTHER POSTS**

**POST 44/406** :

**HEAD - CLINICAL UNIT (GERIATICS) REF NO: HCUGERIATICS/2/2022**  
Department: Geriatrics Department

**SALARY** :

R1 807 380 per annum, (all inclusive salary package excluding commuted overtime)

**CENTRE** :

Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS** :

Qualification in the appropriate health science (MBCHB or equivalent) Current registration with the Health Professions Council of South Africa as a Medical Specialist –Physician and certified as a Geriatrician. A minimum of 5 years' appropriate experience as a Medical Specialist Geriatrician after registration as a Medical Specialist with HPCSA. Recommendation: Possession or studying towards PhD will be an advantage. Knowledge, Skills, Training and Competence Required: Sound knowledge of and experience in management of Geriatric syndromes. Knowledge of national and international demography, current health and public service legislation, regulation and policy including medical ethics, epidemiology and statistics. Good communication skills and decision making. Clinical, procedural and training skills in Geriatric Medicine Experience in working in multidisciplinary teams. Ability to teach and supervise junior staff Research principles. Counselling and conflict resolution skills. Leadership, administration and management skills. Demonstrate the ability to work as part of a multidisciplinary team.

**DUTIES** :

Control and management of clinical services as delegated by the Head of Department. Maintain satisfactory clinical, professional and ethical standards related to these Services. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit and department. Conduct, assist and stimulate research. Training of undergraduate medical students, postgraduate medical students (internal medicine and sub-Speciality registrars in Geriatric Medicine) and allied Health Personnel in Geriatric Medicine and participation in formal teaching as required by the department. Promote community-orientated services and participate in outreach programmes. Conduct specialized outpatient clinics and provide expert opinion where required. After hours consultant cover for Geriatric Medicine at Inkosi Albert Luthuli Hospital. Assist with the setting of protocols for the management of Geriatric Giants and other age-related conditions. Assist with the development of clinical audit programmes in the hospitals in the above districts. Develop measures to ensure quality assurance for the Geriatric Medicine

**ENQUIRIES** :

Dr LP Mtshali Tel No: 031 2401124

**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** : 02 December 2022
- POST 44/407** : **HEAD CLINICAL UNIT (MEDICAL) GR 1 – RHEUMATOLOGY) REF NO: GS 78/22**  
Component: Department of Internal Medicine
- SALARY** : R1 807 380 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 based on Departmental operational needs. Employee must sign the commuted overtime contract form annually.
- CENTRE** : PMB Metropolitan Hospitals Complex- Greys Hospital
- REQUIREMENTS** : Senior Certificate or equivalent MBCHB or Equivalent qualification PLUS Registered HPCSA qualification as a Specialist in Internal Medicine (Specialist Physician) Certificate in Rheumatology (SA) or equivalent qualification (if not trained in South Africa) Current Registration with the Health Professions Council of South Africa as a Rheumatologist Five years (5) post registration experience as a registered Specialist Physician (only shortlisted candidates will be required to submit proof of all documents). Recommendation: Experience in managing Rheumatology service Knowledge, Skills and Experience: Sound clinical Rheumatology and patient management skills A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management. Teaching and research experience.
- DUTIES** : Incumbent to be based at Greys Hospital. Clinical Responsibilities: Participation in Tertiary Rheumatology Services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs and development of Rheumatology services in Area 2 Clinical responsibility in the discipline of Rheumatology and General Specialist Internal Medicine with after-hours participation (based on departmental operational need) Performance of clinical procedures involved in a Tertiary Rheumatology service and other procedures as may be developed. Liaison with the Department of Rheumatology, Inkosi Albert Luthuli Hospital. Management Responsibilities: Development and support of Specialist Rheumatology Services in the Tertiary Drainage area of Greys Hospital. Oversight and co-operation with Intensive Care staff in the management of patients requiring Rheumatological expertise in the Intensive Care Units of Grey's Hospital. Oversight and management of infrastructure, equipment and consumables in the Rheumatology Unit Liaison with Institutional Management in hospitals in PMB Metro, the uMgungundlovu District and the Tertiary Drainage area. Liaison with the Head Clinical Department in Internal Medicine in Pietermaritzburg and Head of Rheumatology at the University of KwaZulu Natal. Participation in and support of administrative and clinical governance activities in the PMB Departments of Rheumatology and Medicine Training

and Research Responsibilities Support of Staff Training including subspecialty Rheumatology training in the PMB Metropolitan area under the auspices of the Department of Rheumatology audiology at the University of Kwazulu Natal Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Rheumatology and Internal Medicine Participation in and support of clinical research and quality control activities in the PMB Departments of Rheumatology and Medicine.

- ENQUIRIES** : Dr K. Rasmussen Tel No: 033-897 3289
- 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, Coloured Male
- CLOSING DATE** : 02 December 2022
- POST 44/408** : **HEAD CLINICAL UNIT (MEDICAL) GR 1 – CARDIOLOGY REF NO: GS 77/22**  
Component: Department of Internal Medicine
- SALARY** : R1 807 380 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 based on Departmental operational needs. Employee must sign the commuted overtime contract form annually.
- CENTRE** : Pmb Metropolitan Hospitals Complex- Greys Hospital
- REQUIREMENTS** : Senior Certificate or equivalent MBCHB or Equivalent qualification PLUS Registered HPCSA qualification as a Specialist in Internal Medicine (Specialist Physician) Certificate in Cardiology (SA) or equivalent qualification (if not trained in South Africa) Current Registration with the Health Professions Council of South Africa as a Cardiologist Five years (5) post registration experience as a Specialist Physician (Only shortlisted candidates will be required to submit proof of all documents) Recommendation: Experience in managing a Cardiology unit Knowledge, Skills and Experience: Competent in interventional cardiology Sound clinical Cardiology and patient management skills A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management. Teaching and research experience
- DUTIES** : Incumbent to be based at Greys Hospital. Clinical Responsibilities: Participation in Tertiary Cardiology Services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs and development of Cardiology services in Area 2 Clinical responsibility in the discipline of Cardiology and General Specialist Internal Medicine with after-hours participation (based on departmental operational need) Performance of clinical procedures in the cardiac catheterization theatre that include coronary angiography, stent insertion, pacemaker insertion, intra-aortic balloon counterpulsation and other procedures as may be developed. Performance of procedures in non-invasive cardiology including two dimensional and Doppler echocardiography, tilt testing and stress ECGs. Presentation of adequately worked up cases at the Department of Cardiothoracic Surgery, Inkosi Albert Luthuli Hospital for surgical intervention. Management Responsibilities: Development and support of Specialist Cardiology Services in the Tertiary Drainage area of Greys Hospital. Oversight and management of clinical and allied staff in the Cardiology Unit and Coronary Care Unit. Oversight and management of infrastructure, equipment and consumables in the Cardiology Unit Liaison with Institutional Management in hospitals in PMB Metro, the uMgungundlovu District and the Tertiary Drainage area. Liaison with the Head Clinical Department in Internal Medicine in Pietermaritzburg and Head of Cardiology at the University of KwaZulu Natal. Participation in and support of administrative and clinical governance activities in the PMB Departments of Cardiology and Medicine Training and Research Responsibilities Support of Staff Training including subspecialty Cardiology training in the PMB Metropolitan area under the auspices of the Department of Cardiology at the University of Kwazulu Natal Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Cardiology and Internal Medicine Participation in and support of clinical

research and quality control activities in the PMB Departments of Cardiology and Medicine

**ENQUIRIES** : Dr K. Rasmussen Tel No: 033-897 3289

**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, Coloured Male

**CLOSING DATE** : 02 December 2022

**POST 44/409** : **CLINICAL MANAGER GRADE 1 REF NO: RIET 05/2022 (X2 POSTS)**  
Component: Medical (HAST, O& G and Paediatrics)

**SALARY** : Grade 1: R1 227 255 per annum (TCE package). Benefits: 22% rural allowance and commuted overtime subject to approval.

**CENTRE** : Rietvlei Hospital

**REQUIREMENTS** : Grade 1: Grade 12 (senior certificate)/ Standard 10. MB ChB or equivalent Degree Registration with the HPCSA as a Medical Practitioner .Current registration with HPCSA as a Medical Practitioner. A minimum of 3 years appropriate/ recognizable experience after registration with HPCSA as a Medical Practitioner. PLUS certificate of service endorsed by Human Resource Knowledge, Skills, Training and Competencies Required Good knowledge of applicable legislation, regulations, national and provincial policies. HPCSA regulations. Internal and external policies. Provincial drainage area mapping. National norms and standards for relevant clinical results. Patient rights responsibility Charter. Local regulations and rules regarding administrative duties. Institution's budget and PFMA. Regulatory framework of the institution. Labour Relations Act. Code of Conduct. National norms for relevant clinical results. Good interpersonal and communication skills. Interpersonal relations. Strong leadership, organizational, operational and contingency planning skills. Medical/clinical skills. Conflict management. Reporting. Administrative. Analytical and creative thinking. Independent decision-making and problem solving skills. Planning, organization and problem solving. Verbal and written communication.

**DUTIES** : Ensure effective comprehensive clinical services with respect to patient care at inpatients, outpatients and outreach levels. Ensure an effective administered clinical department. Effective education, training and research. Ensure the development and implementation of quality assurance programs in line with Provincial, National and International standards.

**ENQUIRIES** : Dr N.T Dabata-Hlaneki at 067 3555314

**APPLICATIONS** : All applications must be directed to: Attention: Miss Ntuzela, Rietvlei Hospital, and Private Bag x 501, Stafford's Post ,Via Port Shepstone, 4686 or hand deliver to Rietvlei hospital Human Resource Component.

**NOTE** : The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work. Directions to Candidates: The following documents must be submitted. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.kznhealth.gov.za](http://www.kznhealth.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Failure to produce these documents will disqualify candidates. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. The reference number must be indicated in the column provided on the form (new z83) e.g. RIET 04/2022. Please note that due to the large number of applications received, applications will not be acknowledged. However all short-listed candidates will receive written responses. Due to budget constraints the institution is unable to fund S & T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Failure to comply with the above instructions will disqualify applicants. The

appointment is subject to positive outcome obtained from security clearance, qualification verification, citizenship and previous work experience.

**CLOSING DATE** : 02 December 2022

**POST 44/410** : **MEDICAL SPECIALIST: (GRADE 1, 2, 3) REF NO: GS 76/22 (X1 POST)**  
(Upper Limb Unit- Orthopaedics)  
Component: Maxillo Facial and Oral Surgery

**SALARY** : Grade 1: R1 156 308 per annum  
Grade 2: R1 322 100 per annum  
Grade 3: R1 534 356 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 Hospital's Complex  
: Senior Certificate (Grade 12) or equivalent MBChB or equivalent FC Ortho (SA) and MMed in Orthopaedics or Equivalent qualification Registration with Health Professions Council of South Africa as a Specialist in Orthopaedics (Only shortlisted candidates will be required to submit Proof of all documents)  
**Grade 1:** Experience: Not Applicable: - Registration with HPCSA as a Medical Specialist **Grade 2:** Experience: A Minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant Discipline. **Grade 3:** Experience: A minimum of 10 years' experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant Discipline. Knowledge, Skills and Experience: Comprehensive knowledge base of a specialist Orthopaedic surgeon in a regional or tertiary hospital setting. Surgical and practical skills required from a specialist in Orthopaedic surgery in a regional or tertiary hospital setting. Possess sound knowledge of Human Resource Management, budgeting, programme implementation, monitoring and evaluation, information management and quality assurance programmes. Knowledge of current Health and Public Service Legislation, Regulations and Policy including medical ethics, epidemiology, budget control and statistics. Good communication, leadership, decision-making and clinical skills.

**DUTIES** : Service Provision: Participate in outpatient assessment and treatment, ward rounds and operative treatment of orthopaedic patients. Continuously monitor service delivery, both at Grey's hospital and referring hospitals, and to institute quality improvement measures to correct deficiencies. Help with the development of District and Regional Orthopaedic Level of Care where the need exists Participate in cost containment activities / practices Participate in provision of emergency after-hour services Management: Assist in administrative duties related to the optimal functioning and service delivery in orthopaedics at Grey's Hospital and the relevant referral hospitals. Develop protocols and clinical pathways for effective/efficient management of acute and chronic Orthopaedic conditions Ensure that data is collected, analysed on the state of Orthopaedic Service in Outlying Drainage Areas to enable Policy/Strategy development. Participate in Clinical Governance (Morbidity / Mortality) Academic / Research: Provide both Academic and Clinical service functions at the Hospital, including ward rounds, outpatients clinics, clinical training ward rounds. Train under- and post-graduate students on both bedside training and classroom training at the hospital Participate in both academic and clinical administrative activities as delegated by the Head of Department Participate in Student/Registrar Assessments Relevant Research as dictated by clinical need Outreach: Active participation in outreach programme aimed at improvement of patient access to the relevant clinical services (at least one visit a week) To ensure skills transfer through teaching activities involving the relevant staff at District/Regional Outlying Hospitals Co-ordination of Outreach Services in Area 2 with 6 monthly reports on Outreach produced.

**ENQUIRIES APPLICATIONS** : Dr A W R Mungherera Tel No: 033 – 8973299  
: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

**FOR ATTENTION NOTE** : Mrs M Chandulal  
: 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** : 02 December 2022

**POST 44/411** : **MEDICAL SPECIALIST: (GRADE 1, 2, 3) REF NO: GS 75/22 (X1 POST)**  
(Arthroplasty & Sports Medicine – Orthopaedics)  
Component: Orthopaedics

**SALARY** : Grade 1: R1 156 308 per annum  
Grade 2: R1 322 100 per annum  
Grade 3: R1 534 356 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. **Grade 1:** Experience: Not Applicable: Registration with HPCSA as a Medical Specialist **Grade 2:** Experience: A Minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant Discipline. **Grade 3:** Experience: A minimum of 10 years' experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant Discipline.

**CENTRE REQUIREMENTS** : Grey's Hospital, PMB Metropolitan Hospital's Complex  
: Senior Certificate (Grade 12) or equivalent MBChB or equivalent FC Ortho (SA) and MMed in Orthopaedics or Equivalent qualification Registration with Health Professions Council of South Africa as a Specialist in Orthopaedics (Only shortlisted candidates will be required to submit Proof of all documents) Knowledge, Skills and Experience: Comprehensive knowledge base of a specialist Orthopaedic surgeon in a regional or tertiary hospital setting .Surgical and practical skills required from a specialist in Orthopaedic surgery in a regional or tertiary hospital setting. Possess sound knowledge of Human Resource Management, budgeting, programme implementation, monitoring and evaluation, information management and quality assurance programmes. Knowledge of current Health and Public Service Legislation, Regulations and Policy including medical ethics, epidemiology, budget control and statistics. Good communication, leadership, decision-making and clinical skills.

**DUTIES** : Service Provision: Participate in outpatient assessment and treatment, ward rounds and operative treatment of orthopaedic patients. Continuously monitor service delivery, both at Grey's hospital and referring hospitals, and to institute quality improvement measures to correct deficiencies. Help with the development of District and Regional Orthopaedic Level of Care where the need exists Participate in cost containment activities / practices Participate in provision of emergency after-hour services Management: Assist in administrative duties related to the optimal functioning and service delivery in orthopaedics at Grey's Hospital and the relevant referral hospitals. Develop protocols and clinical pathways for effective/efficient management of acute and chronic Orthopaedic conditions Ensure that data is collected, analysed on the state of Orthopaedic Service in Outlying Drainage Areas to enable Policy/Strategy development. Participate in Clinical Governance (Morbidity / Mortality) Academic / Research: Provide both Academic and Clinical service functions at the Hospital, including ward rounds, outpatients clinics, clinical training ward rounds. Train under- and post-graduate students on both bedside training and classroom training at the hospital Participate in both academic and clinical administrative activities as delegated by the Head of Department Participate in Student/Registrar Assessments Relevant Research ad dictated by clinical need Outreach: Active participation in outreach programme aimed at improvement of patient access to the relevant clinical services (at least one visit a week) To ensure skills transfer through teaching activities involving the relevant staff at District/Regional Outlying Hospitals Co-ordination of Outreach Services in Area 2 with 6 monthly reports on Outreach produced.

**ENQUIRIES APPLICATIONS** : Dr A W R Mungherera Tel No: 033 – 8973299  
: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

**FOR ATTENTION NOTE** : Mrs M Chandulal  
: 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** : 02 December 2022

**POST 44/412** : **MEDICAL SPECIALIST: (GRADE 1, 2, 3) REF NO: GS 71/22 (X1 POST)**  
Component: Maxillo Facial and Oral Surgery

**SALARY** : Grade 1: R1 156 308 per annum  
Grade 2: R1 322 100 per annum  
Grade 3: R1 534 356 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. **Grade 1:** Experience: Not Applicable. Registration with the HPCSA as a Medical Specialist **Grade 2:** Experience: A minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. **Grade 3:** Experience: A minimum of 10 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist

**CENTRE REQUIREMENTS** : Grey's Hospital- PMB Metropolitan Complex  
: 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: interdisciplinary 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.

**ENQUIRIES APPLICATIONS** : Dr A S Singh Tel No: 033 897 3154 or 033 897 3058/3215  
: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

**FOR ATTENTION NOTE** : Mrs M Chandulal  
: 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** : 02 December 2022



**POST 44/413** : **MEDICAL SPECIALIST (PSYCHIATRY) REF NO: EPH04/2022**  
Cluster: KZN Department of Health

**SALARY** : Grade 1: R1 156 308 – R1 227 255 per annum  
Grade 2: R1 322 100 – R1 403 236 per annum  
Grade 3: R1 534 356 – R1 918 284 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 a performance contract for commuted overtime. (all-inclusive packages) consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules.

**CENTRE REQUIREMENTS** : Ekuhlengeni Psychiatric Hospital  
Minimum Requirements and Experience: Senior Certificate or equivalent qualification. MBCHB Degree or equivalent qualification plus appropriate qualification that allows for registration with Health Professions Council of South Africa (HPCSA) in a normal specialty (Psychiatry). Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal specialty (Psychiatry). Experience: Medical Specialist **Grade 1:** No experience required Medical Specialist **Grade 2:** Further to the minimum requirements mentioned herein, the appointment to Grade 2 requires 5 years appropriate experience after registration with HPCSA as Medical Specialist in a normal specialty. Medical Specialist **Grade 3:** Further to the minimum requirements mentioned herein, the appointment to Grade 3 requires 10 years appropriate experience after registration with HPCSA as Medical Specialist in a normal specialty. Knowledge, Skill, Training & Competencies Knowledge of current Health Legislation and policies at Public Institutions. Good communication and leadership, interpersonal and decision making qualities. Sound knowledge and skills associated with the practice of Psychiatry Demonstrate the ability to work as a part of a multidisciplinary team. Ability and experience in teaching, research and administration.

**DUTIES** : Render Psychiatric services in the hospital Ensure adherence to Professional Medical Standards Supervise and provide training to other Medical Officers, Interns and Nurses Coordinate Multi-disciplinary team Ensure that the environment complies with the Health and Safety Act, that the staff adhere to the safety precaution and that staff welfare is maintained to attain optimal productivity. Formulate and manage protocols in accordance with departmental policies that will have a positive impact on the provision of services and ensure that the staff is aware of these Develop psychiatry services and provide clinical staff with expert advice and opinion with regard to mental health care Coordinate and support the mental outreach programme Implement fiscal control measures and guidance on quality assurance to comply with the set quality standards.

**ENQUIRIES APPLICATIONS** : Mr. M Zondo Tel No: 031 – 9054 777/6/5  
All applications should be forwarded to: The Human Resource Manager: Ekuhlengeni Psychiatric Hospital: KZN Department of Health, P.O. Box 3, Umbogintwini, 4125 OR Hand delivered to: Off Old South Coast Road, Umbogintwini.

**FOR ATTENTION CLOSING DATE** : GP. Cele  
02 December 2022

**POST 44/414** : **MEDICAL SPECIALIST: SURGEON/UROLOGIST: GRADE 1 – 3 REF NO: M13/2022**  
Cluster: Hast

**SALARY** : Grade 1: R1 156 308 per annum  
Grade 2: R1 322 100 per annum  
Grade 3: R1 534 356 per annum

**CENTRE REQUIREMENTS** : Centre of Excellence Provincial Team: Northdale Hospital  
MBCHB qualification as a Medical Specialist. PLUS Current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist – General Surgery/ Urology. PLUS Unendorsed valid Code B driver's licence (Code 08). **Grade 1:** (No experience required) **Grade 2:** (5 years' experience after registration with the HPCSA as Medical Specialist) **Grade 3:** (10 years' experience after registration with HPCSA as Medical Specialist) Knowledge, Skills, Training and Competencies Required: Sound knowledge of the clinical concepts within the field of General Surgery/Urology and Male Medical Circumcisions. Appropriate skills to perform circumcisions on

complicated cases; neonatal; paediatric; adolescent and adult patients both with conventional and device methods. Manage early and late complications of circumcisions both during working hours plus on call. Ability to teach and supervise staff as an MMC Course director and CPD provider. Have scientific research; conflict management skills and organizational management skills to assist the Head Clinical Unit.

**DUTIES** : Manage and assist with the KZN MMC programme as deemed necessary by the Head Clinical Unit. Work cost effectively and safely in a high-pressured; high volume environment. Provide an emergency specialist service 24/7/365 together with the Head Clinical Unit and team of the Centre of Excellence. Assist with the development of protocols and guidelines of the MMC programme. Develop and review training course material for capacity building and technical support of health care workers. Manage complicated circumcisions and complications of circumcisions. Liase with other specialists in promoting safe MMC in all hospitals. Complete necessary administration tasks that are required by the Centre of Excellence under the guidance of the Head Clinical Unit. Coordinates and conduct research to expand the knowledge on circumcisions. Assist the Head Clinical Unit as needed to provide a safe service to all patients. Conduct clinical audits of the male medical circumcision procedures in the province to improve the quality of care. Supervision of post graduate students.

**ENQUIRIES** : Dr R Deonarain Tel No: 033 879 000/ Ext 6495

**APPLICATIONS** : All Applications Should Be Forwarded To: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street Natalia Building, REGISTRY, Minus 1:1 North Tower

**FOR ATTENTION** : Mr. A Memela

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

**CLOSING DATE** : 02 December 2022

**POST 44/415** : **MEDICAL OFFICER GRADE 2/3 REF NO: EMS/ 15/2022**

**SALARY** : Grade 2: R981 639 – R1 073 355 per annum, all package inclusive  
Grade 3: R1 139 217 - R1 424 286 per annum, all package inclusive

**CENTRE** : Emmaus Hospital

**REQUIREMENTS** : Senior Certificate. MBCHB. Registration Certificate with HPCSA as an independent Medical. Annual Registration with HPCSA for 2022. Experience **Grade 2:** Appropriate qualifications plus 5 years' experience after registration with HPCSA as a Medical Practitioner. Minimum of 6 years relevant experience after registration with HPCSA in respect of foreign qualified employees whom they are not required to perform community services. **Grade 3:** appropriate qualification plus 10 years' experience after registration with HPCSA as a Medical Practitioner. Minimum of 11 years relevant experience after registration with HPCSA in respect of foreign qualified employees whom they

are not required to perform community services required to perform community services. (Depending on group) Nature of package: the all-inclusive Remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules. 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. Knowledge & Skills Extensive medical and surgical knowledge and sound clinical skills. Knowledge of health care system and medical ethics. Knowledge of relevant acts, policies and regulations of the department of health. Good team building and problem solving. Excellent human, communication and leadership skills. Awareness of cross-cultural differences. Concern for excellence in medical care service provision. Recommendation: An ATLS/ACLS/PALS Certificate course and an additional HIV Certification/ Course will be an added advantage.

**DUTIES** : Provision of quality patient centered care for all patients attending Emmaus Hospital and the six affiliated clinics. Take history, examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services in a form of commuted overtime as per the departmental needs provide medical related information to clinical staff as may be required. Undertake on-going care of individual's patients to allow for continuity of care including clinics and outreach visit. Maintain accurate health records in accordance with legal ethical considerations. Train, supervise and guide junior staff members, including interns and Community Service Doctors. Actively participate in morbidity and mortality reviews and clinical audits. Attend and participate in continuous medical education and training. Participate in quality improvement programmes which include clinical governance and national core standards. Ensure that cost-effective service delivery is maintained within the respective department. Attend to administrative matters as required e.g. Training and supervisory role, managing leave and EPMDS of junior Drs. Observe and comply with all department policies and guidelines regulating employment relationship and clinical functioning .Perform other duties as assigned by your manager or other senior official.

**ENQUIRES APPLICATIONS** : Dr. M .J. Mochaoa Tel No: 036 488 1570 EXT: 8205  
: 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 Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources .No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful.

**CLOSING DATE** : 02 December2022 at 16:00

**POST 44/416** : **DEPUTY MANAGER NURSING REF NO: ILE/06/2022 (X1 POST)**  
Component: Nursing

**SALARY** : R881 961 per annum. Benefit: 13thCheque, homeowner's allowance, and Medical aid optional (Employee must meet prescribed conditions)

**CENTRE REQUIREMENTS** : Ilembe Health District Office  
: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate).Degree /Diploma in General Nursing &Midwifery, Current registration with SANC as General Nurse with SANC. Current proof of registration with SANC for 2021/2022. A minimum of 9 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/ recognisable experience at management level. Driver's license. Computer literacy (MS Office programmes).Proof of previous and

current work experience (certificate/s of service) endorsed and stamped by HR Office and all abovementioned documents need not be attached on application they will be requested only if shortlisted. Recommendations: Diploma in Midwifery. Diploma in Nursing Management Post basic qualification in PHC In depth knowledge and understanding of health related Acts, Regulations, Guidelines and other related policies such as Nursing Act and Regulations Health Act. Health Act and Code of Ethics. Knowledge and understanding of Professional practice of South African Nursing Council, Nursing standards of practice, Scope of Practice, Occupational Health and Safety Act and Mental Act. Knowledge and understanding of Legislative framework governing the Public services including: Skill Development Act, Public Service Regulations, Labour Relations Act, Grievance procedures and disciplinary procedures. Good Communication, report writing, facilitation, co-ordination, decision-making, leadership, negotiation, networking and interpersonal skills. Strategic planning, Responsiveness, Pro-activeness, Professionalism, Accuracy and Flexibility to work under pressure.

**DUTIES**

: To plan, direct, co-ordinate and manage the delivery of clinical and administrative support services in an effective an efficient manner, working with the key executive management team and within the legal and regulatory framework, and government requirements. Represent the KwaDukuza PHC clinics at district and public forums Provide strategic leadership for the clinics to ensure that primary care services in line with the 10-point plan, national, provincial, regional and district plans as well as the Department's strategies goals and Objectives in order improve the health outcomes. Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, financial planning, resource mobilization, including monitoring and evaluation Ensure appropriate asset management and accountability of all assets of the clinics Identify strategic and operation risks and ensure that strategies are in place to address these, as well as monitor the progress. Implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources. Promote a safe and healthy working environment through compliance with the Occupational Health and Safety Act, including occupational health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Ensure that goods and services are procured in a cost effective and timely manner. Ensure sound contract management for all contracted services. Oversee clinical governance to ensure high standards of patient care establish community networks and report to the clinic committees and other relevant oversight committees/bodies including Operation Sukuma Sakhe Structures. Accelerate implementation of comprehensive integrated community- and facility based services/ interventions to reduce the burden of disease .Ensure the integration of COVID 19 management and vaccination into routine services and other health programmes

**ENQUIRIES**  
**APPLICATIONS**

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

**NOTE**

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only if shortlisted) It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA. The applicants need not to attach proof on application that will be requested only if shortlisted. Applicants: Please ensure that you submit your

application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

- CLOSING DATE** : 09 December 2022
- POST 44/417** : **MEDICAL OFFICER TRAUMA & BURNS REF NO: MOT&B/02/2022 (X1 POST)**  
Department: Trauma and Burns Unit
- SALARY** : Grade 1: R858 528 per annum, (all inclusive salary package), excluding Commuted Overtime.  
Grade 2: R981 639 per annum, (all-inclusive Salary Package), excluding Commuted Overtime.  
Grade 3: R1 139 217 per annum, (all-inclusive salary package), excluding Commuted Overtime.
- CENTRE REQUIREMENTS** : IALCH  
: **Grade 1:** No experience required. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Officer 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 recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Ten (10) years relevant 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 recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. MBCHB Degree. Current unrestricted registration with the Health Professions Council of South Africa as a Medical Practitioner. Recommendations: Completion of the ATLS and ACLS and PALS (or APLS) courses. Proof of additional training such as Dip PEC or DA, completion of FCS (SA) training but not yet registered as specialist be submitted only when shortlisted. Knowledge, Skills, Training and Competencies Required: Sound knowledge of medicine, surgery and paediatrics including the recognition and management of emergencies in both adults and children. Knowledge of principles of peri-operative care, and supportive management of the critically ill burn or trauma patient.
- DUTIES** : Initial resuscitation, ongoing ward management and perioperative care of the acute trauma and burns patients. Assisting with the operative management of the trauma and burns patient. Participation in the audit, academic and research programs of the trauma unit. Calls will be done in the trauma ICU and cover Burns unit, during the call the successful candidate will be responsible for both trauma/burns patients and transplant unit emergencies. Calls are done on-site (NB after a minimum of 6 months the experience may be signed off as required ICU-time for the surgical intermediate exam for those not yet at that level) Participation in the burn care and trauma team. Due to the participation in the Trauma Team the requirement is for completion of ATLS/ACLS and PALS as per the TSSA Level 1 Trauma Center accreditation status.
- ENQUIRIES APPLICATIONS** : Dr. TC Hardcastle Tel No: 031-240-1000 ext 2389 / speed-dial 6195  
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Inkosi Albert Luthuli Central Hospital, Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. 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** : 02 December 2022
- POST 44/418** : **MEDICAL OFFICER: (GRADE 1, 2, 3) REF NO: GS 74/22 (X2 POSTS)**  
Component: Orthopaedics
- SALARY** : Grade 1: R858 528 per annum  
Grade 2: R981 639 per annum  
Grade 3: R1 139 217 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 MBCHB Degree or equivalent qualification PLUS 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) Recommendation Appropriate Experience in Orthopaedics in relation to Grade 2 and Grade 3 post would be an added advantage Knowledge, Skills and Experience: Computer Literacy Good knowledge of current health and public service legislation and policy ,medical ethics, epidemiology and statistics Good decision making ,analytical and communication skills Computer Literacy.
- DUTIES** : Assessment, investigation and management of patients in Clinics, Wards and ICU, including after-hour service. Consultation and communication with colleagues and junior staff. Participate in Quality Assurance /Audit and statistics and information acquisition and review. Clinical responsibility with after-hours participation. Participate in Academic Programmes in Orthopaedic Department. Assess and manage patient load and disposal in Clinics, Wards and ICU. Assisting, developing and implementing of New Services and the utilization of New Equipment. Active participation in outreach programme aimed at improvement of patient access to the relevant clinical services.
- ENQUIRIES APPLICATIONS** : Dr AWR Mungherera Tel No: 033 – 8973299  
: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
- FOR ATTENTION NOTE** : Mrs M Chandulal  
: 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** : 02 December 2022

**POST 44/419** : **MEDICAL OFFICER: (GRADE 1, 2, 3) REF NO: MONEUROLOGY/1/2022 (X2 POSTS)**  
Department: Neurology

**SALARY** Grade 1: R858 528 per annum, (all inclusive salary package), excluding Commuted Overtime.  
Grade 2: R981 639 per annum, (all-inclusive salary package), excluding Commuted Overtime.  
Grade 3: R1 139 217 per annum, (all-inclusive salary package), excluding Commuted Overtime.

**CENTRE** : IALCH

**REQUIREMENTS** : **Grade 1:** No experience required. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Officer 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 recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Ten (10) years relevant 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 recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa: Senior Certificate (Grade 12) or equivalent. MBCHB Degree or equivalent qualification. Current Registration with the Health Professions Council of South Africa as a Medical practitioner Community Service Officers may apply if eligible for HPCSA registration as an Independent Medical Practitioner within 1 months of the closing date of this advertisement. Recommendation: 6 months experience in an Internal Medicine or Critical Care Department. Post-graduate qualifications in Neurology (FCN) (SA) Part 1. Post-graduate qualifications in Diploma in Internal Medicine; Diploma in HIV Medicine. Experience working a Neurology Unit or an Internal Medicine Unit or Critical Care Unit in an academic center. Research experience as documented in publications. Knowledge, Skills, Attributes and Abilities. Sound clinical and patient management skills; human resource management; information management; quality assurance programs. Current health and public service legislation, regulations and policy, and medical ethics.

**DUTIES** : Medical care of Neurology patients. Level of care required – medical care appropriate to IALCH (Tertiary). Diagnosing and treating medical & neurological emergencies. Managing Neurology inpatients and outpatients. Consulting on referrals from other Departments and communicating with other Departments and institutions. Inter-unit rotations at facilities included in the KZN Neurology Academic Complex i.e. Greys, Ngwelezana Hospitals. Outreach services to facilities may be required either regularly or from time to time. Overtime requirements – commuted overtime within the Department of Neurology is mandatory, as required by operational demands within the Neurology after hour's service. Administration and management: Supervise junior medical staff, including in clinical work, attendance, time management, conflict management etc. Quality improvement – assist and participate in quality improvement, including audits, patient safety incident reporting and morbidity and mortality reviews. Medico-legal matters – assist with medico-legal tasks such as medical reports for insurance claims Academic programme: Training - provide in-service training to staff or be a recipient of in-service training, as appropriate for a medical officer and to meet the needs of the service. Teaching – participate in and support departmental training programmes (undergraduate, postgraduate and in-service). This includes teaching, examinations, administration, departmental talks etc. as required by the programmes. Academic activities – active participation in academic activities such as journal clubs, academic presentations and seminars etc. Research – participate in departmental research. Initiation and performance of research is required. A research project is encouraged.

- ENQUIRIES** : Dr. Vinod Patel Tel No: (0312402359)
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Inkosi Albert Luthuli Central Hospital, Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. 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** : 02 December 2022
- POST 44/420** : **DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: ILE/05/2022 (X1 POST)**  
Component: ILE  
Div: Hr Plan & OIS
- SALARY** : R766 584 per annum. Benefit: 13<sup>th</sup> Cheque, homeowner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
- CENTRE** : ILembe Health District Office
- REQUIREMENTS** : Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, A National Diploma / Degree in Human Resource Management/Public Management or Public Administration or relevant equivalent qualifications. A minimum of five (5) year experience in Human Resource Management of which three (3) years must be management experience. A Valid Drivers' license. Computer literacy (MS Office programmes). NB: all the above mentioned documents need not be attached on application they will be requested only if shortlisted. Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office need not be attached on application will be requested (only if shortlisted). Knowledge of Public Service Act, Public Service Regulations and Prescripts, Knowledge of PERSAL system, Knowledge of basic principles of HR Management. Ability to interpret and apply policies, acts, ability to comprehend Human Resource issues. Interpersonal relations, innovation and communication skills. Financial Management, Change Management, Decision making, time management, facilitation skill, risk management and good interpersonal relation skills.
- DUTIES** : Provide strategic leadership of human resource management for the district. Manage all Human Resource components, i.e. Human Resource Practices, Human Resource Planning and Development, Staff Relations and Employee Wellness. Ensure the provision efficient and effective services in the District M & E and District Office components. Monitor and evaluate human resource activities in the district. Ensure quality development of HRMS in line with NSC, ICRM and Ideal Clinic. Render an efficient and effective advisory support service with regard to Recruitment and Selection. Provide leadership for management processes for the alignment of organizational, and post establishment structures within the district in line with emerging service delivery demands as well as the imperatives set by the Annual Performance Plan of the district, Service Transformation Plan of the department budget allocations as



well as standard and workload statistics. Oversee the effective implementation of the Human Resource Management policy imperatives in institutions and ensure consistency in the application. Develop strategist aimed at improving service delivery. Ensure and facilitate the consolidation of HR Plan for the district. Provide early warnings and develop innovative solutions to overcome identified problem areas.

**ENQUIRIES** : Ms T.E Maphalala: District Director Ilembe Health District Office Tel No: 032 437 3500

**APPLICATIONS** : Please forward all applications 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.

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

**CLOSING DATE** : 09 December 2022

**POST 44/421** : **ASSISTANT MANAGER NURSING: (PHC) REF NO: OTH CHC 10/2022 (X1 POST)**

**SALARY** : R642 942 per annum. Other Benefits: 13<sup>th</sup> Cheque, 12 % rural allowance, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements)

**CENTRE** : Othobothini Community Health Centre  
**REQUIREMENTS** : Matric / Grade 12 Degree/Diploma in General Nursing and Midwifery plus one year (1) Post Basic Qualification in Clinical Nursing Science, Health Assessment, Treatment and Care Registration certificate with South African Nursing Council (SANC) as a Professional Nurse and Clinical Nursing Science, Health Assessment, Treatment and Care. A minimum of nine (09) years appropriate/recognizable experience after registration as a Professional Nurse and Midwife, with the SANC Six (06) years of the period referred to above, must be appropriate/recognizable experience after obtaining a one (01) year Post Basic qualification in Primary Health Care. At least three (03) years of the period referred to above must be appropriate and recognizable experience at management level. Current SANC Annual Practising Certificate 2022 (only when shortlisted). Recommendation: Degree / Diploma in Nursing Management will be an added advantage. Knowledge, Skills, Attributes And Abilities Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing in the Public Services. In-depth knowledge of Primary Health Care protocols and guidelines. Basic understanding and knowledge of HR and Finance policies. Good report writing, project management and facilitation skills. Good communication skills both verbal and written. Good interpersonal, team building and problem solving skills. Sound leadership, management planning, organizing and co-ordinating skills. Demonstrate basic computer literacy as a support tool to enhance service delivery.

- DUTIES** : Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing in the Public Services. In-depth knowledge of Primary Health Care protocols and guidelines. Basic understanding and knowledge of HR and Finance policies. Good report writing, project management and facilitation skills. Good communication skills both verbal and written. Good interpersonal, team building, conflict management and problem solving skills. Sound leadership, management planning, organizing and co-ordinating skills. Demonstrate basic computer literacy as a support tool to enhance service delivery.
- ENQUIRIES** : Mr. L.S Zulu Tel No: 035 572 9002
- APPLICATIONS** : Please forward applications quoting reference number to: The Human Resources Manager, Othobothini CHC, Private Bag X 012, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website-[www.kzhealth.gov.za](http://www.kzhealth.gov.za) Curriculum Vitae (CV) only. Applicants are not required to submit copies of ID.Std 10 Certificate, educational qualifications, Certificate of service/Proof of experience signed by HR officer such Documents will be required only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful. African Males are most welcome to apply.
- CLOSING DATE** : 02 December 2022
- POST 44/422** : **ASSISTANT MANAGER NURSING PRIMARY HEALTH CARE REF NO: ILE/07/2022 (X1 POST)**  
Component: Nursing
- SALARY** : R642 942 per annum. Benefit: 13<sup>th</sup> Cheque, homeowner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
- CENTRE** : ILembe Health District Office
- REQUIREMENTS** : Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate)/Degree /Diploma in General Nursing &Midwifery, Current proof of registration with SANC as General Nurse. For 2021/2022.A minimum of 10 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 6 years of the period must be appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. At least three (3) years of the period referred above must be appropriate/recognizable at PHC management level. Valid Driver's License (Code 8). Computer literacy (MS Office programmes) N.B Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office as well as all abovementioned documents) need not be attached on application they will be requested (only if shortlisted) In-depth knowledge of nursing legislation and related legal and ethical practices. In depth knowledge of Primary Health Care protocols and guidelines. Basic understanding and knowledge of HR and financial policies, Good report writing and facilitation skills including basic computer skills. Good communication skills both verbal and written. Conflict management skills. Good interpersonal and team building skills. Ability to plan and organize own work, time and that of supportive personnel. Knowledge of the challenges that are facing Department of Health. Ability to work under pressure.
- DUTIES** : Provide strategic leadership in the provision of integrated and comprehensive primary care services within the sub- district Advocate and ensure promotion of nursing ethos and professionalism. Manage and utilize resources i.e. human financial, physical and material in accordance with relevant directives and legislation. Analyse staffing needs and develop a plan to meet the needs and continuously review, explore and utilization opportunities for professional development to enhance professional knowledge. Facilitate implementation of primary health care engineering. Develop business and operational plans that are aligned to the strategic goals and objectives of the department. Ensure functionality of community governance structures. Institutionalize Community Oriented Primary Concept as a Service Delivery Model. Create an enabling environment for proper Health Information Management and utilization for decision making .Facilitate health programme coordination, integration and

supportive supervision. Ensuring that there is a well communicated referral system from household level. Ensure collaboration with all stakeholders in the promotion of quality of life of all individuals in the Sub-District through Operation Sukuma Sakhe (OSS) Strategy .Facilitate the decongestion of clinics through the implementation of differentiated models of care. Monitor and audit compliance to norms and standards (through NCS and ideal clinic assessments and clinical audits).Ensure effective management of patient safety incidents and patient complaints. Facilitate the integration of COVID 19 management and vaccination into routine services Ensure that occupational health and safety principles are adhered to in all clinics. Ensure clinics have access to medical, allied and mental health practitioners.

**ENQUIRIES APPLICATIONS**

: Ms TM Banda (Deputy District Director: IDHSD) Tel No: 032 – 437 3500  
 : All Applications Should Be Forwarded To: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620, KwaDukuza, 4450 OR Hand delivered to: 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza, 4450

**FOR ATTENTION NOTE**

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

**CLOSING DATE**

: 09 December 2022

**POST 44/423**

: **OPERATIONAL MANAGER NURSING – PHC DANGANYA REF NO: OMN DAN / PHC 01/2022**

**SALARY**

: R588 378 – R662 220 per annum. Other Benefits: Home Owner Allowance (conditions apply) 13th Cheque (conditions apply) Medical Aid (Optional) Inhospitable Area Allowance (8% of basic salary)

**CENTRE REQUIREMENTS**

: Prince Mshiyeni Memorial Hospital – Danganya PHC  
 : Degree or Diploma in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a “Professional Nurse”A post basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with SANC. Certificates of registration with SANC as a Professional Nurse and post basic qualification. Current registration with SANC (2022). Experience: A minimum of nine (9) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/ recognizable experience after obtaining the one 1 year post basic qualification in Primary Health Care. Knowledge, Skills, Training And Competencies Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing in the Public Services Knowledge of nursing care processes and procedures Appropriate understanding of Scope of Practice and nursing standards Thorough knowledge of quality assurance standards as directed by Negotiated Service Delivery Agreement, National Core Standards, Patient Rights Charter, Batho Pele Principles, Sound knowledge of Labour Relations Act Leadership, supervisory, organizing, decision making, problem solving abilities skills

		Coordination and Report writing skills Time management Personal attributes: responsiveness, professionalism, supportive, assertive and must be a team player. Good communication and interpersonal skills and ability to function well within a team. Demonstrate a basic understanding of HR and Financial Policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery.
<b><u>DUTIES</u></b>	:	Facilitate provision of comprehensive package of service at PHC level including priority programs and Quality Improvement Programs Develop clinic Operational Plan, monitor the implementation and submit progress reports; Participate in clinical audits in the facility and ensure implementation of the quality improvement plans supported by strong work ethics Ensure proper control and effective utilization of all resources including HR, Financial, vehicles and exercise care over government property. Supervise the community outreach teams and ensure submission of the reports Ensure staff development and monitor staff performance according to EPMDS Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Ensure Batho Pele principles, National Core Standards and ideal clinic priorities are implemented.
<b><u>ENQUIRIES</u></b>	:	Mrs M Mlotshwa Tel No: 031 907 8203
<b><u>APPLICATIONS</u></b>	:	Applications should be posted to: The Human Resource Department Prince Mshiyeni Memorial Hospital, Private Bag X07, Moberi, 4060.
<b><u>FOR ATTENTION</u></b>	:	Mrs TZ Makanya
<b><u>NOTE</u></b>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Please note that due to financial constraints, there will be no payment of S&T Claims. NB: Persons with disabilities, the African Male, Coloured Female and White Male are encouraged to apply for the post.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/424</u></b>	:	<b><u>OPERATIONAL MANAGER GRADE 1 SPECIALTY: – HAST / ICDM REF NO: OTH CHC 09/202022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R588 378 per annum. Other Benefits: 12% Rural Allowance, 13th cheque, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements)
<b><u>CENTRE</u></b>	:	Othobothini Community Health Centre
<b><u>REQUIREMENTS</u></b>	:	Matric / Grade 12 Certificate. Degree/Diploma in General Nursing and Midwifery plus one year (1) Post Basic Qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Registration certificate with South African Nursing Council (SANC) as a Professional Nurse and Clinical Nursing Science, Health Assessment, Treatment and Care. A minimum of nine (09) years appropriate/recognizable experience after registration as a Professional Nurse, with the SANC. Five (05) years of the period referred to above, must be appropriate/recognizable experience after obtaining a one (01) year Post Basic qualification in Primary Health Care. Current SANC Annual Practising Certificate (2022). Valid code B driver's license. Recommendation: Computer Literacy. Valid driver's licence Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing in the Public Services. Knowledge of HAST and Chronic Diseases Management programs. Ability to formulate patient care related Standard Operating Procedures and protocols. Report writing, project management and facilitation skills. Good communication skills; both verbal and written. Good interpersonal, team building, conflict management and problem solving skills. Sound leadership, management planning, organizing and time management skills. Knowledge of public service policies, Acts and regulations. Demonstrate basic computer literacy as a support tool to enhance service delivery.
<b><u>DUTIES</u></b>	:	Implement, monitor and evaluate National Strategic Plan on HIV, TB and STI at the CHC and its five feeder clinics. Plan, coordinate, implement and monitor services rendered in collaboration with other stakeholders. Oversee the implementation of HAST program in the facility, PHC clinics and PHC outreach platforms; providing support through training and mentoring. Ensure the

development and implementation of clinical standard operating procedures, guidelines and protocols related to the HAST program. Monitor and evaluate the outcomes of HAST and ICDM programs, including working within the multidisciplinary team. Assist in the implementation of priority programs in the unit and within the facility; including Ideal CHC realisation and Norms and Standards. Ensure integrated approach in the implementation of various priority programs to ensure provision of seamless service delivery. Ensure good clinical governance, through quality service, innovation and clinical care by upholding relevant ethical and professional principles. Improve HIV, TB, STI, Hypertension, Diabetes and Mental Health outcomes by constantly monitoring and evaluating key indicators of the program. Use data to monitor disease trends in the community and utilise data to meet the health needs of the community. Participate in Quality Improvement activities that are aimed at improving performance of the HAST program. Ensure that all complaints and Patient Safety Incidents are dealt with in accordance with relevant legislations and guidelines. Ensure staff development and performance by implementing EPMS, including attending to discipline, grievance and other labour related issues using laid down policies and procedures. Ensure effective and efficient utilization of all resources allocated to the unit. Ensure implementation of appropriate Infection Control measures within the department. Ensure implementation, monitoring and evaluation of all programs in the area of responsibility.

- ENQUIRIES** : Mr. L.S Zulu Tel No: 035 572 9002
- APPLICATIONS** : Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.
- NOTE** : Applications must be submitted on the new Application for Employment Form (Z83), which is obtainable at any Government Department or from website-[www.kzhealth.gov.za](http://www.kzhealth.gov.za) and Curriculum Vitae (CV). Applicants are not required to submit Copies of ID, Std 10 certificate, educational qualifications, certificate of service / proof of experience signed by HR office such documents will be requested only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful. African Males are most welcome to apply.
- CLOSING DATE** : 02 December 2022
- POST 44/425** : **OPERATIONAL MANAGER NURSING (PHC) REF NO: ITSH 21/2022**
- SALARY** : R588 378 - R662 220 per annum. Other Benefit: 13th cheque, Housing Allowance (employee must meet the prescribed requirement) 12% Rural allowance and Medical Aid (optional)
- CENTRE** : Itshelajuba Hospital -Altona Clinic
- REQUIREMENTS** : National Senior Certificate grade 12 or standard 10. Degree/National diploma in General Nursing and Midwifery plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as a General Nurse and Midwifery. A minimum of 9 years appropriate/ recognizable experience in nursing after registration as a professional nurse with SANC as general nurse and midwifery. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in the relevant specialty (PHC). Recommendations: A valid driver's license. Computer literate .Knowledge on AYFS, NIMART training, ICRM programme will be added advantage. Diploma/Degree in Nursing Management and Administration. Knowledge, Skills and Competencies Required: Good management and analytical skills. Good communication leadership and interpersonal skills, problem solving skills, conflict management and decision making skills. Ability to work in a team. Knowledge of Public service acts, regulations and policies. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Knowledge and experience in implementation of Batho Pele Principles, Patients Right's Charter and code of conduct. Computer skills in basic programmes. Human Resources Management and Basic financial management skills.

<b><u>DUTIES</u></b>	:	Assist in planning, organising and monitoring of objectives of the facility. Manage all resources within the unit effectively to ensure optimum service delivery. Ability to plan and organize own work and that of support personnel to optimum service delivery. Monitor provision of quality comprehensive service delivery. Work as part of multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and multidisciplinary team. Monitor safe patient service and improve client satisfaction. Participate in the attainment of National Core Standard. Contribute to the realization of ideal clinic (ICRM) status norms and standards. Participate in the analysis and formulation of SOP for the facility. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Finance Management policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits. Supervise and monitor implementation and performance of PHC Re- Engineering/ Community based model. Monitor implementation and performance of indicators on daily, weekly, and monthly basis, provide feedback to management, analyses data and draw quality improvement plan and implementation thereof. Exercise control of discipline and any other Labour related issues in terms of the laid down procedures. Ensure complaint management is functional in the Clinic. Ensure functionality of the clinic committee programme so that community involvement and participation is achieved. Conduct Clinic open days. Monitor and evaluate employee's performance through EPMS for relevant staff. Ensure data management is done as per prescripts, daily capturing and monthly report. Ensure proper and optimal utilization of resources and exercise care over government property. Incumbent will be expected to work extended hours (overtime) including after hour on call. Demonstrate knowledge of clinical programme i.e. MCWH, HAST and NCD including all monitoring systems attached to each programme. Ability to access retrieves electronic report, analyse and use them to improve clinical care.
<b><u>ENQUIRIES</u></b>	:	All enquiries should be directed to Ms CN Mwelase Tel No: 034 413 4000
<b><u>APPLICATIONS</u></b>	:	All applications must be addressed to Itshelejuba Hospital Private Bag x0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital
<b><u>NOTE</u></b>	:	Applications must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za it must be accurately completed and signed. Reference number must be indicated in the column provided on the Z.83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 and a detailed and informative curriculum vitae (Experience must be clearly indicated with full dates and positions). Documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. The correct reference number must be indicated in the column provided on z83.E.g reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Person with disabilities should feel free to apply for the post.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/426</u></b>	:	<b><u>OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO: MURCH- THEMB 01/2021 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R588 378 per annum. Other Benefits 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
<b><u>CENTRE</u></b>	:	Murchison Hospital-Thembalesizwe Clinic
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate Degree / Diploma in General nursing plus 1 year post basic qualification in Primary Health Care or 1 year post basic qualification in

Community Nursing Science with specialization in Clinical Nursing Science, Health Assessment, Treatment and Care as per R212 SANC Regulation. Current registration with SANC as a General Nurse and Primary Health Care Nurse A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which 5 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care or one year post basic qualification in Community Nursing Science with specialization in Clinical Nursing Science, Health Assessment, Treatment and Care as per R212 SANC Regulation. Valid Code 08 Drivers license Knowledge, Skills and Competencies: Knowledge of nursing care and processes and procedures, nursing statutes, and other relevant legal frameworks Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework and good communication skills Interpersonal skills including public relations, negotiating, conflict handling and counseling skills Financial and budgetary knowledge pertaining to the relevant resources under management Insight into procedures and policies pertaining to nursing care Computer skills in basic programmes.

**DUTIES**

: Monitor and evaluate the performance of primary health care services and systems within the designated services area in line with, public health indicators, set norms, standards and targets with a view to report thereon and to initiate corrective action timeously. Analyze health policy and programme imperatives with a view to develop customized implementation strategies to guide the primary health care service providers in the service area towards complying with the stated norms, standards and targets. Identify “transversal “primary” health care and systems barriers (including emerging health trends in the service area) with a view to ensure corrective action at an appropriate level. Ensure and monitor that primary health care services within the designated services area are provided with adequate support by multi-disciplinary teams attached to the CHC / district hospital as well as from shared corporate service providers attached to the mothering institution. Ensure an integrated approach with the implementation of various primary health care programmes to provide a seamless service delivery platform, including the prioritizing of needs within the service area and the allocation of resources accordingly. Ensure the effective and efficient utilization of allocated resources, including the development of staff, budgetary, procurement planning inputs and maintenance of prescribed information management systems(s).

**ENQUIRIES  
APPLICATIONS**

: Mr LG Nyawo Tel No: 039-6877311 ext. 130  
All applications should be forwarded to: Chief Executive Officer P/Bag X701, Portshepstone, 4240 or Hand Delivered to: Human Resources Department Murchison Hospital

**NOTE**

: The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 01/2022 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target

for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

- CLOSING DATE** : 09 December 2022
- POST 44/427** : **OPERATIONAL MANAGER GENERAL (CASUALTY) REF NO: EMS/16/2022**
- SALARY** : Grade 1: R464 466 – R522 756 per annum  
Grade 2: R538 449 - R571 245 per annum  
Other benefits: Medical Aid (Optional) 13th Cheque PLUS 8% rural allowance, Housing all
- CENTRE** : Emmaus Hospital
- REQUIREMENTS** : Senior Certificate (Grade 12). Degree/ Diploma in General Nursing and Midwifery .A minimum of 7 years appropriate /recognizable nursing experience after registration as professional nurse .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 Leadership, Management, planning, organizing and co-ordination skills. Knowledge of relevant acts, prescripts, policies and procedures governing health care service delivery. Sound knowledge of nursing care delivery approaches and scope of practice in the areas under their control. Sound knowledge of priority programs clinical guidelines, protocols, policies and procedures and best practices in nursing care service delivery. Good communication, interpersonal, negotiation, decision making, problem solving, conflict management, counselling, teaching, mentorship and supervisory skills. Knowledge of code conduct, Labour Relations and related policies.
- DUTIES** : Ensure effective management, supervision and utilization of human resources and material resources. Ensure adherence to prescribed nursing policies and procedures. Co –ordinate all services within the Hospital. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Ensure that all quality and infection control initiatives are adhered to i.e NCS/ Ideal Hospita. Deal with disciplinary and grievance matters and effective monitoring of absenteeism and monitor covering of unit. Evaluate and monitor compliance with clinical protocols, norms and standards of the hospital. Ensure effective data management e.g. daily data verification, monitoring of indicators. Manage complaints and PSI within the hospital. Ensure that impact indicators and monitored and action plans are developed to improve on the outcomes. Effective implementation of triage system. Effective co- ordination of special clinics in OPD (Men's health, MHCU, Orthopaedic, POPD)
- ENQUIRES** : Ms. PPJ van der Plank Tel No: 036 488 1570 EXT 8204
- APPLICATIONS** : Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Application should be submitted on the most recent form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidates will be required to submit certified copies of qualifications.ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful.
- CLOSING DATE** : 02 December 2022 at 16:00
- POST 44/428** : **OPERATIONAL MANAGER NURSING (GENERAL) REF NO: EMS/19/2022**
- SALARY** : Grade 1: R464 466 – R522 756 per annum, inclusive package  
Grade 2: R538 449 – R571 245 per annum, inclusive package  
Plus Rural allowance (18%). Plus commuted overtime



<b><u>CENTRE REQUIREMENTS</u></b>	: Emmaus Hospital : Basic R425 Degree/ Diploma in General Nursing and midwifery. Current Registration with SANC (2022). A minimum of 7 year. Appropriate /recognizable after registration as a professional nurse. 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 Leadership, Management, planning, organizing, and co-ordination skills. Knowledge of relevant acts, prescripts, policies and procedures governing health care service delivery. Sound knowledge of nursing care delivery approaches and scope of practice in the areas under their control. Sound knowledge of priority programs clinical guidelines, protocols, policies and procedures and best practices in nursing care service delivery. Good communication, interpersonal, negotiations, decision-making, problem solving conflict management, counselling, teaching, mentorship and supervisory skills. Knowledge of code of conduct, Labour relations and related policies.
<b><u>DUTIES</u></b>	: Ensure effective management, supervision and utilization of human materials resources .Ensure adherence to prescribed nursing policies and procedures. Co-ordinates all services within the hospital .Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care .Ensure that all quality and infections control initiatives are adhered to i.e. NCS /ideal hospital .Deal with disciplinary and grievance matters and effective monitoring of absenteeism and monitor covering of wards .Evaluate and monitor compliance with clinical protocols ,norms, standards of the hospital .Ensure that clinical governance principles are adhered too and ensure that audits are conducted .Manage complaints and PSI within the hospital .Ensure effective data management e.g. daily data verification ,monitoring of indicators .Ensure that impact indicators are monitored and action planned are developed to improve on the outcomes. Effective management of Mental Health users and implementation of policy.
<b><u>ENQUIRES APPLICATIONS</u></b>	: Ms. PPJ van der Plank Tel No: 036 488 1570 (ext 8204) : 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.
<b><u>FOR ATTENTION NOTE</u></b>	: Human Resource Manager : Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources .No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful.
<b><u>CLOSING DATE</u></b>	: 02 December 2022 at 16:00
<b><u>POST 44/429</u></b>	: <b><u>OPERATIONAL MANAGER NURSING - GENERAL REF NO: MONT 08/2022 (X1 POST)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R464 466 per annum, (OSD) : Montebello Hospital - OPD : Senior Certificate or Equivalent qualification, Degree/ Diploma in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with SANC as General Nurse and Midwife. A minimum of seven (7) years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General nursing. Current annual practicing certificate (SANC Receipt).
<b><u>DUTIES</u></b>	: Manage and monitor proper utilization of resources. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the

implementation of nursing plan and evaluation thereof. Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multidisciplinary teamwork.) Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Perform multi-skilled and complex nursing care duties requiring frequent interpretation of information. Monitor and supervise staff performance in Out Patient Department, Emergency, Eye Clinic and POPD. Ensure that a healthy and safe working environment is maintained. Monitor and control the quality of patient care through Ideal Hospital Realization, Key health Priorities. Ensure implementation of priority programmes and maintenance of accreditation, Covid 19 screening, testing and vaccination, MMC etc. Compile daily weekly, monthly and quarterly statistics including Nerve Centre data. Will be required to relieve in the Matrons office after hours and during the weekends.

- ENQUIRIES** : Ms N.K.E. Ngubane Tel No: 033- 506 7000
- APPLICATIONS** : All applications should be forwarded to: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.
- CLOSING DATE** : 02 December 2022
- POST 44/430** : **CLINICAL PROGRAMME COORDINATOR: TRAINING AND DEVELOPMENT REF NO: UTHUK 09/2022 (X1 POST)**  
Re-advertised
- SALARY** : R464 466 – R522 756 per annum. Other Benefits: 13th Cheque, Home Owner's Allowance (Conditional), Medical Aid (Optional)
- CENTRE** : Uthukela District Office
- REQUIREMENTS** : Matric (National Senior Certificate). Bachelor's Degree/National Diploma in General Nursing. Current registration with the South African Nursing Council (SANC 2022 Receipt). A minimum of 7 years appropriate / recognizable nursing experience as a General Nurse. Valid Driver's License. The ideal candidate must have Report writing abilities. Financial management skills. Empathy and counselling skills. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. Computer literacy with a proficiency in MS Office Software applications.
- DUTIES** : Develop curricula based on monitoring and evaluation activities within the District in conjunction with health care specialist. Ensure alignment of all district training plans to the National development plan. Monitor the training health budget and ensure timeous procurement of all required resources. Monitor that all facilities are well covered in terms of training, for comprehensive and quality

service delivery. Ensure programme integration into Operation Sukuma Sakhe objectives, both at hospital and PHC levels. Ensure sustainable training plan for all personnel during and beyond the Covid19 pandemic and ensure prompt and proper referral to next level of care. Participate in quality improvement programmes and clinical audits. Ensure the effective, efficient and economical management of allocated resources of the division. Assist with training of schools to achieve health promoting schools. Identify, network with, train NGOs, Education department, to assist in the quest for quality health care in the District. Arrange in conjunction with District Human Resource Development department, for delegates to attend training courses. Compile and manage data of health care training providers which can assist in extending the health care training function including post training quality assessments.

**ENQUIRIES  
APPLICATIONS**

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

**FOR ATTENTION  
NOTE**

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

**CLOSING DATE**

: 02 December 2022

**POST 44/431**

: **CLINICAL PROGRAMME COORDINATOR: HIV/AIDS-HCT, STI AND HTA (HAST) REF NO: UTHUK 10/2022 (X1 POST)**  
 Re-advertised

**SALARY**

: R464 466 – R522 756 per annum. Other Benefits: 13th Cheque, Home Owner's Allowance (Conditional), Medical Aid (Optional)

**CENTRE  
REQUIREMENTS**

: Uthukela District Office  
 : Matric (National Senior Certificate). Bachelor's Degree/National Diploma in General Nursing. Current registration with the South African Nursing Council (SANC 2022 Receipt). A minimum of 7 years appropriate / recognizable nursing experience as a General Nurse. Valid Driver's License Recommendation: Previous experience in HAST Programmes /activities. The ideal candidate must have: Demonstrate in depth knowledge and understand of HR policies and procedures, PFMA and the legislative framework governing the Public Service. Good communication, leadership, interpersonal and problem solving skills. Ability to function well within a team. Conflict management and negotiation skills. Knowledge of SANC Rules and Regulations. Decision making skills. Computer literacy.

**DUTIES**

: Plan, organise and conduct community dialogues and events that convey health messages and practices which support health programme strategies. Ensure that clinical strategies to manage health conditions contained under the health programs are implemented in all institution. Monitoring indicators which measure health practice in institutions, provide support and report on findings to District Health Management. Network with other provincial departments 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. Coordinate human resource management under HTA Program. Ensure availability and implementation of relevant policies, guidelines and protocols and monitor and evaluation. Conduct or ensure training of health care workers on HAST service. Respond to general enquires from the public health providers, private sector etc. about HAST, affecting the community and communicate risks, prevention and control measures associated with HAST. Ensure implementation /management of HAST

		advocacy, community awareness and mobilization programme, including building partnerships. Undertake health facility visits to support and ensure quality HAST services.
<b><u>ENQUIRIES</u></b>	:	Ms. L.S Phungula Tel No: 036 631 2202
<b><u>APPLICATIONS</u></b>	:	All applications should be forwarded to: The Human Resources Manager Uthukela Health District office, Private Bag X 9958, Ladysmith, 3370, OR Hand Delivered to HR Officer (Room 20) 32 Lyell Streets, Ladysmith, 3370.
<b><u>FOR ATTENTION</u></b>	:	Ms. P.P Mnguni
<b><u>NOTE</u></b>	:	Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources .No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No subsistence and travelling allowance will be paid for interview attendance.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/432</u></b>	:	<b><u>CLINICAL PROGRAMME CO-ORDINATOR – TB CONTROL REF NO: UGU 04/2022</u></b>
<b><u>SALARY</u></b>	:	R464 466.per annum, plus 13th cheque, Medical Aid (Optional), Rural allowance (on claim basis) Home owner's allowance (employee must meet prescribed requirements)
<b><u>CENTRE</u></b>	:	Ugu Health District Office
<b><u>REQUIREMENTS</u></b>	:	Senior certificate. B Degree / National Diploma in General Nursing that allows registration with the South African Nursing Council (SANC) as a General Nurse. Minimum 7 years appropriate / recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Current registration with SANC (2022 SANC receipt). Valid Code EB/ C1 license (Code 08 or 10). Recommendations: Post basic certificate for Nursing Health Science. Assessment, diagnosis, treatment and care. Knowledge of TB electronic register / database. Knowledge of TIER.NET and DHIS system. Computer Literacy Knowledge: Project management. Excellent management, facilitation, communication and interpersonal skills. Ability to do PowerPoint presentations. Report writing skills. Financial management skills. Empathy and counselling skills and knowledge. Ability to make independent decisions. An ability to prioritize issues and other work related matters and to comply with timeframes. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. A clear understanding of challenges facing the Public Sector. Ability to work under pressure. Ability to meet the set targets.
<b><u>DUTIES</u></b>	:	Develop, coordinate, manage and facilitate planning for TB programme in the district. Collect, manage (Review, validate, analyse and evaluate), coordinate and investigate TB surveillance data and draw action plans. Monitor the implementation of strategies contained in the health programme plan. Oversee the reporting of notifiable Medical Condition by all Institutions and TB control programme in the district. Liaison with government and NGO's on issues relating to TB control programme. Ensure good working relations with all role players and relevant stake holders. Analyze emerging health practices and trends and introduce remedial action in conjunction with health care specialist. Participate in Operation Sukuma Sakhe Programmes. Participate in nerve centre meetings in the sub-districts, district and province. Provide support and mentoring to facilities within the district. Submission of the monthly and quarterly report to provincial TB programme Collaborate with district support partners in addressing the continuous quality improvement plans in the facilities. Ensuring that all facilities have relevant and updated guidelines and standard operating procedures of TB programme. Monitor the efficient utilization of the human resources under TB programme services. Manage the EPMDS of the staff under TB programme in the district.
<b><u>ENQUIRIES</u></b>	:	Mr. BI Khowane Tel No: 039 – 688 3000

- APPLICATIONS** : Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240
- FOR ATTENTION NOTE** : Mr. J.L. Majola
- : Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae only. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and emailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof (only when shortlisted).
- CLOSING DATE** : 20 December 2022
- POST 44/433** : **OPERATIONAL MANAGER NURSING: GENERAL STREAM REF NO: OPMAN (GEN NURS-CARDIOTHOR)/1/2022**  
Department: Cardiothoracic ward
- SALARY** : Grade 1: R464 466 per annum, plus 13th Cheque, Housing Allowance: employee to meet prescribed requirements and Medical Aid: Options
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
- : Degree / Diploma in General Nursing (R425 qualification or equivalent). Current registration with SANC as General Nurse and Midwife. A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General nursing is required. 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 patients' needs, requirements and expectations. Demonstrate ability to provide support and guidance within the unit. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate working knowledge of the hospital information system to enhance quality in the service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to manage data and information management of the department. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the unit.
- 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 as determined legislative framework and national Core Standards and Office of Health Standard Compliance. Perform duties within the ambits of legal framework as required. 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. Perform duties as delegated by the supervisor and relief duties of the assistant nurse manager's office as required .Ensures implementation of programs relevant to the area of work. Participates in quality improvement, IPC and Health and Safety committees.
- ENQUIRIES APPLICATIONS** : Ms. N. O 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](http://www.kznhealth.gov.za). Applicants are not required to submit copies of

qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert 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** : 02 December 2022
- POST 44/434** : **OPERATIONAL MANAGER NURSING: GENERAL STREAM REF NO: OPMAN (GEN NURS-PLASTIC)/1/2022**  
Departments: Plastic and Reconstruction surgery ward
- SALARY** : Grade 1: R464 466 per annum, plus 13th Cheque, Housing Allowance: employee to meet prescribed requirements and Medical Aid: Optional.
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Degree / Diploma in General Nursing (R425 qualification or equivalent). Current registration with SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing is required. 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 patients' needs, requirements and expectations. Demonstrate ability to provide support and guidance within the unit. Demonstrate a basic understanding of HR and Financial policies and practices. Ability to manage data and information management of the department. Demonstrate working knowledge of the hospital information system to enhance quality in the service delivery. 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** : Work as part of a multidisciplinary 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 as determined legislative framework and national Core Standards and Office of Health Standard Compliance. Perform duties within the ambits of legal framework as required. 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. Perform duties as delegated by the supervisor and relief duties of the assistant nurse manager's office as required .Ensures implementation of programs relevant to the area of speciality. Participates in quality improvement, IPC and Health and Safety committees.
- ENQUIRIES** : Ms. N. O 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** : 02 December 2022
- POST 44/435** : **RADIATION ONCOLOGY RADIOGRAPHER (RADIOTHERAPIST) REF NO: RAD RADIOONCO/1/2022 (X1 POST)**  
Department: Radiation Oncology
- SALARY** : Grade 1: R413 688 per annum, Plus 13th cheque, Medical Aid Optional & Housing Allowance: Employee must meet prescribed requirements.  
Grade 2: R487 305 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.  
Grade 3: R574 020 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.
- CENTRE** : EThekweni Oncology complex (Inkosi Albert Luthuli Central Hospital and Addington Hospital)
- REQUIREMENTS** : Diploma or Bachelor degree in Radiography. Current registration with the Health Professions Council of South Africa as a Radiographer (Radiotherapy Oncology). Four (4) years 'appropriate experience after registration with Health Profession Council of South Africa (HPCSA) as Diagnostic Radiographer. Experience: **Grade 1:** Four (4) years 'appropriate experience after registration with Health Profession Council of South Africa (HPCSA) as Diagnostic Radiographer. Applicants with a four (4) year Radiography speciality qualification (not in possession of Diagnostic Radiography qualification) who do not have experience as Diagnostic Radiographer may apply and will be appointed as Diagnostic Radiographer and will be paid a Diagnostic Radiographer salary. **Grade 2:** Minimum 14 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer of which 10 years must be after registration as a Radiation Oncology Radiographer. **Grade 3:** inimum 24 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer of which 20yrs must be after registration as a Radiation Oncology Radiographer. Knowledge, Skills, Training and Competences Required: Knowledge of radiotherapy standard techniques, dose protocols, equipment and accessories associated with relevant techniques and including specialized techniques. Knowledge of basic quality assurance in Radiotherapy, radiation effects & Radiation protection on patients. Anatomy vs. tumor treatment vs. effects on physiology care patterns for patients. Taking and evaluating of Portal images / C.T. scans and MRI scans for treatment planning purposes. Knowledge of Radiotherapy Planning. Good interpersonal skills and basic supervisory skills. Must have the ability to perform effectively in a team. Knowledge of basic patient care.
- DUTIES** : Undertake all basic radiation planning and treatment preparation including the tumor localization, graphic planning, radiation dose calculation and the necessary data preparation needed for treatment accessory construction. Undertake Brachytherapy Planning and treatment procedure. Liase with the Physicist, Oncologist, Oncology nurses, relatives and the patient. Safely operate, care and construct accessories and immobilization devices used in

the planning and treatment of the patient. Dosimetry checks done before delivery of treatment. Ensure accurate records kept of the course of Radiotherapy treatment delivered. Serve as Health and Safety Representative. Provide afterhours duties and rotate between Inkosi Albert Luthuli Central Hospital Radiotherapy department and Addington Hospital Radiotherapy department when needed.

- ENQUIRIES** : Ms. T.Hlengwa Tel No: 031 2401857
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Inkosi Albert Luthuli Central Hospital, Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. 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** : 02 December 2022
- POST 44/436** : **CHIEF ARTISAN REF NO: RCH 04/2022 (X1 POST)**
- SALARY** : R404 052 per annum, Plus 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee Must Meet Prescribed Requirements)
- CENTRE** : Richmond Hospital
- REQUIREMENTS** : Grade 12/Standard 10 Certificate or equivalent .Appropriate trade test in certificate electrical or mechanical ,building, plumbing and carpentry in terms in certificate of section 13(2) (h) of the Manpower Act of 1981 as amended Plus 10 years appropriate /recognizable experience as an artisan/artisan foreman after obtaining the relevant trade test certificate Valid code 08 drivers licence. Recommendations: Electrical or mechanical trade test plus coc: certificate of compliance For Attention Note: The applicants must include only completed and signed new Z83, Obtained from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of identity Documents, Senior Certificate, and the highest required qualification as well as driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview. Knowledge, Skills and Competencies required for the post: Knowledge of Occupational Health and safety Act, Technical analysis knowledge and computer aided technical applications, Report writing and product process knowledge and skills, Customer focus and responsiveness, Problem solving, communication, planning and organizing and computer skills, Decision making, team work, creativity, Self-Management and analytical skills, Knowledge of Legal Compliance and Product process knowledge and skills.
- DUTIES** : Manage technical service and support in conjunction with Technicians /Artisans and associates in the field, workshop and technical office activities.Ensure the promotion of safety in line with statutory and regulatory requirements, Ensure quality assurance in line with specifications, Manage administration and related functions, Control and Monitor expenditure according to the budget to ensure efficient cash flow management, Manage



the development, motivation and utilization of human resources for the discipline to ensure a competent knowledge base for the continued success of technical services according organizational needs and requirements, Ensure continuous individual development to keep up with new technologies and procedures, Liaise with the relevant bodies/councils on technical /engineering related matters ,Advice management on technical issues, Provide inputs for operation plan, compile and submit reports, Deputize the systems manager when necessary.

- ENQUIRIES** : Mrs. SR Ranjoomia Tel No: (033)-212 2170
- APPLICATIONS** : All applications to be posted to: The Acting Chief Executive Officer, Richmond Hospital Private Bag X 133, Richmond, 3780
- FOR ATTENTION** : Mrs. Ranjoomia
- CLOSING DATE** : 02 December 2022
- POST 44/437** : **PROFESSIONAL NURSE – SPECIALTY REF NO: GS 79/22**  
Component: Nursing
- SALARY** : Grade 1: R400 644 – R464 466 per annum, Plus 13th cheque, medical- aid (optional), Housing Allowance (employees must meet the  
Grade 2: R492 756 - R606 042 per annum, Plus 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional
- CENTRE** : Grey's Hospital- Pietermaritzburg
- REQUIREMENTS** : prescribed requirement) **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Plus one year Post basic qualification in Child Nursing Science Senior Certificate or equivalent qualification **Grade 2:** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the speciality after obtaining the one year post basic qualification in the relevant speciality. Degree/Diploma in General Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse One (1) year post basic qualification in Midwifery and Neonatal Science (Advanced Midwifery) Current registration with South African Nursing Council as a Professional Nurse (2022 SANC receipt) A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. (Only shortlisted candidates will be required to submit proof of all documents) Knowledge, Skills and Experience: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.
- DUTIES** : Implement the activities that are aimed at the reduction of infant, under five and maternal mortality. Implement activities aimed at the improvement of women's health. Ensure that high quality nursing care is rendered to all clients accessing maternal services in the facility taking into consideration that CARMA objectives; ESMOE; KINC; Helping Babies breath and IMCI programs are properly implemented. Implement BANC and other Antenatal care programs to enhance antenatal care to all pregnant women accessing care to the facility. Ensure that there is proper management and integration of HAST programs within the maternity unit of the facility. Manage the utilization and supervision of resources. Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement of maternal and child health. Instill discipline, professionalism and work ethics among employees. Ensure compliance to quality, infection prevention and control (IPC) programs e.g. Ideal hospital realization and maintenance (IHRM) and Norms and Standards (N&S). Maintain a constructive working with the multi-disciplinary team members Provide effective support to Nursing services e.g. assist with relief duties to nursing management.

**ENQUIRIES** : Mrs. M.R. Bilenge Tel No: 033 897 3352

**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, Indian Male White Male

**CLOSING DATE** : 02 December 2022

**POST 44/438** : **CLINICAL NURSE PRACTITIONER (NGUDWINI CLINIC) REF NO: MBO 12/2022)**

**SALARY** : Grade 1: R400 644 – R464 466 per annum  
Grade 2: R492 756 – R606 042 per annum

**CENTRE** : Mbongolwane District Hospital

**REQUIREMENTS** : Senior certificate/Matric or equivalent. Degree/Diploma in General Nursing Science and Midwifery plus. One (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC. A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. Previous and current work experience written by supervisor. Certificate of service endorsed and stamped by HR Office. Knowledge, Skills, Training And Competencies Required: Knowledge of all applicable legislations such as Nursing Act, Mental Act, OH&S Act, Batho Pele principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory. Good interpersonal relationship. Good insight of procedures and policies pertaining to nursing care.

**DUTIES** : Provide promotive, preventative, curative and rehabilitative services to the community. Ensure proper utilization and safekeeping of basic medical equipment. Assist in orientation and induction of staff. Provide direct and indirect supervision of all nursing staff. Implement Batho Pele principles. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, Ideal Clinic, Quality and Clinical Audits. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Plan and organize own work to ensure proper nursing care in the clinic. Conduct health education to community. Assist in data management. Ensure pharmaceutical management. Assist in the management of mother and child programmes.

**ENQUIRIES** : Mr. V.H. Zikhali Tel No: 035 4766242

**APPLICATIONS** : All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280 or hand deliver to Mbongolwane District Hospital

**FOR ATTENTION** : Human Resource Manager

**NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83 - most recent one) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. the circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

**CLOSING DATE** : 02 December 2022

**POST 44/439** : **LECTURER (GNS) REF NO: CJMNC04/2022 (X1 POST)**  
Component: Charles Johnson Memorial Nursing Campus

**SALARY** : Grade 1: R400 644 – R464 466 per annum  
Grade 2: R492 756 – R515 031 per annum  
Other Benefits: 13th Cheque, 12% Rural allowance, Medical aid (optional) and Housing allowance (Home owners allowance (Employee must meet prescribed requirements))

**CENTRE REQUIREMENTS** : Charles Johnson Memorial Hospital  
Senior Certificate/Grade 12 PLUS; A Diploma/Degree in Nursing, Midwifery and Community , Plus A post registration qualification in Nursing Education registered with the South African Nursing Council , Current registration (2022) with SANC as a General Nurse, Midwife/Accoucher PLUS; **PND 1-** A minimum of 4(four years appropriate/ recognizable nursing experience after registration as Professional Nurse with SANC **PND 2-** A minimum of 14 (Fourteen) years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing of which 10(Ten) years of years of period referred to above must be appropriate/ recognizable experience in Nursing Education. Unendorsed valid Code EB drivers licence (Code 8) Recommendations Master's Degree in Nursing, Basic Computer Literacy (certificate required). Knowledge, Skills and Experience: Possess knowledge of the relevant legislation, Acts, Prescripts and Policy Frameworks informing the area of operation. Have in-depth knowledge of procedures and processes related to nursing and nursing education. Possess sound knowledge and understanding of nursing code of ethics and professional practice. Possess in-depth knowledge of teaching and clinical approaches. Have good research and analytical skills. Competence in conflict management and problem solving skills. Possess good communication and interpersonal skills. Willingness to travel. Computer literacy.

**DUTIES** : Provide effective and efficient clinical training of nurse learners. Develop/design, review and evaluate clinical evaluation tools. Coordinate clinical learning exposure of nurse learners between the Campus and Clinical area. Implement assessment strategies to determine nurse learner's competencies. Exercise control over nurse learners. Help learners to integrate theoretical knowledge and attitude continuously. Socialize learners into nursing profession. Participate in the Academic management of learner's experiential learning. Organise and maximise learning opportunities for learners.

**ENQUIRIES APPLICATIONS** : Ms RE Khoza Tel No: 034 271 6412  
Applications must be forwarded to: The Hospital CEO Charles Johnson Memorial Hospital, Private Bag X 5503, Nqutu, 3135 OR Hand Delivered to Charles Johnson Memorial Hospital HR

**FOR ATTENTION NOTE** : Ms: AD Nkosi: Human Resource Office  
The following documents must be submitted:-Application for Employment Form (form Z83), which is obtainable at any Government Department OR from the website- [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants are not required to submit copies of qualifications and other relevant documents on application, but must submit the Z83 and a detailed curriculum vitae. The Reference Number must be indicated in the column provided on the Z83, e.g. CJMNC04/2022. Faxed and emailed applications will NOT be accepted. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that due to a large number of applications we receive, applications will not be acknowledged. Communication will only be entered into with candidates that have been shortlisted. If you have not heard from us one month after the closing date, please consider your application as being unsuccessful. Non-RSA Citizens/Permanent Work. Please note that due to financial constraints, No S&T and resettlement claims will be considered for payment to candidates that are invited for interviews.

**CLOSING DATE** : 02 December 2022

<b><u>POST 44/440</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER (PHC) (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R400 644 per annum Grade 2: R492 756 per annum Plus 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
<b><u>CENTRE</u></b>	:	Vryheid District Hospital (PHC) Mondlo II Clinic Ref No: VRH 12/2022 Bhekumthetho Clinic Ref No: VRH 13/2022 Siloah Clinic Ref No: VRH 14/2022
<b><u>REQUIREMENTS</u></b>	:	An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. <b>Grade 1:</b> A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Recommendation: The Employment Equity Target is an African Male. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill.
<b><u>DUTIES</u></b>	:	Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of diverse intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery.
<b><u>ENQUIRIES</u></b>	:	Mrs ATS Sibiyi Tel No: 034 9822111 Ext 5918
<b><u>APPLICATIONS</u></b>	:	All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag x 9371, Vryheid, 3100
<b><u>FOR ATTENTION</u></b>	:	Mr SP Nene
<b><u>NOTE</u></b>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The application form (Z83) must be completed in full and accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. African Males are encouraged to apply due to employment equity target. Please note that due to

financial constraint no resettlement fees will be considered for payment to the candidates who are offered the positions.  
02 December 2022

**CLOSING DATE**

:

**POST 44/441**

:

**CLINICAL NURSE PRACTITIONER GRADE 01/02 REF NO: PHO 05/2022**

**SALARY**

:

Grade 1: R400 644 –R464 466 per annum  
Grade 2: R492 756 – R606 042 per annum  
Other Benefits: 13th Cheque, Inhospitable Area Allowance of 8%, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)  
Pholela Community Health Centre-(Maternity)

**CENTRE  
REQUIREMENTS**

:

Senior certificate (grade 12) or equivalent qualification plus Degree/ Diploma in General Nursing or equivalent qualification that allows for registration with the SANC as a Professional Nurse plus; A post basic Nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (Primary Health Care) with duration of 01(one) year, accredited with South African Nursing Council. Current SANC receipt-2022. **Grade 1:** A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate / recognizable experience in Primary Health Care specialty after obtaining the one year post basic qualification in Primary health Care, Knowledge, Skills and Competencies: Knowledge of Nursing Legislation and related legal and ethical nursing practices e.g. Nursing Act, Health Act, Patient Rights Charter, Batho Pele Principles etc. Knowledge of SANC rules and regulations. Good communication, Leadership, Interpersonal and Problem solving skills. Basic understanding and knowledge of HR and Financial policies. Decision-making and problem solving skills. Skills in organizing, planning and supervising. Sound knowledge of scope of practice.

**DUTIES**

:

Provision of quality comprehensive community health care. Demonstrate effective communication with patients, supervisor and other clinicians, including report writing. Provision of administrative, educational and clinical services. Assist the Operational Manager with overall management and necessary support for effective functioning of the clinic. Conduct health education to the community. Work as part of multidisciplinary team to ensure good Nursing Care. Implement and advocate for preventive, promotive, curative and rehabilitative health initiatives for clients and the community served by the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Implement health programmes within the PHC package in accordance with set guidelines, monitor performance and outcomes against the set targets and act on deviations. Refer patients promptly according to the set guidelines, protocols and policies. Participate in Employee Performance Management and Development System (EPMDS). Assist in data management.

**ENQUIRIES  
APPLICATIONS**

:

Mrs. TF Nzimande Tel No: 039-8329491

:

Direct your application quoting the relevant reference number to: The Assistant Director: HRM, Pholela CHC ,Private Bag X502, Bulwer 3244 or hand deliver application at Human Resource Department on or before the closing date 16:00.

**NOTE**

:

The following documents must be submitted: An Application for Employment form (Z83) NEW form effective from 1 January 2021 must be fully completed and signed. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Comprehensive CV (with detailed experience). Copies of qualifications, Registration certificate/s, ID and Driver's license, proof of experience must not be submitted when applying for employment. These will be requested only from shortlisted candidates. The Reference Number must be indicated in the column provided on the form Z83, e.g. PHO 08/2022. Failure to comply with the above instructions will lead to disqualification of applicants. Faxed and e-mailed applications will NOT be accepted. Please note that due to large number of applications we anticipate to receive, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. The appointments are subjected to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance

(vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company intellectual Property Commission (CIPC) Please note that due to financial constraints no S&T will be considered for payment to candidates that are invited for interviews. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representativity in all level of all occupational categories in the department. People with disabilities are encouraged to apply.

- CLOSING DATE** : 02 December 2022
- POST 44/442** : **CLINICAL NURSE PRACTITIONER GRADE 01/02 REF NO: PHO 23 /2022**
- SALARY** : Grade 1: R400 644 –R464 466 per annum  
Grade 2: R492 756 – R606 042 per annum  
Other Benefits: 13th Cheque, Inhospitable Area Allowance of 8%, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Pholela CHC (Gwala Clinic)  
Senior certificate (grade 12) or equivalent qualification plus Degree/ Diploma in general nursing or equivalent qualification that allows for registration with the SANC as a Professional Nurse; A post basic Nursing qualification in Primary Health Care with duration of 01(one) year accredited with South African Nursing Council. Current SANC receipt-2022. **Grade 1:** A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing and Midwife. **Grade 2:** A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing and Midwife. At least 10 years of the period referred to above must be appropriate / recognizable experience in Primary Health Care specialty after obtaining the one year post basic qualification in Primary health Care.
- DUTIES** : Provide a clinical nursing practice in accordance with the scope of practice and nursing standards in line with institutional operational plan. Provision of quality comprehensive community health care. Prescribe and dispense medication according to treatment guidelines, protocol and EDL for PHC. Provision of quality comprehensive Primary Health Care by promoting preventive, curative and rehabilitative services for the clients and the community. Coordinate and manage provision of services to manage COVID 19. To uphold the Batho Pele Principles and patients Right Charter Principles. Demonstrate effective communication with patients, supervisor and other clinicians, including report writing. Promote quality of nursing care as directed by the professional scope of practice and standards in line with facility operational plan. Provide role of your effectively, co-operatively, amicably with diverse intellectual, cultural, racial or religious differences. Assist in conducting orientation and induction to all new staff members. Assist the unit manager with overall management and necessary support for effective functioning in the facility. Strengthen and ensure implementation of IDEAL clinic strategies. Participate in multidisciplinary teams (OSS) and outreach services with stakeholders including NGO's other government departments. Participate in Nerve center meetings. Provide and collect daily, weekly and monthly statistics as required. Knowledge, Skills, Training and Competencies: Knowledge of Nursing legislation and related legal and ethical nursing practices eg. Nursing Act, Health Act etc. Communication skills, written and spoken. Interpersonal relations and diversity management skills. Planning, organizing and execution skills. Teamwork. Willingness to respond to patients needs requirements and expectations. Problem solving capabilities and ability to communicate both verbal and in writing.
- ENQUIRIES APPLICATIONS** : Mrs. N Willie Tel No: 039-8329488  
Direct your application quoting the relevant reference number to: The Assistant Director: HRM, Pholela CHC ,Private Bag X502, Bulwer, 3244 or hand deliver application at Human Resource Department on or before the closing date 16:00.
- NOTE** : The following documents must be submitted: An Application for Employment form (Z83) NEW form effective from 1 January 2021 must be completed and signed. This is obtainable from any Public Service Department or from the website [www.kznheath.gov.za](http://www.kznheath.gov.za). Comprehensive CV (with detailed experience). Copies of qualifications, Registration certificate/s, ID and Driver's license, proof of experience must not be submitted when applying for employment. These will be requested only from shortlisted candidates. The Reference Number must

be indicated in the column provided on the form Z83, e.g. PHO 12 /2022. Failure to comply with the above instructions will lead to disqualification of applicants. Faxed and e-mailed applications will NOT be accepted. Please note that due to large number of applications we anticipate to receive, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. The appointments are subjected to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company intellectual Property Commission (CIPC) Please note that due to financial constraints no S&T will be considered for payment to candidates that are invited for interviews. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively in all level of all occupational categories in the department. People with disabilities are encouraged to apply.

- CLOSING DATE** : 02 December 2022
- POST 44/443** : **CLINICAL NURSE PRACTITIONER GRADE 1 OR 2 REF NO: ITSH 22/2022**
- SALARY** : Grade 1: R400 644 per annum  
Grade 2: R492 756 per annum  
Other benefit: 13th cheque, 12% rural allowance, home owners allowance (employee must meet prescribed requirements), Medical Aid (optional)
- CENTRE REQUIREMENTS** : Itshelejuba Hospital-Pongola Clinic  
Senior Certificate/ Grade 12 or Equivalent qualification, Degree/National Diploma in general nursing and Midwifery plus one year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as a General Professional Nurse and Primary Health care plus, a minimum of four (4) years appropriate/ recognizable Nursing Experience as a General Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable experience as General Nurse. **Grade 2:** A minimum of fourteen (14) years appropriate/recognizable experiences as General Nurse. At least ten (10) of period must be appropriate/recognizable experience in PHC after obtaining the one year post basic qualification for the relevant specialty (PHC). Knowledge, Skills And Competences Required: Knowledge and experience of Public Service Policies and Regulations. Sound Management and negotiation skills. Knowledge of Labour Relations. Clinical Competences. Knowledge of nursing care delivery approaches.
- DUTIES** : Provide quality comprehensive Primary Health Care by promoting, preventative, Curative and rehabilitative services for the clients in community in line with PHC engineering. Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care. Provide administrative services such as providing accurate statistics for evaluation and future planning identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Provide safe and therapeutic environment as laid down by the Nursing Acts, Occupational Health and Safety Acts and all other applicable prescripts. Plan and organise own work and that of support personnel to ensure proper nursing care, able to implement the institutional major incident (disaster) plan as required. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give the guidance in support of the operational manager. Order and monitor appropriate level of consumables. Participate in clinical record audit and acts on GAPS identified. Work effectively, co-operatively and amicably with person of diverse intellectual, culture, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's need and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. The incumbent will be expected to work extended hours: after hour on call services.
- ENQUIRIES** : All enquiries should be directed to Ms CN Mwelase Tel No: 034-4134000

- APPLICATIONS** : All applications must be addressed to Itshelejuba Hospital Private Bag x0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital
- NOTE** : Applications must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za it must be accurately completed and signed. Reference number must be indicated in the column provided on the Z.83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 and a detailed and informative curriculum vitae (Experience must be clearly indicated with full dates and positions ).Documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. 2. The correct reference number must be indicated in the column provided on z83.E.g reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Person with disabilities should feel free to apply for the post.
- CLOSING DATE** : 02 December 2022
- POST 44/444** : **CLINICAL NURSE PRACTITIONER (X8 POSTS)**
- SALARY** : Grade 1: R400 644 per annum  
Grade 2: R492 756 per annum  
Benefits: 13th Cheque, Medical Aid (Optional) Housing Allowance (Conditional)
- CENTRE** : Rietvlei Hospital  
Umzimkhulu Clinic Ref No: RIET 06/2022 (X2 Posts)  
Rietvlei Mobile Ref No: RIET 07/2022 (X2 Posts)  
Ndawana Clinic Ref No: RIET 08/2022 (X1 Post)  
Umvoti Clinic Ref No: 09/2022 (X2 Posts)  
Lourdes Clinic Ref No: 10/2022 (X1 Post)
- REQUIREMENTS** : **Grade 1:** Grade 12 (senior certificate)/ Standard 10. Degree/ Diploma in General Nursing or equivalent qualification that allows registration with SANC as a Professional nurse. A post- basic nursing qualification in Primary Health Care. Current registration with the SA Nursing Council (SANC). A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. PLUS certificate of service endorsed by Human Resource. **Grade 2:** Grade 12 (senior certificate)/ Standard 10. Degree/ Diploma in General Nursing or equivalent qualification that allows registration with SANC as a Professional nurse. A post- basic nursing qualification in Primary Health Care. Current registration with the SA Nursing Council (SANC). A minimum of 14 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred above must be appropriate/ recognizable experience in the specific speciality after obtaining the one –year post-basic qualification in the relevant speciality. PLUS certificate of service endorsed by Human Resource. Recommendation: Valid Driver's License Code 10. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as: Nursing Act, Health Act, Occupational Health and safety Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary code and Procedure, Grievance Procedure. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care.



<b><u>DUTIES</u></b>	:	Provide quality comprehensive Primary Health Care by promoting preventative, curative and rehabilitative services for the clients and community. Administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles. Promote Quality of nursing care as directed by Standards at Primary Health Care. Provide effective leadership in the Facility. Implement & Supervise community based Model Programme.
<b><u>ENQUIRIES</u></b>	:	Ms B. Dlikilili at 062 388 3138
<b><u>APPLICATIONS</u></b>	:	All applications must be directed to: Attention: Miss Ntuzela, Rietvlei Hospital, and Private Bag x 501, Stafford's Post ,Via Port Shepstone, 4686 or hand deliver to Rietvlei hospital Human Resource Component.
<b><u>NOTE</u></b>	:	Content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work. Directions to Candidates: The following documents must be submitted. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Failure to produce these documents will disqualify candidates. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. The reference number must be indicated in the column provided on the form (new z83) e.g. RIET 04/2022. Please note that due to the large number of applications received, applications will not be acknowledged. However all short-listed candidates will receive written responses. Due to budget constraints the institution is unable to fund S & T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from security clearance, qualification verification, citizenship and previous work experience.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/445</u></b>	:	<b><u>PROFESSIONAL NURSE-SPECIALTY STREAM REF NO: MURCH-IZING02/2022 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R400 644 per annum R492 756 per annum Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
<b><u>CENTRE</u></b>	:	Murchison Hospital-Izingolweni PHC (MOU)
<b><u>REQUIREMENTS</u></b>	:	Professional Nurse <b>Grade 1</b> : Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing and Midwifery Professional Nurse <b>Grade 2</b> Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Midwifery, of which at least 10 years must be appropriate / recognizable experience Maternity services, after obtaining the one year post basic qualification in the relevant speciality.Senior Certificate, Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Advance Midwifery and Neonatal Nursing Science, Current Registration with SANC as General Nurse and Midwife. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department (to be attached to application). Knowledge, Skills And Competencies Knowledge of nursing care and processes and procedures Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and

<b><u>DUTIES</u></b>	: specific policies Leadership, supervisory and good communication skills Team building and cross cultural awareness Knowledge of SANC rules and regulations Knowledge of Batho Pele Principles and patients' rights charter. Must be able to handle obstetric and emergencies and high risk conditions 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 programmes and clinical audits Uphold Batho Pele and patients' rights principles Provide a safe, therapeutic environment as laid down by the Nursing act Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and labor relations issues Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols Assist with performance reviews i.e. EPMDS as well as student progress reports Show understanding of Perinatal Problem Identification Analyze reports and utilize the information to improve the health status of women Ensure the implementation of saving mothers, saving babies recommendation Ensure the implementation of Antenatal and post-natal policy including PMTCT.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr. LG Nyawo Tel No: 039-6877311 ext. 130 All applications should be forwarded to: Chief Exective Officer P/Bag X701, Portshepstone, 4240 or Hand Delivered To: Human Resources Department Murchison Hospital
<b><u>NOTE</u></b>	: The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV). The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR on or before the day of the interview. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 01/2022 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.
<b><u>CLOSING DATE</u></b>	: 09 December 2022
<b><u>POST 44/446</u></b>	: <b><u>CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM REF NO: MURCH-IZING 03/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	: R400 644 per annum R492 756 per annum Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
<b><u>CENTRE REQUIREMENTS</u></b>	: Murchison Hospital – Izingolweni PHC <b>Grade 1:</b> A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing <b>Grade 2:</b> Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Senior Certificate, Degree / Diploma in General Nursing,

Midwifery plus 1 year post basic qualification in Primary Health Care, Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department on an official letterhead (to be attached to application) knowledge, skills and competencies Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles Good interpersonal relationship skills and good listening skills Good communication and problem solving skills Co-ordination and planning skills Ability to relieve in the service areas Team building and supervisory skills Ability to formulate patient care related policies

**DUTIES**

: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist the unit manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Promote preventive and promotive health for clients and the community in the clinic Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Must be able to handle obstetric and emergencies and high risk conditions Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. To provide nursing care that leads to improve service delivery by upholding Batho Pele principles. Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic. Supervision of patients and provision of basic patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutical environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observation of patients in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock.

**ENQUIRIES  
APPLICATIONS**

Mr LG Nyawo Tel No: 039-6877311 ext. 130  
: All applications should be forwarded to: Chief Exective Officer P/Bag X701, Portshepstone, 4240 or Hand Delivered To: Human Resources Department Murchison Hospital

**NOTE**

: The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 01/2022 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

**CLOSING DATE**

: 09 December 2022

**POST 44/447** : **ASSISTANT DIRECTOR: SYSTEMS REF NO: EMS/18/2022**

**SALARY** : R393 711 – R463 764 per annum, (Other benefits: Medical optional), 13th cheque. Home owners allowance (employee must meet prescribed requirements) Medical Aid (Optional)

**CENTRE REQUIREMENTS** : Emmaus Hospital  
: Matric certificate. Bachelor degree/National Diploma in Public Management/ Administration. 3-5 years' experience in Systems Component 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. Recommendation Computer Literacy. Valid Driver's License. Knowledge & Skills Decision making skills, problem solving skills, and communication skills. Ability to multitask and manage change. Control of budget and auditing procedures including norms and standards. Providing procedures and procurement directives. Planning, organizing activities and project for components. Knowledge of relevant Legislation, White Paper, PFMA and Treasury regulations. Ability to work independently and under pressure. Human Resources Management skills. Develop policies, understanding of HR Practices, Staff Relation and strong leadership skills.

**DUTIES** : Manage and coordinate the following areas to ensure optional and cost effectiveness: cleaning services, catering services, maintenance services, gardening services, Mortuary services, housekeeping services, laundry, transport, switchboard and administrative services. Monitoring the provision of all hotel services and facilities by contractors in order to ensure contract adherence, ensure compliance with services level agreement and highest level of care. Analyze alternative for performing needed work including contracting out services and evaluate and recommend procedures /practices to improve operational efficiency. Ensure effective, efficient and economical utilization of resources allocated to the institution including the development. Ensure that all institutions information system (patient and other) is maintained so as to provide reliable, valid timeous processing and information .Ensure compliance to National Core Standards and make me look like a hospital programme. Develop and implement policies. Effective management of the performance of employees according to EPMDs.

**ENQUIRIES APPLICATIONS** : Mrs. M.A.N Mzizi Tel No: 036 488 1570 (ext. 8203)  
: 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 form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful.

**CLOSING DATE** : 02 December at 16:00

**POST 44/448** : **ASSISTANT DIRECTOR: SYSTEMS REF NO: POM 16/2021**  
Re-advertisement: Candidates who applied previously may re-apply if still interested

**SALARY** : R393 711 - R463 764 per annum (Level 09). Other benefits: 13th cheque. Medical aid (Optional). Home Owner's allowance: Employee must meet prescribed requirements.

**CENTRE REQUIREMENTS** : Pomeroy CHC.  
: Senior Certificate (Grade 12).Bachelor's Degree/National Diploma in Public Administration and Management/Public Management/Business Management or relevant Diploma. Minimum of three years supervisory experience in Systems Management. Valid driver's license. Knowledge; Skills; Training And

Competencies Required: Decision Making Skills; Problem Solving Skills; Leadership Skills; Human Resource Management And Communication Skills. Knowledge of relevant acts and regulations inclusive of PFMA and Treasury regulations. Conflict resolution and negotiations skills. Ability to multitask and manage change. Computer literacy MS word and Excel.

**DUTIES**

: Manage day to day functioning of System's unit both at the CHC and Clinics. Manage the following services to endure optimal usage and cost effectiveness in the entire institution Cleaning Services; Telecommunication; Registry; Maintenance Services; Catering; Gardening services; Patient Administration; Security Services; Laundry Services; Transport Services; Waste Management Services and Health and Safety. Management of Contract services. Oversee risk management matters and ensure an effective; up to date; disaster and major incident management plans are maintained. Render expert advice to management on matters relating to systems administration and ensure compliance with statutory regulations. Ensure that all CHC and Clinics information systems are maintained in order to provide reliable; valid and timeous processing of information. Implementation and monitoring effective instructional policies; protocols; practices within day to day operation area. Analyze alternatives for performing needed work including contracting out services and evaluate and recommends procedures/practices to improve operational efficiency. Oversee the provisioning of all hotel services provided by private companies to ensure compliance with service level agreement. Ensure that safety program requirements are adhered to by all staff. Ensure that safety program requirements are adhered to by staff. Ensure effective co-ordination; management and quality of work of all the functional components of the systems department within the CHC and Clinics.

**ENQUIRIES APPLICATIONS**

: Mr. S.L Majazi 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.

**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 a detailed Curriculum Vitae. The communication from the HR of the department regarding the requirements for certified documents and proof of current and previous work experience endorsed and stamped by human resource (certified of service) 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 14/2021). 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).  
 : 02 December 2022

**CLOSING DATE**

**POST 44/449**

: **CLINICAL TECHNOLOGY CRITICAL CARE REF:**  
**CLINTECHCRITCARE/2/2022 (X1 POST)**  
 Department: Anaesthetics

**SALARY**

: Grade 1: R332 427 per annum Plus 13th cheque, Medical Aid -Optional & Housing Allowance.  
 Grade 2: R389 754 per annum Plus 13th Cheque, Medical Aid optional and Housing Allowance.  
 Grade 3: R459 126 per annum Plus 13th Cheque, Medical Aid optional and Housing Allowance.

**CENTRE REQUIREMENTS**

: Inkosi Albert Luthuli Central Hospital  
 : Appropriate tertiary qualification in Clinical Technology Critical Care, B Tech or BHSc Degree or Diploma in Clinical Technology Critical Care. Independent

Practice or Private Practice Registration with HPCSA as a Clinical Technologist in the category Critical Care. Current registration with the Health Professions Council of South Africa. Recommendation: Candidates with National Diploma in Critical Care must at least have over 5 years of experience in the field of practice. Post graduate qualification related to Management will be beneficial. Experience: **Grade 1:** None after registration with the HPCSA as a Clinical Technologist Critical Care in respect of RSA qualified employees who performed Community Service, as required in South Africa. One year relevant experience after registration with the HPCSA in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Ten years relevant experience after registration with the HPCSA as a Clinical Technologist Critical Care in respect of RSA qualified employees who performed Community Service, as required in South Africa. Eleven years relevant experience after registration with the HPCSA in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Twenty years relevant experience after registration with the HPCSA as a Clinical Technologist Critical Care in respect of RSA qualified employees who performed Community Service, as required in South Africa. Twenty one year relevant experience after registration with the HPCSA 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: Thorough knowledge and experience in critical care environments. Above average technical skills and ability to problem solve under pressure. Ability to work independently and in team context. Additional experience in NICU and Paediatric ICU will be an added advantage.

**DUTIES**

: Effective provision of Clinical Technology Critical Care services in the clinical areas below. Work in an active clinical and training Critical Care / Anaesthetic units. Performing diagnostic and therapeutic procedures / tests. Setting up / performing calibration/ ensure ALL life support equipment are readily available for use. Assist with Difficult Intubations, Resuscitations Cardiac Output Monitoring, Nitric Oxide Administration, safely transporting critically ill patients to CT scan / MRI. Actively participate in teaching and training of students and other healthcare workers. Promote Batho Pele principles in order to promote effective service delivery. Maintain and check equipment regularly in order to comply with safety requirements. Be able to trouble-shoot according to your scope of practice. Exercise patient care and expertise when performing procedures. Required to work on a rotational basis in all service areas, these include the Neonatal Intensive Care Units, Paediatric Intensive Care Units, Main Operating Theatres, Trauma Unit and Emergency Unit. Participation in clinical research, procurement and ordering of stock. Required to work standby, after-hours, weekends and public holidays.

**ENQUIRIES**

: Mrs Susan Mtshali - Shozi Tel No: 031 240 – 1737 / 2076 Susanmts@ialch.co.za Dr L. Cronje (HOD Anaesthetic Department) Tel No: 031 240 2450 / 1804 Larissa.Cronje@ialch.co.za

**APPLICATIONS**

: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Inkosi Albert Luthuli Central Hospital, Private Bag X03, Mayville, 4058.

**NOTE**

: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. 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** : 02 December 2022

**POST 44/450** : **ENVIRONMENTAL HEALTH PRACTITIONER (WASTE MANAGEMENT REF NO: GAM CHC 11/2022)**

**SALARY** : R332 427 per annum. Other Benefits 13th Cheque Medical Aid (Optional) GEHS (employee must meet prescribed requirements)

**CENTRE** : Gamalakhe Community Health Care Centre

**REQUIREMENTS** : Senior Certificate ( Grade 12) Degree/ Diploma in Environmental Health Current registration with HPCSA as an Environmental Health Practitioner(2022) 1 year relevant experience after registration with the HPCSA as an Environmental Health Practitioner in respect of foreign qualified employees Valid code EB Driver's license Recommendations: Certificate in infection Prevention and Control. Valid Driver's license –please note it is imperative that the successful candidate has a valid driver's license as he/she will be travelling regularly to clinics and district office .Knowledge Skills nd Competencies In depth knowledge of prescripts governing public service Knowledge of Health Care Risk Waste management Knowledge of SANC Rules and Regulations Knowledge of Legislative Framework and Departmental prescripts Leadership, organizational, Decision making, problem solving and interpersonal skills Basic financial management skills Knowledge of Humana Resource Management Personal Attitude, Responsive, Professionalism, Supportive, Assertive and Team player role. Communication skills and decision making skills. Knowledge about Norms and Standards/Ideal clinic related to Infection Prevention &Control.

**DUTIES** : Manage health care waste (including its budget) for Gamalakhe CHC and attached clinics Monitor the availability of required resources Establish and coordinate all activities of an institutional waste management committee, including implementing committee resolution and liaise with Institutional Management and District Office on all such activities Conduct institutional audit and participate on District audits Ensure the implementation of all waste management principles, policies, legislation and standards Enforce compliance to waste segregation, containerization, storage and transportation Develop and ensure the implementation of institutional waste management plan, monitor and evaluate its implementation Oversee and train all staff involved in waste management activities. Management external waste collectors Conduct weekly, monthly and random hygiene inspections.

**ENQUIRIES** : Mr.I.A. Cele Tel No: 039 318 1113

**APPLICATIONS** : All Applications Should Be Forwarded To: The HR Manager Gamalakhe Community Health Centre Private Bag X 709 Gamalakhe, 4249

**FOR ATTENTION** : Human Resource Department

**CLOSING DATE** : 02 December 2022

**POST 44/451** : **SENIOR FINANCE MANAGEMENT OFFICER REF NO: EMS/10/2022)**

**SALARY** : R331 188 – R390 129 per annum (Level 08), (other benefits: Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements)

**CENTRE** : Emmaus Hospital

**REQUIREMENTS** : Senior Certificate or Equivalent. Bachelor Degree/ National Diploma in Financial Management/ Cost and Management Accounting/Business Management/Public Management (Accounting as Major Subject). A minimum of 5 -7years' experience in Finance Management. NB: certificate of service from previous employers is compulsory when shortlisted. Please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management (only when shortlisted) Recommendations Departmental and transversal systems (e.g. BAS; PERSAL & Vulindlela). Unendorsed valid Code B driver's license (Code 8/10) Relevant Experience in Finance Management within the Hospital environment Knowledge & Skills In depth knowledge of budgeting control and financial management area of operation and association processes. Good knowledge

of Public Finance Management as well as relevant Acts and Regulations. Interpersonal and problem solving skills. Good organizational and planning skills and ability to make independent decisions. Ability to plan, build team spirit and meet deadlines.

**DUTIES**

: Authorize Commitments; payments; debts; receipts and journals on BAS. Draw, analyze and present financial reports. Manage suspense accounts and maintain debt file. Consolidate Financial and SCM monthly quarterly reports. Identify Risks and institute control measures to minimize financial risks in all Departments. Monitor and Assess Finance and SCM staff performance as per EPMS requirements. Oversee the Reconciliation of transactions (Interface) on Persal and BAS. Ensure that efficient internal controls are in place and are implemented to ensure that all goods received are in line with goods that are ordered. Ensure that irregular, fruitless and wasteful and unauthorized expenditure are minimized. Ensure Finance and SCM returns are done timeously i.e. Accruals and Commitments reporting; Fruitless and Wasteful Expenditure & voucher control, irregular expenditure, Deviation Register, Contract Register; RIDV Template, Assets Additions. Provide support to SCM, Revenue, Assets and Budget and Expenditure Components. Clear Suspense Accounts and report on monthly basis.

**ENQUIRIES APPLICATIONS**

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

**FOR ATTENTION NOTE**

: Human Resource Manager  
: Application should be submitted on the most recent form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted 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.  
: 02 December 2022 at 16:00

**CLOSING DATE**

**POST 44/452**

: **SENIOR SUPPORT MANAGEMENT OFFICER REF NO: ILE/08/2022 (X1 POST)**  
Component: iLembe health district office

**SALARY**

: R331 188 per annum (Level 08). Office Benefit: 13<sup>th</sup> Cheque, homeowner's allowance, and Medical aid optional (Employee must meet prescribed conditions)

**CENTRE REQUIREMENTS**

: Ilembe Health District  
: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) Degree/National Diploma in Public management/Public administration.3-5 years clerical/administrative experience in General administration. Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted only (if shortlisted). Recommendation: A Valid Drivers' license. NB: all the documents mentioned above need not be attached on application they will be requested only if shortlisted. Knowledge of Public Service Act, Public Service Regulations and Prescripts, Leadership, Organizational, Decision making and problem solving abilities. International skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge. Human resource management and commutation.

**DUTIES**

: Manage the following auxiliary services to ensure optimal usage of resource and cost effectiveness: Transport Management Telecommunication services, General Orderlies Registry and Cleaning and Grounds services. Maintenance services, Safety and Waste management services. Improve service delivery in line with National Core Standard and implementation of Monitoring and Evaluation. Ensure effective, efficient and economical utilization of resources.



- Contribute as a member of a multidisciplinary team towards the effective management of District Office
- ENQUIRIES APPLICATIONS** : Mr VB Mthiyane: Assistant Office Manager Tel No: 032 437 3500  
: Please forward all applications 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** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience) only. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only if shortlisted) It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA. The applicants need not to attach proof on application that will be requested only if shortlisted. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.
- CLOSING DATE** : 09 December 2022
- POST 44/453** : **SENIOR SYSTEMS MANAGEMENT OFFICER REF NO: ITSH 23/2022 (X1 POST)**
- SALARY** : R331 188 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Itshelejuba Hospital  
: Matric/Senior Certificate or equivalent qualification, National Diploma in Public Management/Administration, 3 -5 years' experience in Systems Management component ,Valid Driver Licence Recommendations: Computer literacy: Ms Software application certificate Knowledge, Skills, Training And Competencies Required: Decision making, problem solving skills, Knowledge of Public Finance Management Act and Treasury Regulations, Good communication skills-verbal and written, Co-ordination and liaison skills, Project Management skills.
- DUTIES** : Ensure effective co-ordination, management and quality of work of all the functional components of the systems department within the Hospital, Ensure the proper allocation and utilisation of transport within the institution, Supervise the provisioning of all hotel services provided by private companies to ensure compliance with service level agreement, Ensure that safety program requirements are adhered to by all staff, Ensure proper implementation of National Core Standards within the institution, Ensure compliance with all statutory regulations and by laws ,Conduct risk and security analysis to inform the development of institutional risk management plan Conduct orientation and induction of newly appointed staff, Ensure that an effective, up to date disaster and major incident management plan is maintained, Supervise staff under systems component and ensure compliance with EPMDS Policy.
- ENQUIRIES APPLICATIONS** : Ms.KM Hadebe Tel No: 034 413 4000  
: All applications must be addressed to Itshelejuba Hospital, Private Bag x0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital
- NOTE** : Applications must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za it must be accurately completed and signed. Reference number must be indicated in the column provided on the Z.83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83

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

- CLOSING DATE** : 02 December 2022
- POST 44/454** : **PUBLIC RELATIONS OFFICER REF NO: ITSH24/2022**
- SALARY** : R331 188 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Homeowners Allowance employee must meet prescribed requirements)
- CENTRE** : Itshelejuba Hospital
- REQUIREMENTS** : Senior Certificate or Equivalent Qualification plus, National Diploma in Public Relations Management (NQF Level 6), Driver's License. Recommendations: Computer Literacy: Microsoft Office Software Applications, 2 years recognizable experience in Public Relations environment. Knowledge, Skills, Training and Competencies Required: Excellent Communication skills both orally and written. Excellent Interpersonal Relations Skills ,Computer Skills ,Presentation Skills ,Problem Solving Skills ,Planning and decision making Skills ,Ability to plan and prioritize Effectively And Accordingly ,Awareness of Media different agendas, Initiative and Creativity Skills, Diversity Management Skills ,Honesty and Integrity, Client orientation and Customer Focus.
- DUTIES** : Ensure effective management of information with internal and external stakeholders, Participate in quality assurance programmes for publications purposes as per departmental requirement in line with health calendar activity, Assist with coordination of facility events, and promotes patients' rights, Uphold corporate image of the institution, Ensure the implementation of Departmental media policy and Batho Pele principles within the institution, Monitor adherence in the proper management of patient's complaints, compliments and suggestions, Strengthen relations links between the facilities, internal and external stakeholders.
- ENQUIRIES** : Mrs TM Vilakazi Tel No: 034 413 4000
- APPLICATIONS** : All applications must be addressed to Itshelejuba Hospital Private Bag x0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital
- NOTE** : Applications must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za it must be accurately completed and signed. Reference number must be indicated in the column provided on the Z.83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 and a detailed and informative curriculum vitae (Experience must be clearly indicated with full dates and positions). Documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. The correct reference number must be indicated in the column provided on z83.E.g reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed

- for S&T claims for attending interviews. Person with disabilities should feel free to apply for the post.
- CLOSING DATE** : 02 December 2022
- POST 44/455** : **SENIOR FINANCE MANAGEMENT OFFICER REF NO: ITSH 25/2022 (X1 POST)**
- SALARY** : R331 188 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (Applicant must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Itshelejuba Hospital  
 : Matric/ Senior Certificate/ Grade 12 ,Degree / Diploma in Public Management or Administration /Financial Management /Cost & Management /Financial Accounting/ Accounting Science,3-5 years' experience in public service within financial administration component (budget &expenditure management, accounts payable, revenue, SCM, voucher control and reporting, Valid Driver's License Knowledge, Skills, Training, And Competencies Required: In depth knowledge of budgeting control and financial management area of operation and associated processes ,Good knowledge of Public finance Management as well as relevant Acts and Regulations. Interpersonal and problem solving skills Departmental and transversal systems ( BAS, PERSAL & Vulindlela Good organizational and planning skills and ability to make independent decision, Ability to plan, build team spirit and, meet deadlines, Knowledge of MS office Software applications.
- DUTIES** : Authorize commitments, payments, debts, receipts and journals on BAS, Draw, analyse and present financial reports ,Manage suspense accounts and maintain debt file, Consolidate Financial and SCM monthly and quarterly reports, Identify risks and institute control measures to minimize financial risks in all departments, Monitor and Assess finance and SCM staff performance as per EPMS requirements, Oversee the reconciliation of transactions (interface) on Persal with BAS ,Ensure fairness and transparency e.g. on procurement of goods and services in the institution, Ensure safeguarding of all face value documents, Ensure that sufficient internal controls are in place and are implemented to ensure that all goods received are in line with goods that are ordered, Ensure that irregular, wasteful, fruitless and unauthorized expenditure are minimized
- ENQUIRIES APPLICATIONS** : Mr. SC Buthelezi Tel No: 034 413 4000  
 : All applications must be addressed to Itshelejuba Hospital, Private Bag x0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital
- NOTE** : Applications must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za it must be accurately completed and signed. Reference number must be indicated in the column provided on the Z.83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 and a detailed and informative curriculum vitae (Experience must be clearly indicated with full dates and positions ).Documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. 2. The correct reference number must be indicated in the column provided on z83.E.g reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Person with disabilities should feel free to apply for the post.
- CLOSING DATE** : 02 December 2022

**POST 44/456** : **EMPLOYEE WELLNESS PRACTITIONER REF NO: ITSH 26/2022 (X1 POST)**

**SALARY** : R331 188 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Homeowners Allowance (Employee must meet prescribed requirements)

**CENTRE** : Itshelejuba Hospital

**REQUIREMENTS** : Grade 12 or equivalent, Bachelor's Degree/Diploma in Social Science/Social Work/ Industrial / Behavioural / Counselling / Psychology or National Diploma in Employee Wellness, Must have at least 1 -2 years' verifiable experience in a relevant field, preferably, under Employee Wellness Recommendations: Computer literacy would be an added advantage 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 Problem Solving, Analytical Thinking, Research and Analysis, Project Planning and Management, Change Management,, Time management, Policy Development, Tact and Diplomacy, Planning and Organisational skills, Good interpersonal relations, communication, facilitation, presentation and report writing, innovation, skills, Ability to work under pressure with good tact and diplomacy, Sound professional and ethical behaviour including professionalism, team orientation, reliability, confidentiality, etc.

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

**ENQUIRIES** : Ms TL Zuma Tel No: 034 413 4000

**APPLICATIONS** : All applications must be addressed to Itshelejuba Hospital, Private Bag x0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital

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

**CLOSING DATE** 02 December 2022

<b><u>POST 44/457</u></b>	:	<b><u>SAFETY OFFICER REF NO: ITSH27/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R331 188 per annum. Other Benefits: 13th cheque, housing allowance (employee must meet prescribed requirements.), medical aid (optional)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Itshelejuba Hospital Grade 12 or Equivalent qualification, Appropriate Degree/National Diploma in Environmental Health or Appropriate four years B. Tech, Degree/National Diploma in Safety Management.3-5 years appropriate experience Recommendations: Valid Code 08/EB Drivers licence. Knowledge, Skills and Competencies Required: Legislation pertaining to Occupational Health and Safety. Identification, control elimination and monitoring of hazards. Health education and administration of the service. Computer Literacy. Accident investigation skills. Disaster management skills. Training skills. Report writing skills. Change management skills.
<b><u>DUTIES</u></b>	:	Identification of potential situations that could lead to injury/disability/death of staff member/visitor; property damage or loss, internal disasters, medico-legal claim and reporting thereof to the Assistant Director: Systems. To ensure the delegated management and administrative functions are carried out timely and correctly in order for health and safety to function in the hospital and all clinics. To ensure safety statistics are captured, analyzed, interpreted and reported. To participate in safety investigations for the purpose of investigating all types of accident to patients, staff and visitors and to design tools to prevent future accidents. Assisting in development and compilation of manuals, policies and protocol that will be included in the rolling out of health and safety training, orientation and induction programmes. Ensuring that safety audits are carried out for the institution in compliance with the Occupational Health and Safety Act 85 of 1993. Ensuring that the buildings, construction, plants and machinery meet and maintain compliance certificates that are regulated by the Occupational Health and Safety Act 85 of 1993 and its regulations. To ensure quality management is in place for safety by participating in developing quality improvement plans as well as policies and procedures.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms K M Hadebe Tel No: 034 413 4000 All applications must be addressed to Itshelejuba Hospital, Private Bag x0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital
<b><u>NOTE</u></b>	:	Applications must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za it must be accurately completed and signed. Reference number must be indicated in the column provided on the Z.83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 and a detailed and informative curriculum vitae (Experience must be clearly indicated with full dates and positions ).Documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. 2. The correct reference number must be indicated in the column provided on z83.E.g reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Person with disabilities should feel free to apply for the post.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/458</u></b>	:	<b><u>SOCIAL WORKER REF NO: EMS/ 12/2022</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R269 301 - R312 186 per annum Grade 2: R331 191 - R380 337 per annum Grade 3: R401 691 - R465 669 per annum Other Benefits: 13th Cheque Medical AID and Housing. Allowance Optional Employee must prescribe Requirement
<b><u>CENTRE</u></b>	:	Emmaus Hospital

<b><u>REQUIREMENTS</u></b>	:	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 interview. Recommendation Verifiable experience in a relevant field, preferably working in a district hospital setting & Skills Sound knowledge of the Public Service Act and Regulations, Employment Equity Act. KwaZulu –Natal Health Act, National Health Act, Medicines and Related Substances Act, Mental Health Care Act. South African Constitution, Bill of rights, Human Right Act, Labour Relations Act. Employee Wellness, guidelines and standard, Healthy Lifestyle Programmes, Stress Management, etc. Proficiency in Counselling, HIV/AIDS Counselling, mental Health care programme And counselling of clients and their families, crisis invention, conflict management, change management, time management, policy development, tact and diplomacy. 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 Behavior including professionalism, team orientation, reliability confidentiality, etc.
<b><u>DUTIES</u></b>	:	Conduct assessment to identify personal and /or psycho-social related problems of patients. Provide short and long term intervention and referring legible client to appropriate professionals and other resources. Provide assessment, referral, interventions and appropriate counselling and after care service to patient at the institution based on relevant qualification end experience. To provide optimal social worker service support to client attending Emmaus Hospital cluster. Counselling and therapeutic service to victims of rape and domestic violence. Produce and maintain record of social work interviews, processes and outcomes. Improve service delivery e.g. doing educational talks to patients and community at large, doing community awareness, visit different clinics and school from uKhahlamba sub-district and visit community members and different stakeholders/PHC Support. Records keeping e.g. Record all patients seen by social worker, record meetings and training attended. 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 programs.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr M.J Mochaoa Tel No: 036 488 1570 EXT: 8305
<b><u>FOR ATTENTION NOTE</u></b>	:	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. Human Resource Manager Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources .No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful.
<b><u>CLOSING DATE</u></b>	:	02 December 2022 at 16:00
<b><u>POST 44/459</u></b>	:	<b><u>SOCIAL WORKER GRADE 1, 2 AND 3 REF NO: RIET 13/2022 (X1 POST)</u></b> Component: Social Services
<b><u>SALARY</u></b>	:	Grade 1: R269 301 per annum Grade 2: R331 191 per annum Grade 3: R401 691 per annum Benefits: 13th Cheque, Medical Aid (Optional) Housing Allowance (Conditional).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Rietvlei Hospital <b>Grade 1:</b> Standard 10/ <b>Grade 12.</b> Degree/Bachelor of Social Work that allows professional registration with SACSSP. Registration with the SACSSP as social worker. Current registration with SACSSP (2022) <b>Grade 2:</b> Standard 10/

Grade 12.Degree/Bachelor of Social Work that allows professional registration with SACSSP. Registration with the SACSSP as social worker. A minimum of 10 years' appropriate experience in social work after registration as a Social Worker with the SACSSP. Current registration with SACSSP (2022) PLUS certificate of service endorsed by Human Resource **Grade 3: Standard 10/ Grade 12.Degree/Bachelor of Social Work** that allows professional registration with SACSSP. Registration with the SACSSP as social worker. A minimum of 20 years' appropriate experience in social work after registration as a Social Worker with the SACSSP. Current registration with SACSSP (2022) PLUS certificate of service endorsed by Human Resource Recommendation. Valid Driver license Code 10. Knowledge, Skills, Training and Competencies Required Knowledge and understanding of human behavior. Policies and rescripts related to the field of work. Counseling, Report writing, Verbal and written communication, Planning, Advisory, Monitoring and evaluation, Interpretation, Policy analysis, Research.

**DUTIES**

: Render a social work service with regard to the care, support, protection and development of vulnerable, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. Support social auxiliary workers and volunteers. Keep up to date with new developments in the social work and social welfare fields. Perform all the administrative functions required of the job. 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 UMzimkhulu 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.

**ENQUIRIES**  
**APPLICATIONS**

: Dr N.T Dabata-Hlaneki at 067 355 5314  
: All applications must be directed to: Rietvlei Hospital, and Private Bag x 501, Stafford's Post, Via Port Shepstone, 4686 or hand deliver to Rietvlei hospital, Human Resource Component.

**FOR ATTENTION**  
**NOTE**

: Miss Ntuzela  
: Applications: The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work. Directions to candidates: The following documents must be submitted. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.kznhealth.gov.za](http://www.kznhealth.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Failure to produce these documents will disqualify candidates. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. The reference number must be indicated in the column provided on the form (new z83) e.g. RIET 04/2022. Please note that due to the large number of applications received, applications will not be acknowledged. However all short-listed candidates will receive written responses. Due to budget constraints the institution is unable to fund S & T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Failure to comply with the above instructions will disqualify applicants.

The appointment is subject to positive outcome obtained from security clearance, qualification verification, citizenship and previous work experience.

**CLOSING DATE** : 02 December 2022

**POST 44/460** : **HUMAN RESOURCES PRACTITIONER (LABOUR RELATIONS) REF NO: EMS/11/2022**

**SALARY** : R269 214 – R317 127 per annum, (other benefits: Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements).

**CENTRE REQUIREMENTS** : Emmaus Hospital  
 : Senior Certificate/Matric or Grade 12. An appropriate Degree/Diploma in Human Resources Management/Public Administration or admiration/labour relations/labour law. 03/05 years' experience in labour Relations. 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). Recommendation Computer literacy, PERSAL certificates Knowledge & Skills Knowledge of policies, regulations, acts practices and key legislative prescription related to Labour Relations. Sound knowledge of computerized personnel salary system (PERSAL). Conflict Resolution skills. Good communication, interpersonal written and verbal skills. Ensuring attention to details in respect of tasks performed. To plan, prioritize and execute duties in order of importance. Be able to maintain a high level of confidentiality.

**DUTIES** : Manage the functioning of staff relation section in order to ensure the provision of high quality service. Maintain and promote sound Labour relations within the institution and ensure adherence to Labour Relations Act, Public Service Act and other related prescripts. Deal with grievance, discipline and misconduct cases in terms of laid down policies and procedures. Provide efficiency conflict management within the institution. Participate in the development of Staff Relations Strategies and policies. Prepare reports for Management on staff Relations matters. Render advisory services to the management and staff on Labour relations matters. Identifies training gaps and ensure the implementation of in-service training programmers. Investigate and preside over enquiries. Provide Labour relations statistics to Management, District and Head Office. Capture Labour relations statistics on PERSAL. Represent the employer at conciliation and arbitration proceedings. Assist in the development, implementation and monitor of Labour relations policies

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

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

**CLOSING DATE** : 02 December 2022 at 16:00

**POST 44/461** : **SUPPLY CHAIN PRACTITIONER REF NO: EMS/17/2022**

**SALARY** : R269 214 – R317 127 per annum, (other benefits: Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements)

**CENTRE REQUIREMENTS** : Emmaus Hospital  
 : Senior certificate or equivalent. A minimum of 3 -5 years' Clerical Administrative Experience in SCM. 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) Recommendation Unendorsed valid Code B driver's license (Code 8/10). Relevant experience in SCM within the Hospital environment. Knowledge & Skills Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge SCM Regulations, Instructions Notes, Circulars & Policy Frameworks Procurement Procedures and Directives. Departmental Policies and Procedures. Risk Management Fully Computer literacy. Human Resource Management and supervisory skills. Ability to perform independently, under pressure and meet deadlines. Must have good Planning, organizing and analytic thinking and presentation skills.

**DUTIES** : Manage, evaluate and direct performance of Supply Chain Management (Demand & Contract Management, Acquisition Management, Logistics & Warehouse Management. Ensure compliance with SCM Policy Framework, Practice Notes and Treasury Regulations. Ensure that acquisition of goods, services, quotations, tenders and adjudication activities are in accordance with the Hospital Annual Procurement Plan. Prepare and analyze weekly, monthly, quarterly and annual SCM Reports. Conduct internal Audits, Identify risks and institute control measures. Provide technical Support to all Managers regarding SCM processes. Ensure the effective, efficient and economical management of allocated resources of the division. Provide proper stock management and updating of RIVD Template.

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

**FOR ATTENTION NOTE** : Human Resource Manager  
 : Application should be submitted on the most recent form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful.  
 : 02 December 2022 at 16:00

**CLOSING DATE** :

**POST 44/462** : **HUMAN RESOURCES PRACTITIONER (LABOUR RELATIONS) REF NO: EMS/11/2022**

**SALARY** : R269 214 – R317 127 per annum, (other benefits: Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements).

**CENTRE REQUIREMENTS** : Emmaus Hospital  
 : Senior Certificate/Matric or Grade 12. An appropriate Degree/Diploma in Human Resources Management/Public Administration or admiration/labour relations/labour law. 3-5 years' experience in labour Relations. 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) Recommendation Computer literacy, PERSAL certificates Knowledge & Skills Knowledge of policies, regulations, acts practices and key legislative prescription related to Labour Relations. Sound knowledge of computerized personnel salary system (PERSAL). Conflict Resolution skills. Good communication, interpersonal written and verbal skills. Ensuring attention to details in respect of tasks performed. To plan, prioritize and execute duties in order of importance. Be able to maintain a high level of confidentiality.

**DUTIES** : Manage the functioning of staff relation section in order to ensure the provision of high quality service. Maintain and promote sound Labour relations within the institution and ensure adherence to Labour Relations Act, Public Service Act and other related prescripts. Deal with grievance, discipline and misconduct

cases in terms of laid down policies and procedures. Provide efficiency conflict management within the institution. Participate in the development of Staff Relations Strategies and policies. Prepare reports for Management on staff Relations matters. Render advisory services to the management and staff on Labour relations matters. Identifies training gaps and ensure the implementation of in-service training programmers. Investigate and preside over enquiries. Provide Labour relations statistics to Management, District and Head Office. Capture Labour relations statistics on PERSAL. Represent the employer at conciliation and arbitration proceedings. Assist in the development, implementation and monitor of Labour relations policies

**ENQUIRIES APPLICATIONS** : Mr T.B Khumalo Tel: 036 488 1570 EXT: 8206  
 : 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 Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources .No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful.

**CLOSING DATE** : 02 December 2022 @ 16:00

**POST 44/463** : **HUMAN RESOURCE OFFICER SUPERVISOR REF NO: EMS/14/2022**

**SALARY** : R269 214 – R317 127 per annum, (other benefits: Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements)

**CENTRE** : Emmaus Hospital

**REQUIREMENTS** : senior certificate or equivalent. A minimum of 3 -5 years' Experience in Human Resource Department. 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) Recommendation PERSAL knowledge. Computer literacy in MS Word package. Knowledge & Skills sound knowledge in Human Resource Management. Knowledge of health and public, Service legislation, regulations and policies. In depth knowledge knowledge of computerized Personnel Administration System (PERSAL).Strong supervisory skills and interpersonal relations skills. Communication skills, written and spoken, Computer skills inclusive PERSAL System.

**DUTIES** : Manage day to day functioning of HR practices section and ensure high quality of service is being provided. Implemented policies and procedures relating to Human Resources. Responsible for all Human Resource Practices such appointments, retirements and resignation procedures, staff establishment, housing scheme, allowances, deductions and leave management. Assist with orientation and induction of staff Practices. Manage performance management and development for HR officer. Ensure effective depth management for in-service and out service staff. Approval of transaction on PERSAL timeously Ensure effective utilization of resource in HUMAN Resource component. Assist with Human Resource Management activities as assigned by Assistant Director: HRM.

**ENQUIRIES APPLICATIONS** : Mr. T.B.Khumalo Tel No: 036 488 1570 EXT 8206  
 : Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.

**FOR ATTENTION NOTE** : Human Resource Manager  
 : Application should be submitted on the most recent form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and

driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful.

- CLOSING DATE** : 02 December 2022 at 16:00
- POST 44/464** : **HUMAN RESOURCE SUPERVISOR REF NO: OTH CHC 11/2022 (X1 POST)**
- SALARY** : R269 214 per annum. Other Benefits: 13<sup>th</sup> Cheque, 12 % rural allowance, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements)
- CENTRE REQUIREMENTS** : Othobothini Community Health Centre  
 : Matric / Grade 12, Minimum of 3-5 years' experience in Human Resource. A valid driver's license Recommendation: Computer literacy. A valid driver's license Knowledge, Skills, Attributes and Abilities Legislative framework governing the Public Service. Knowledge of health and public service legislation, regulations and policies. Understanding of work in Registry Planning and Organizing. Good Communication skills, written and spoken. Computer skills inclusive PERSAL system.
- DUTIES** : Manage day to day functioning of HR practices section and ensure high quality of service is being provided. Implement policies and procedures relating to Human Resources Responsible for all Human Resource Practices such as Advertisement, appointments, retirements and resignation procedures, staff establishment, housing scheme, allowances, Transfers, deductions and leave management. Assist with orientation and induction of staff in HR Practices. Manage performance management and Development for HR Officers. Implement conditions of services and service benefits (leave, housing, medical, injury on duty, long Service Recognition, Overtime, Relocation, Pension, allowances and PILIR. Approval of transactions on PERSAL timeously Ensure effective utilization of resources in Human Resource Component. Assist with Human Resource management activities as assigned by Assistant Director: HRM Ensure that all complaints and Patient Safety Incidents are dealt with in accordance with legislation.
- ENQUIRIES APPLICATIONS** : Mr.L.S Zulu Tel No: 035 572 9002  
 : Please forward applications quoting reference number to: The Human Resources Manager, Othobothini CHC, Private Bag X 012, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website-[www.kzhealth.gov.za](http://www.kzhealth.gov.za) Curriculum Vitae (CV) only. Applicants are not required to submit copies of ID.Std 10 Certificate, educational qualifications, Certificate of service/Proof of experience signed by HR officer such Documents will be required only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful, African Males are most welcome to apply.
- CLOSING DATE** : 02 December 2022
- POST 44/465** : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: MONT 09/2022 (X1 POST)**
- SALARY** : R269 214 per annum (Level 07)
- CENTRE REQUIREMENTS** : Montebello Hospital  
 : Senior Certificate or Equivalent qualification plus 3-5 Years Clerical/ administration experience in Supply Chain Management.
- DUTIES** : Supervise, evaluate and direct performance of Supply Chain Management to ensure compliance with Departmental SCM Policy Framework, Treasury Regulations and Practice notes. Ensure timeous acquisition of goods and services in accordance with the hospital annual procurement plan. Prepare and

analyze monthly reports related to Supply Chain Management. Ensure the effective and efficient Asset, Loss and disposal management processes. Ensure the effective, efficient and economic management of allocated resources of the division. Identify SCM risk for the institution and implement appropriate mitigation mechanisms. Provide technical support to managers of the institution to ensure seamless SCM arrangement for acquisition, distribution and disposal of goods and services. Ensure implementation of compliance to National Core Standards and all other legislative requirements applicable to the post function.

- ENQUIRIES** : Mr V.A. Mavela Tel No: 033- 506 7113
- APPLICATIONS** : All Applications Should Be Forwarded To: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.
- CLOSING DATE** : 02 December 2022
- POST 44/466** : **ADMINISTRATIVE CLERK SUPERVISOR -GENERAL (TRANSPORT) REF NO: GAM CHC 12/2022**
- SALARY** : R269 214 per annum. Other Benefits 13th Cheque Medical Aid (Optional) GEHS (employee must meet prescribed requirements)
- CENTRE** : Gamalakhe Community Health Care Centre
- REQUIREMENTS** : Grade 12 Standard 10 certificate or equivalent qualification 3- 5 years' experience in fleet Management / Transport Services Valid code 08 driver's license Recommendations: Proof of computer literacy: MS Software Package ( MS Word, MS Power point, MS Outlook, etc. NB: All shortlisted candidates will be required to provide certificate of educational qualifications, ID Copy, Driver's license, Computer certificate, and proof of experience endorsed by H/R Office indicating clearly in detail period of experience and roles. Knowledge, Skills And Competencies Good communication skills Sound problem solving Report writing and production process knowledge and skills Decision making, team work, creativity, Self-Management and analytical skills Problem solving, communication, planning and organizing and computer skills Supervisory skill Knowledge and understanding of legislative framework governing the Public Service Production process knowledge and skills Knowledge of traffic law Knowledge of vehicle maintenance and service procedures Knowledge of fleet disposal procedure
- DUTIES** : Ensure the day-to-day management of vehicles i.t.o. usage and maintenance. Keep vehicles maintenance schedules and co-ordinate maintenance requirements with the Department of Transport. Provide hospital management with information on vehicle performance and act as a focal point for transport matters. Complete accident reports and make follow ups Supervise human resources/staff Ensure that vehicles allocated to Gamalakhe CHC and clinics are kept in good working conditions Manage administrative and related functions Control and Monitor expenditure according to the budget to ensure

efficient cash flow management Ensure timeous reporting of accidents with the relevant authorities. Management of EPMDs of staff allocated to the transport department. Organize driving tests with Traffic department.

**ENQUIRIES** : Mr.I.A. Cele Tel No: 039 318 1113  
**APPLICATIONS** : All applications should be forwarded to: The HR Manager, Gamalakhe Community Health Centre, Private Bag X 709, Gamalakhe, 4249  
**FOR ATTENTION** : Human Resource Department  
**CLOSING DATE** : 02 December 2022

**POST 44/467** : **HUMAN RESOURCE PRACTITIONER (LABOUR RELATIONS) REF NO: OTH CHC 08/2022 (X1 POST)**

**SALARY** : R269 214 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

**CENTRE** : Othobothini Community Health Centre (Jozini).  
**REQUIREMENTS** : Senior Certificate/ Grade 12, Degree/National Diploma in Human Resource Management/ Labour Relations/Public Management/ Administration. Recommendations: 3-5 years' experience in labour Relations, Valid driver's license, Computer literacy, MS Office Software applications and Persal Certificate. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required: Knowledge and understanding of Labour Relations framework and persal, Problem solving, decision-making, communication and interpersonal skills, Good planning and organizing skills, Good verbal and written communication skills, Conflict resolutions skills, Investigating and presiding skills, Ability to maintain high level of confidentiality, Ability to work as a team, under pressure and meet deadlines, Sound knowledge of relevant legislation, policies and procedures, Computer literacy with emphases to Persal.

**DUTIES** : Manage the functioning of staff relation in order to ensure the provision of high quality services, Maintain and promote sound Staff Relation within the institution and ensure adherence to Labour Relations ACT, BCEA and other relative prescripts, Deals with grievance, discipline and misconduct cases in terms of laid down policies and procedures, Participate in the development of Staff relations Strategies and policies, Prepare reports for management of Staff relations issues, Identify training gaps and ensure the implementation of in-service training programmes, Promote orderly collective on disciplinary enquiries, Monitor the implementation and adherence to Labour Relations policies, Provide efficient conflict management support, Collect statistics in respect of labour related issues, Implement and monitor policies.

**ENQUIRIES** : Mr. L.S Zulu Tel No: 035 572 9002  
**APPLICATIONS** : Please forward applications quoting reference number to: The Human Resources Manager, Othobothini CHC, Private Bag X 012, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.

**NOTE** : Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website-[www.kzhealth.gov.za](http://www.kzhealth.gov.za) Curriculum Vitae (CV) only. Applicants are not required to submit copies of ID. Std 10 Certificate, educational qualifications, Certificate of service/Proof of experience signed by HR officer such Documents will be required only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful, African Males are most welcome to apply.

**CLOSING DATE** : 02 December 2022

**POST 44/468** : **ADMINISTATIVE CLERK SUPERVISOR REF NO: POM 17/2021**

**SALARY** : R269 214 - R317 127 per annum (Level 07). Other benefits: 13th cheque. Medical aid (Optional). Home Owner's allowance: Employee must meet prescribed requirements.

**CENTRE** : Pomeroy CHC  
**REQUIREMENTS** : Senior Certificate (Grade 12).3-5 Years clerical experience in systems, Computer Literacy: MS Office software Application. Valid Driver's license. Knowledge; Skills; Training and Competencies Required: Knowledge of

		relevant fleet management prescripts. Supervisory and analytic skills. Good interpersonal skills. Planning and organizing skills. Knowledge of Laws, regulations, Policies, Practices, Note, Public, Finance, Management Act, Treasury Regulations, Treasury regulation Guidelines. Good organizing, ability to prioritize issues and other work related matter.
<b><u>DUTIES</u></b>	:	Ensure that patient related files are properly monitored and maintained. Ensure that archiving policy is properly followed regularly. Implement disciplinary procedures with the section. Conduct orientation and induction to newly appointment staff members. Proper assessment through EPMDS to staff under your supervision. Ensure that pre-Trip inspection is performed. Make sure that all state vehicles are road worthy. Monitor utilization of petrol cards and analyze the transaction report from the bank. Ensure that all state vehicles are clean at all times. Complete the state vehicle log sheets. Manage & supervisor the following components security services, patients administration and auxiliary, mortuary survives, telecommunication services, transport management, laundry services, cleaning grounds services and catering services. Contact management for outsourced services. Ensure compliance & implementation of make look like hospital project.
<b><u>ENQUIRIES</u></b>	:	Mr. S.L Majozi Tel No: (034) 662 3319
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	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) form must be accompanied by a detailed Curriculum Vitae. The communication from the HR of the department regarding the requirements for certified documents and proof of current and previous work experience endorsed and stamped by human resource (certified of service) 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 14/2021). 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).
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/469</u></b>	:	<b><u>ADMINISTRATION CLERK SUPERVISOR REF NO: ITSH 28/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R269 214 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Homeowners Allowance (Employee must meet prescribed requirements)
<b><u>CENTRE</u></b>	:	Itshelejuba Hospital
<b><u>REQUIREMENTS</u></b>	:	Standard 10 or Grade 12, 3-5 years' experience in patient administration. Recommendations: Certificate in Records Management, National Diploma in Public Management OR Public Administration, Computer literacy in MS office application. Knowledge, Skills, Training And Competencies Required: Knowledge of systems, Good communication skills, Ability to keep abreast of work related developments, Management and organizational skills ,Sound communication, Knowledge of current ,health and public service legislation regulations and policies, Computer literacy, Planning organizing decision making and conflict management skills, Decision making and problem solving.
<b><u>DUTIES</u></b>	:	Supervise entire patient records administration and registry services Monitor and ensure process of admissions & discharge of patients, Monitor and manage receipt of cash to patients, Handling of request by 3rd party in terms of PAIA, Maintain patient's records, deal with injury on duty cases (IOD"S) and files, Ensure that all aspects of record keeping and proper filing adhere to relevant policies and standard operating procedures, Handling of motor

- vehicle's accidents cases (MVA's), Deal with disposal of patient records  
Implementation of EPMDS.
- ENQUIRIES** : Ms KM Hadebe Tel No: 034 413 4000
- APPLICATIONS** : All applications must be addressed to Itshelejuba Hospital Private Bag x0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital
- NOTE** : Applications must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za it must be accurately completed and signed. Reference number must be indicated in the column provided on the Z.83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 and a detailed and informative curriculum vitae (Experience must be clearly indicated with full dates and positions ).Documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. 2. The correct reference number must be indicated in the column provided on z83.E.g reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Person with disabilities should feel free to apply for the post.
- CLOSING DATE** : 02 December 2022
- POST 44/470** : **FINANCE CLERK (SUPERVISOR) REF NO: RIET 11/2022 (X1 POST)**  
Component: Finance Management Services
- SALARY** : R269 214 per annum. Benefits: 13th Cheque, Medical Aid (Optional) Housing Allowance (Conditional).
- CENTRE** : Rietvlei Hospital
- REQUIREMENTS** : Standard 10/ Grade 12.3-5 years Clerical/Administrative experience. PLUS certificate of service endorsed by Human Resource. Recommendation Valid Driver's license Code 10 .Knowledge, Skills, Training and Competencies Required: Financial functions, Capturing of data, Operate computer, Collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, financial manual) Basic financial operating systems (PERSAL, BAS, LOGIS etc.) Computer, Planning and organizing, Language, Good verbal and written communication skills. Basic numeracy skills, Ability to perform routine tasks, Communication, Interpersonal relations. Flexibility, Teamwork, Accuracy, Aptitude of figures.
- DUTIES** : Supervise and render financial accounting transactions. Supervise and perform salary administration support services. Supervise and perform bookkeeping support services. Render a budget support service.Supervise human resources/staff.
- ENQUIRIES** : Mr P.S Biyase. Tel No: 039 260 5200
- APPLICATIONS** : All applications must be directed to: Attention: Miss Ntuzela, Rietvlei Hospital, and Private Bag x 501, Stafford's Post ,Via Port Shepstone, 4686 or hand deliver to Rietvlei hospital Human Resource Component.
- NOTE** : The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work. Directions to Candidates: The following documents must be submitted. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.kznhealth.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Failure to produce these documents will disqualify candidates. It is the responsibility of the applicant to ensure that the Curriculum

Vitae is detailed enough to reflect all information associated with the post applied for. The reference number must be indicated in the column provided on the form (new z83) e.g. RIET 04/2022. Please note that due to the large number of applications received, applications will not be acknowledged. However all short-listed candidates will receive written responses. Due to budget constraints the institution is unable to fund S & T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from security clearance, qualification verification, citizenship and previous work experience.

**CLOSING DATE** : 02 December 2022

**POST 44/471** : **SUPPLY CHAIN CLERK (SUPERVISOR) REF NO: RIET 12/2022 (X2 POSTS)**  
Component: Finance Management Services

**SALARY** : R269 214 per annum. Benefits: 13th Cheque, Medical Aid (Optional) Housing Allowance (Conditional).

**CENTRE** : Rietvlei Hospital

**REQUIREMENTS** : Standard 10/ Grade 12.3-5 years Clerical/Administrative experience. Plus certificate of service endorsed by Human Resource. Recommendation: Valid Driver license Code 10. Knowledge, Skills, Training and Competencies Required. Clerical duties, capturing of data, Operate computer, Collecting Statistics. Legislative framework governing the Public Service. Working procedures in terms of the working environment. Computer, Planning and organizing, Language, Good verbal and written communication skills. Ability to perform routine tasks, Communication, Interpersonal relations, Flexibility, Teamwork.

**DUTIES** : Supervise and render asset management clerical services. Supervise and render demand and acquisition clerical support. Supervise and undertake logistical support services. Supervise human resources/staff.

**ENQUIRIES APPLICATIONS** : Mr.P.S. Biyase. Tel No: 039 260 5200.  
all applications must be directed to: Rietvlei Hospital, and Private Bag x 501, Stafford's Post, Via Port Shepstone, 4686 or hand deliver to Rietvlei hospital Human Resource Component.

**FOR ATTENTION NOTE** : Miss Ntuzela  
The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work. Directions to Candidates: The following documents must be submitted. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.kznhealth.gov.za](http://www.kznhealth.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Failure to produce these documents will disqualify candidates. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. The reference number must be indicated in the column provided on the form (new z83) e.g. RIET 04/2022. Please note that due to the large number of applications received, applications will not be acknowledged. However all short-listed candidates will receive written responses. Due to budget constraints the institution is unable to fund S & T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from security clearance, qualification verification, citizenship and previous work experience.

**CLOSING DATE** : 02 December 2022



**POST 44/472** : **ARTISAN CARPENTER REF NO: CJMH 12/2022**

**SALARY** : Grade 1: R199 310 – R221 214 per annum, plus 13th cheque medical Aid (Optional) Housing Allowance (Employee must meet prescribed requirements).

**CENTRE** : CJM Hospital

**REQUIREMENTS** : Standard 10 / Grade 12/N3. A Trade Test Certificate in terms of provision of the main power Act 1981 as amended. Valid Code B Driver's license code 08. 1 - 2 year's appropriate / recognizable experience in plumbing environment. Previous and current work experience endorsed and stamped by HR Office. Knowledge, Skills, Competencies Required: Good communication, Team building and motivation skills. Sound knowledge of occupational Health and safety Act and related legislation. Good Verbal and Written Skills. Good Personal Skills.

**DUTIES** : To repair leaking roofs at the hospital and clinics. To repair and replace ceiling boards at the hospital and clinics. To repair and replace doors and door locks. To repair broken cupboards and furniture. To order material needed for the work to be done.

**ENQUIRIES** : Mr. MW Sithole Tel No: (034) 271 6410

**APPLICATIONS** : All application should be forwarded to: Human Resource Office 92 Hlubi Street C. J. M. Hospital Nqutu Private Bag X5503, Nqutu, 3135.

**FOR ATTENTION** : Human Resource Manager

**NOTE** : The following documents must be submitted:-Application for Employment Form (form Z83), which is obtainable at any Government Department OR from the website- [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants are not required to submit copies of qualifications and other relevant documents on application, but must submit the Z83 and detailed curriculum vitae. If you are not contacted within three months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Successful candidate will be subjected to a pre-employment screening and verification process including CIPS (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews.

**CLOSING DATE** : 2 December 2022

**POST 44/473** : **PLUMBER REF NO: CJMH 13/2022**

**SALARY** : Grade 1: R199 310 – R221 214 per annum, plus 13th Cheque medical Aid (Optional) Housing Allowance (Employee must meet prescribed requirements).

**CENTRE** : CJM Hospital Station: Charles Johnson Memorial Hospital

**REQUIREMENTS** : Standard 10/Grade 12 / N3. A Trade Test Certificate in terms of provision of the main power Act 1981 as amended. Valid Code B Driver's license code 08. 1 – 2 year's appropriate / recognizable experience in plumbing environment. Previous and current work experience endorsed and stamped by HR Office. Knowledge, Skills, Competencies Required: VGood communication, Team building and motivation skills. Sound knowledge of occupational Health and safety Act and related legislation. Good Verbal and Written Skills. Good Personal Skills.

**DUTIES** : To install, repair and maintaining high pressure and low pressure type of Geysers. To install and repair toilet, urinals and other ablution facilities such as showers and bath etc. To install and repair sewage and water reticulation systems. Clear blocked drains, gutters down pipes waste water lines and others. Supervise Handyman and Assist other tradesman when requested to do so by the maintenance supervisor. To ensure cleanliness to the workplace / workshop is carried out properly. To ensure that all blocked drains and sewerages pipes are unblocked in the hospital and clinics. To ensure installation, repairs and maintenance on high pressure and low pressure types of geyser.

**ENQUIRIES** : Mr. MW Sithole Tel No: (034) 271 6410

**APPLICATIONS** : All application should be forwarded to: Human Resource Office 92 Hlubi Street C. J. M. Hospital Nqutu, Private Bag X5503, Nqutu, 3135.

**FOR ATTENTION** : Human Resource Manager

**NOTE** : The following documents must be submitted:-Application for Employment Form (form Z83), which is obtainable at any Government Department OR from the website- [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants are not required to submit copies of qualifications and other relevant documents on application, but must submit the Z83 and detailed curriculum vitae. If you are not contacted within three months of the closing date, your application is unsuccessful. Every shortlisted

applicant will be advised of the outcome of their application in due course. Successful candidate will be subjected to a pre-employment screening and verification process including CIPS (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews.

**CLOSING DATE**

: 02 December 2022

**DEPARTMENT OF HUMAN SETTLEMENTS**

**APPLICATIONS**

: Forward your applications, quoting the relevant reference number and the name of publication which you saw this advertisement to the Head of Department of Human Settlements, Private Bag x 54367, Durban, 4000, or hand-deliver to 353-363 Dr Pixley ka Seme Street, Murchison Passage, Eagle Building, Durban, Ground Floor.

**FOR ATTENTION**

: Ms. N Mungwe

**CLOSING DATE**

: 02 December 2022

**NOTE**

: To applicants: Applications must be submitted on the New prescribed applications form signed Z83 (which must be originally signed and must be completed in full), accompanied by a detailed CV. Relevant qualification, Identity document and a valid South African driver's license (where necessary) will be required on or before the date of the interview from shortlisted candidates. Failure to comply with these instructions will lead to applications being disqualified. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged and applicants who have not received an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. The Department reserves the right not to fill the post (s). Note: Applications not submitted on the fully completed new Z83 application forms will not be considered. This post is being re-advertised, applicants who previously applied are encouraged to reapply if they are still interested.

**OTHER POST**

**POST 44/474**

: **DEPUTY DIRECTOR: HUMAN RESOURCE STRATEGIES AND SYSTEMS**

**REF NO: DD HRP 10/2022**

Chief Directorate: Human Capital Management

Directorate: Human Resources Management

**SALARY**

: R766 584 per annum (Level 11), (MMS package)

**CENTRE**

: Durban

**REQUIREMENTS**

: Applicants must be in possession of an undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management / Public Management / Public Administration/Industrial and Organizational Psychology coupled with 3-5 years junior management experience in the human resource management environment and a Valid Code 8 (EB) driver's license. Knowledge, Skills and Competencies: Knowledge of Public sector; Knowledge of PFMA; Knowledge of HRM prescripts; Labour Relations Act; Employment Equity Act and Basic Conditions of Employment Act; Understanding of policy research analysis and development processes; Computer Based HRM Information Systems; Computer literacy in Ms Office; Ability to interpret and apply policy; Creative thinking; Time management and analytical skills; Management; Communication and Financial Management Skills. The successful candidate will perform the following.

**DUTIES**

: Manage the formulation of all strategies, policies, plans and systems aligned to National and Provincial Human Resource Strategies and facilitate implementation thereof; Provide professional advice and guidelines to the Department on policy matters which support sound decision-making process; Manage the enhancement of Human Capital capacity on human resource plans, policies and strategies to deliver and achieve departmental goals and objectives; Facilitate and ensure that departmental systems and processes

support the implementation of human resource plans, policies and strategies; Manage human, financial, physical resources of the component; Review HR policy; Conduct HR policy audit to ensure compliance with the legislation framework.

**ENQUIRIES** : Ms. N Mungwe at Tel No: 031 336 5440

### **SOUTH AFRICAN POLICE SERVICE**

**APPLICATIONS** : Applications may be hand-delivered, as follows: The Provincial Commissioner: Provincial Recruitment, 15 Bramficher Road, Durban, 4000 (Servamus Building) or can be posted in the following address: The Provincial Commissioner: Provincial Recruitment, P.O. Box 1965, Durban, 4000

**FOR ATTENTION** : Lt Colonel S.N Zondo

**CLOSING DATE** : 02 December 2022 at 15:00

**NOTE** : Only the official application form (available on the SAPS website [www.saps.gov.za/careers](http://www.saps.gov.za/careers) and at SAPS Stations will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

### **OTHER POSTS**

**POST 44/475** : **SECURITY OFFICER**

**SALARY** : R128 166 per annum (Level 03)

**CENTRE** : SAPS Alexandra Road POP Ref No: KZN SO 01/11/2022 (X2 Posts)

SAPS Alexandra Road VSS Ref No: KZN SO 02/11/2022

SAPS Amanzimtoti Admin Ref No: KZNSO 03/11/2022 (X2 Posts)

SAPS Berea Admin Ref No: KZN SO 04/11/2022 (X2 Posts)

SAPS Chatsworth Admin Ref No: KZN SO 05/11/2022

SAPS Empangeni POP Ref No: KZN SO 06/11/2022

SAPS Empangeni VCIU Ref No: KZNSO 07/11/2022 (X2 Posts)

SAPS Eshowe Admin Ref No: KZN SO 08/11/2022 (X2 Posts)

SAPS Esikhaleni Admin Ref No: KZNSO 09/11/2022 (X2 Posts)

SAPS Greenwood Park Admin Ref No: KZN SO 10/11/2022

SAPS Inanda Admin Ref No: KZN SO 11/11/2022 (X2 Posts)  
 SAPS Isiphingo VSS Ref No: KZN SO 12/11/2022  
 SAPS Kokstad VSS Ref No: KZN SO 13/11/2022 (X2 Posts)  
 SAPS Kwadukuza Admin Ref No: KZN SO 14/11/2022 (X2 Posts)  
 SAPS Mahlabathini Admin Ref No: KZN SO 15/11/2022 (X2 Posts)  
 SAPS Mondlo Admin Ref No: KZN SO 16/11/2022 (X2 Posts)  
 SAPS Newcastle Admin Ref No: KZN SO 17/11/2022 (X2 Posts)  
 SAPS Mehlomnyama Ref No: KZN SO 18/11/2022  
 SAPS Newcastle HRD Centre Ref No: KZN SO 19/11/2022 (X2 Posts)  
 SAPS Phoenix Admin Ref No: KZN SO 20/11/2022 (X2 Posts)  
 SAPS Pietermaritzburg Admin Ref No: KZN SO 21/11/2022  
 SAPS Pietermaritzburg, Mounted unit Ref No: KZN SO 22/11/2022 (X2 Posts)  
 SAPS Plessislaer Admin Ref No: KZN SO 23/11/2022 (X2 Posts)  
 SAPS Point Admin Ref No: KZN SO 24/11/2022  
 SAPS Portshepstone Admin Ref No: KZN SO 25/11/2022  
 SAPS Portshepstone vehicle identification Ref No: ZN SO 26/11/2022  
 Safeguarding section (LEASED)  
 SAPS Provincial Commissioner Ref No: KZN SO 27/11/2022  
 SAPS Richardsbay Auxilliary Services Ref No: KZN SO 28/11/2022  
 SAPS Sydenham Admin Ref No: KZN SO 29/11/2022  
 SAPS Ulundi POP Ref No: KZN SO 30/11/2022  
 SAPS Umbilo Admin Ref No: KZN SO 31/11/2022  
 SAPS Umlazi Admin Ref No: KZN SO 32/11/2022  
 SAPS Vryheid Admin Ref No: KZN SO 33/11/2022

**REQUIREMENTS** : Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Registration with the Private Security Industry Regulatory Authority (PSIRA); Be in possession of at least a Grade C security certificate or higher; Not declared unfit to possess a fire-arm; Be willing to undergo firearm competency training; Be willing to maintain firearm competency; Must have no criminal record or pending criminal / departmental cases; Degree / Diploma in the field of security will be an added advantage; Relevant courses in the field of the post as well as valid driver's license for at least a light motor vehicle will serve as an advantage; Be willing to work shifts and extended hours.

**DUTIES** : Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and contactors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – Only from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

**ENQUIRIES** : Lieutenant Colonel S N Zondo/Warrant Officer Machaie /AC Nkosi Tel No: (031) 325-4808 / 6194 / 4957/6403

**POST 44/476** : **GENERAL WORKER**

**SALARY CENTRE** : R107 196 per annum (Level 02)  
 : SAPS Dannhauser Ref No: KZN GW 01/11/2022  
 : SAPS Charlestown Ref No: KZN GW 02/11/2022  
 : SAPS Hattingspruit Ref No: KZN GW 03/11/2022  
 : SAPS Ingogo Ref No: KZN GW 04/11/2022  
 : SAPS Kingsley Ref No: KZN GW 05/11/2022  
 : SAPS Malvern Ref No: KZN GW 06/11/2022

SAPS Hammersdale Ref No: KZN GW 07/11/2022  
 SAPS Umsunduzi Ref No: KZN GW 08/11/2022  
 SAPS Tongaat Ref No: KZN GW 09/11/2022  
 SAPS Verulam Ref No: KZN GW 10/11/2022  
 SAPS Evatt Ref No: KZN GW 11/11/2022  
 SAPS Franklin Ref No: KZN GW 12/11/2022  
 SAPS Ekombe Ref No: KZN GW 13/11/2022  
 SAPS Glendale Ref No: KZN GW 14/11/2022  
 SAPS Newark Ref No: KZN GW 15/11/2022  
 SAPS Eziqoleni Ref No: KZN GW 16/11/2022  
 SAPS Dududu Ref No: KZN GW 17/11/2022  
 SAPS Mehlomnyama Ref No: KZN GW 18/11/2022  
 SAPS Sawoti Ref No: KZN GW 19/11/2022  
 SAPS Scottburgh Ref No: KZN GW 20/11/2022  
 SAPS Prestbury Ref No: KZN GW 21/11/2022  
 SAPS Thornville Ref No: KZN GW 22/11/2022  
 SAPS Townhill Ref No: KZN GW 23/11/2022  
 SAPS Cramond Ref No: KZN GW 24/11/2022  
 SAPS Harburg Ref No: KZN GW 25/11/2022  
 SAPS Impendle Ref No: KZN GW 26/11/2022  
 SAPS Mooi river Ref No: KZN GW 27/11/2022  
 SAPS Mpophomeni Ref No: KZN GW 28/11/2022  
 SAPS Ingwavuma Ref No: KZN GW 29/11/2022  
 SAPS Emanguzi Ref No: KZN GW 30/11/2022 (X2 Posts)  
 SAPS Mbazwana Ref No: KZN GW 31/11/2022  
 SAPS Mtubatuba Ref No: KZN GW 32/11/2022  
 SAPS Helpmekaar Ref No: KZN GW 33/11/2022  
 SAPS Estcourt Ref No: KZN GW 34/11/2022  
 SAPS Van reenen Ref No: KZN GW 35/11/2022  
 SAPS Winterton Ref No: KZN GW 36/11/2022  
 SAPS Ceza Ref No: KZN GW 37/11/2022  
 SAPS Gluckstadt Ref No: KZN GW 38/11/2022  
 SAPS Vryheid Ref No: KZN GW 39/11/2022  
 SAPS FCS Ladysmith Ref No: KZN GW 40/11/2022  
 SAPS K9 Durban Central Ref No: KZN GW 41/11/2022  
 SAPS 10 111 Hilton Ref No: KZN GW 42/11/2022  
 SAPS K9 Umzinto Ref No: KZN GW 43/11/2022  
 SAPS K9 Ulundi Ref No: KZN GW 44/11/2022  
 SAPS K9 Umhlali Ref No: KZN GW 45/11/2022  
 SAPS K9 Vryheid Ref No: KZN GW 46/11/2022  
 SAPS Provincial Office Ref No: KZN GW 47/11/2022(X3 Posts)  
 SAPS Stock theft utrect Ref No: KZN GW 48/11/2022  
 SAPS Stock theft Vryheid Ref No: KZN GW 49/11/2022  
 SAPS Stock theft Melmoth Ref No: Ref No: KZN GW 50/11/2022  
 SAPS Stock Theft Pietermaritzburg Ref No: KZN GW 51/11/2022  
 SAPS Stock Theft Escourt Ref No: KZN GW 52/11/2022  
 SAPS Stock Theft Kokstad Ref No: KZN GW 53/11/2022  
 SAPS Stock Theft Hluhluwe Ref No: KZN GW 54/11/2022  
 SAPS Stock Theft KwaMbonambi Ref No: KZN GW 55/11/2022  
 SAPS VSS Alexandra Road Ref No: KZN GW 56/11/2022  
 SAPS VSS Isiphingo Ref No: KZN GW 57/11/2022  
 SAPS Royal Protection Unit Ref No: KZN GW 58/11/2021

**REQUIREMENTS**

: Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification;.A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary.

**DUTIES**

: Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters; Performing tasks of a routine nature, such as dusting; Polish furniture and floors. Vacuum carpets and mopping of tile floor; Remove refuse; Perform maintenance tasks in and around the assigned premises; Clean bathrooms and kitchens; Safekeeping and handling of a

variety of Aids in the cleaning of the premise; Loading and unloading of goods. Garden maintenance services; Washing and cleaning of state vehicles, kitchenware and utensils.

**ENQUIRIES** : Lt Colonel Zondo /Warrant Machaie/AC Nkosi Tel No: (031) 325-4808/6194/4957/6403

#### **DEPARTMENT OF TREASURY**

***The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.***

**APPLICATIONS** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road, Pietermaritzburg, 3200.

**FOR ATTENTION** : Ms. N Radebe

**CLOSING DATE** : 09 December 2022

**NOTE** : A new application for employment Z83 form is applicable from the 1<sup>st</sup> January 2021. The Z83 new application form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies) and must be accompanied by a detailed CV. Applicants are not required to submit copies/attachments/ proof/certificates/ID/Driver license/qualifications on application, these will be requested only from shortlisted applicants. Onus is on the applicant to obtain and submit their foreign qualifications verified with SAQA and a certificate for such will be requested if shortlisted.). Non-South African citizens or permanent residency holders will be requested to submit a documentary proof if shortlisted The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Shortlisted candidates will be subjected to security vetting which includes verification of qualifications, reference checks as well as a criminal record check and competency assessment. Correspondence will be limited to shortlisted candidates only and if you have not been contacted within 3 months of the closing date, please regard your application as unsuccessful. The successful candidate is required to enter into an employment contract and a performance agreement. The successful candidate has to disclose his/her financial interests. Shortlisted candidates will undergo a compulsory competency assessment and a technical exercise. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG) and the certificate or proof of completion will be requested prior to employment. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link <https://thensg.gov.za/training-courses/sms-pre-entry-programme>.

#### **MANAGEMENT ECHELON**

**POST 44/477** : **DIRECTOR: MUNICIPAL ACCOUNTING AND REPORTING REF NO: KZNPT 22/45 (X2 POSTS)**

**SALARY** : R1 105 383 per annum, (all-inclusive package), (a remuneration package)

**CENTRE** : KZN Provincial Treasury, Pietermaritzburg

**REQUIREMENTS** : A 3 year NQF level 7 qualification in Financial Accounting or Financial Management field. A minimum of five (5) years middle management experience in Financial Reporting/Accounting/Management environment. SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to appointment, please access this website for more information <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. A valid driver's licence is necessary and applicants must be willing to travel. People with disabilities without a valid Driver's licences will be assisted by the department to meet work related travel obligations. Skills, Knowledge And Competencies: Extensive understanding and working knowledge of GRAP standards used by local government; Standards for the Professional Practices of Internal Auditing; General Accepted Accounting Principles; Extensive working knowledge of public sector, particularly local government sphere; Detailed knowledge of public sector financial management systems and relevant legislation/statutes, including: Constitution of the Republic of South Africa (as amended); Public Finance Management Act and Treasury Regulations; Municipal Finance Management Act (MFMA); Municipal Systems Act (and amendments); Municipal Structures Act; Local Government Transition Act; PSRF (Public Service Regulatory Framework); PFMA Regulations in

respect of Supply Chain Management); Provincial Procurement Act and Regulations; Provincial Internal Audit Act; PGDS (Provincial Growth and Development Strategy); National Treasury guideline documents, regulations and gazettes; Performance Measurement systems – best practice and guidelines; Asset Management principles and respective legislation; Public Finance Management Principles and Practice as well as National and Provincial Practices Notes. Chairing meetings; Conflict Management; Problem solving, analytical and numeracy; Good interpersonal relations; Computer skills: Spreadsheets (MS Excel), word processing (MS Word), Presentations (PowerPoint) and Internet; Research and analysis; Report writing and general writing; Monitoring, follow-up and forecasting; Project Management; Change Management; Analytical, Statistical and quantitative analysis; Financial Management; Planning; People Management; Strategic Planning and Management; Training and Mentoring; Policy Analysis and Development; Negotiation Skills; Innovative thinking; Analytical thinking; Decisiveness; Leadership; Risk Management; Advanced verbal communication and presentation; Budgeting; Co-ordinating activities of different service providers and Stakeholder Relationship Management.

**DUTIES** : Manage the provision of support to municipalities regarding the compilation of Annual Financial Statements (AFS) in compliance with Generally Recognised Accounting Practice (GRAP) Standards. Manage the provisioning of financial management support to municipalities. Manage audit readiness and review for municipalities. Manage consultative support and liaison services with Stakeholders. Guide the implementation of policies. Manage the resources of the Directorate.

**ENQUIRIES** : Mr. F Cassimjee Tel No: (033) 897 4541

**NOTE** : Targeted: Females and people with disabilities who meet the requirements

#### **OTHER POST**

**POST 44/478** : **DEPUTY DIRECTOR: REVENUE AND DEBT MANAGEMENT REF NO: KZNPT 22/47**

**SALARY** : R766 584 per annum, (all inclusive package), (a remuneration package)  
**CENTRE** : KZN Provincial Treasury, Pietermaritzburg  
**REQUIREMENTS** : A 3 year NQF level 7 Degree in Commerce or Finance or Accounting. A minimum of three (3) years junior management experience in revenue and debt management within the public/municipal finance field. A valid driver's licence is necessary and applicants must be willing to travel. People with disabilities without valid Driver's licences will be assisted by the department to meet work related travel obligations. Skills, Knowledge And Competencies: Knowledge of the Constitution Republic of the Republic of South Africa ; Planning frameworks relevant legislation; Public Service Regulation, 2016; MTEF and the budget process; Public Finance Management Act (PFMA); Treasury Regulations; Municipal Finance Management Act (MFMA); Public Finance Management Act (PFMA) and Treasury Regulations; Municipal Systems Act (and amendments); Municipal Structures Act; Municipal Property Rates Act; Public Service Regulatory Framework (PSRF); SCM Regulations; PFMA Regulations i.r.o. Supply Chain Management; Provincial Procurement Act and Regulations; Provincial Internal Audit Act; Generally Recognised Accounting Practice (GRAP) and any other applicable accounting standard used by local government; Public Service Act, 1994; Strategic plan framework; Annual Performance Plans; Employee Performance and Management System; National Development Plan; Service Delivery Framework; National and Provincial Practices Notes; Provincial Growth and Development Plan. Skills: Analytical; Financial Management; Leadership; Planning; Organizational; Management; Computer Literacy; Policy Analysis/Development; Interpersonal Relations; Presentation; Verbal Communication; Project Management Skills; Ability to initiate and support organizational transformation; Problem solving skills; Change Management skills; Advanced Communication skills; Creativity; Conflict Management skills; People Management; Negotiation skills; Stakeholder/relationship management.

**DUTIES** : Co-ordinate the provision of revenue management support initiatives provided to municipalities. Co-ordinate the provision of cash management support initiatives provided to municipalities. Co-ordinate the debt management support initiatives provided to municipalities. Co-ordinate the indigent

**ENQUIRIES**  
**NOTE**

households support initiatives provided to municipalities. Comply with the implementation of policies. Manage resources of the Sub-directorate.  
: Ms. K Mare Tel No: (033) 897 4534  
: Targeted: African Males, African Females and people with disabilities who meet the requirements