

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL  
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

*The Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer and is committed to the promotion of diversity and equity in employment. Women and people living with disabilities are encouraged to apply. The Department of Agriculture and Rural Development reserves the right not to fill any advertised post.*

**MANAGEMENT ECHELON**

- POST 02/177** : **CHIEF DIRECTOR: AGRICULTURAL SERVICES REF NO: SSC01/2023**  
Note: Previous applicants who applied for the same post with reference no. SSC38/2022 are not required to re-apply.
- SALARY** : R1 308 051 per annum (Level 14), all-inclusive salary SMS package is payable to the successful candidate subject to the signing of a mutually agreed performance agreement after three months from assumption of duty. The successful candidate will be subjected to security clearance and is required to disclose financial interest.
- CENTRE** : Cedara – Head Office
- REQUIREMENTS** : A Bachelor of Science degree in Agriculture/Bachelor in Agriculture plus an Honours degree in Agriculture (NQF 8) and a valid driver's license. Experience: 3-5 years' relevant senior management experience. Knowledge: RSA Constitution, PSA, PSR, PFMA, LRA, EPMDs, BCEA, Community Development, Public Participation, Scientific Agricultural Production methods, Agricultural Extension and Advisory Principles, Project Management Principles, Social Dynamics of KZN communities, SCM Practices and Procedures, Promotion of Access to Information Act, Service Delivery Frameworks, Human Rights Act, Bill of Rights, Promotion of Administrative Justice Act, National Development Plan, Provincial Growth and Development Plan. Skills: Language, listening, presentation, analytical thinking, interpersonal relations, computer skills, strategic planning skills, organizational, research, analytical, leadership, project management, facilitation, financial management, time management, report writing, problem solving, communication, conflict management, change management, decision making and people management.
- DUTIES** : Coordinate the comprehensive agricultural extension and advisory implementation services over the district municipal areas in the province. Provide strategic direction for agricultural extension and advisory services. Management of agricultural extension and advisory support services. Optimize management of Project Office. Manage the resources of the Chief Directorate.
- ENQUIRIES** : Mr ZN Dlamini Tel No: 033 – 355 9108
- APPLICATIONS** : All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag X6005, Hilton, 3245.
- NOTE** : Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or [www.dpsa.gov.za](http://www.dpsa.gov.za) All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above Instructions will be disqualified for all SMS posts, appointments will be subject to submission of the pre-entry certificate into the SMS obtainable from the National School of Government.
- CLOSING DATE** : 03 February 2023

**POST 02/178** : **CHIEF DIRECTOR: AGRICULTURAL RESEARCH, DEVELOPMENT AND TRAINING INSTITUTES REF NO: SSC02/2023**

**SALARY** : R1 308 051 per annum (Level 14), all-inclusive salary SMS package is payable to the successful candidate subject to the signing of a mutually agreed performance agreement after three months from assumption of duty. The successful candidate will be subjected to security clearance and is required to disclose financial interest.

**CENTRE REQUIREMENTS** : Cedara – Head Office  
: A Bachelor of Science degree in Agriculture and a valid driver's license. Experience: 5 years' Senior Management experience in an Agricultural Environment. Knowledge: RSA Constitution, National Environmental Management Act, Conservation Agricultural Resourced Act, National Water Act, National Veld and Forest Fire Act, Livestock Brands Act, Agricultural Research Act, The New Growth Path, Agricultural Policy Action Plan (APAP), Medium Term Strategic Framework, Agricultural Development Policy for KZN, National Development Plan, Provincial Growth and Development Plan, Sound understanding of agricultural research methodologies and application of practices and techniques, Animal Husbandry, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, EPMDS, Basic Conditions of Employment Act, community development, public participation, project management principles, social dynamics of KZN communities, SCM practices and procedures, Promotion of Access to Information Act, Service Delivery Frameworks, Human Rights Act, Bill of Rights, Promotion of Administrative Justice Act. Skills: Language, listening, presentation, analytical thinking, interpersonal relations, computer skills, strategic planning skills, organizational, research and development, leadership, financial management, time management, report writing, problem solving and analysis, communication, conflict management, change management, decision making, people management, sound and relevant technical skills regarding agricultural livestock research, data analysis, scientific methodology and models, creativity, innovation, diplomacy, project management and planning, policy development and interpretation.

**DUTIES** : Manage Agricultural Crop Research Services. Manage Agricultural Livestock Research Services. Manage Agricultural Resource Management. Manage the Agricultural Training Institutes. Manage agricultural research policies and strategies. Manage resources of the Chief Directorate.

**ENQUIRIES** : Mr ZN Dlamini Tel No: 033 – 355 9108

**APPLICATIONS** : All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag X6005, Hilton, 3245.

**NOTE** : Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or [www.dpsa.gov.za](http://www.dpsa.gov.za) All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above Instructions will be disqualified for all SMS posts, appointments will be subject to submission of the pre-entry certificate into the SMS obtainable from the National School of Government.

**CLOSING DATE** : 03 February 2023

**POST 02/179** : **CHIEF DIRECTOR: RURAL ENTERPRISE AND INDUSTRY DEVELOPMENT AND RADICAL AGRARIAN SOCIO-ECONOMIC TRANSFORMATION (RASET) REF NO: SSC03/2023**

**SALARY** : R1 308 051 per annum (Level 14), all-inclusive salary SMS package is payable to the successful candidate subject to the signing of a mutually agreed

performance agreement after three months from assumption of duty. The successful candidate will be subjected to security clearance and is required to disclose financial interest.

**CENTRE REQUIREMENTS**

: Cedara – Head Office  
: A Bachelor of Science degree in Agriculture/Bachelor in Agriculture plus an Honours degree in Agriculture (NQF 8) or an Honours degree in Economics or Rural Development and a valid driver's license. Experience: 5 years' Senior Management relevant experience. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, EPMDS, Basic Conditions of Employment Act, community development, community outreach, project management principles, millennium development goals, social dynamics of KZN communities, Youth Development Policy, National and Provincial Practice Notes, Promotion of Access to Information Act, Service Delivery Frameworks, National Development Plan, Provincial Growth and Development Plan, Treasury Regulations, KZN Citizens' Charter, intergovernmental matters, promotion of equality and prevention of unfair discrimination, National and International Economic Outlook. Skills: Language, listening, presentation, interpersonal relations, computer skills, people management, strategic capability and leadership, time management, report writing, problem solving, communication, conflict management, change management, self-disciplined and ability to work independently under pressure, project management, business management, diplomacy and decision making.

**DUTIES**

: Provide strategic leadership, advice and guidance to the Chief Directorate on the implementation of Rural Enterprise and Industry Development and RASET. Manage Funding, Investment and Partnerships. Manage Economics, Marketing and Value Adding, Manage Business Entity and Social Facilitation. Manage coordination of access to formal markets (Public / Private) by historical disadvantaged Farmers and Agro processors in the Province. Manage the resources of the Chief Directorate.

**ENQUIRIES APPLICATIONS**

: Mr ZN Dlamini Tel No: 033 – 355 9108  
: All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag X6005, Hilton, 3245.

**NOTE**

: Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or [www.dpsa.gov.za](http://www.dpsa.gov.za) All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above Instructions will be disqualified for all SMS posts, appointments will be subject to submission of the pre-entry certificate into the SMS obtainable from the National School of Government.

**CLOSING DATE**

: 03 February 2023

**POST 02/180**

: **CHIEF DIRECTOR: BUSINESS SUPPORT SERVICES REF NO: SSC04/2023**

**SALARY**

: R1 308 051 per annum (Level 14), all-inclusive salary SMS package is payable to the successful candidate subject to the signing of a mutually agreed performance agreement after three months from assumption of duty. The successful candidate will be subjected to security clearance and is required to disclose financial interest.

**CENTRE REQUIREMENTS**

: Cedara – Head Office  
: A Bachelor's degree in Public Management or Public Administration (NQF 7) and a valid driver's license. Experience: 5 years' relevant Senior Management experience. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, EPMDS, Basic Conditions of

Employment Act, project management principles, National and Provincial Practice Notes, SCM Practices and procedures, Promotion of Access to Information Act, Service Delivery Frameworks, National Skills Development Strategy, National Development Plan, National Skills Accord, Treasury Regulations, Criminal Procedure Act, KZN Citizens' Charter, Security Management Act, promotion of equality and prevention of unfair discrimination. Skills: Language, listening, interpersonal relations, computer, organisational development, leadership, business management, time management, report writing, problem solving, communication, conflict management, change management, project management, people management, relationship management, decision making, self-disciplined and ability to work under pressure.

**DUTIES** : Provide strategic leadership, advice and guidance to the Chief Directorate. Manage Information Communication Technology (ICT) Strategy and Operations. Manage Communication Services. Manage Integrated Planning, Policy, Monitoring and Evaluation. Manage the provision of Security Services. Manage Minor Works, Auxiliary and Records Management. Ensure strategy development for the Chief Directorate. Manage resources of the Chief Directorate.

**ENQUIRIES** : Mr ZN Dlamini Tel No: 033 – 355 9108  
**APPLICATIONS** : All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag x6005, Hilton, 3245.

**NOTE** : Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or [www.dpsa.gov.za](http://www.dpsa.gov.za). All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above Instructions will be disqualified for all SMS posts, appointments will be subject to submission of the pre-entry certificate into the SMS obtainable from the National School of Government.

**CLOSING DATE** : 03 February 2023

**POST 02/181** : **DIRECTOR: COMMUNICATION SERVICES REF NO: SSC05/2023**

**SALARY** : R1 105 383 per annum (Level 13), all-inclusive salary SMS package is payable to the successful candidate subject to the signing of a mutually agreed performance agreement after three months from assumption of duty. The successful candidate will be subjected to security clearance and is required to disclose financial interest.

**CENTRE** : Cedara – Head Office  
**REQUIREMENTS** : A Bachelor's Degree or B.Tech in Communication/Public Relations or Journalism (NQF level 7), and a valid driver's license. Experience: 5 years' Middle Management or Senior Management experience in a communication environment. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, EPMDs, Basic Conditions of Employment Act, Project Management, Promotion of Access to Information Act, Treasury Regulations, KZN Citizens' Charter, Guide for Members of the Executive and Government Communications Information Systems (GCIS). Skills: Language, listening, presentation, analytical thinking, computer, strategic planning, organizational, research, leadership, financial management, time management, report writing, problem solving, communication, conflict management, change management, project management, people management, relationship management and be self-disciplined and have the ability to work under pressure.

**DUTIES** : Manage Internal Communication Services. Manage External Communication Services. Manage Public Interface Engagements. Manage the development

and implementation of policies and practices. Manage the resources of the Directorate.

- ENQUIRIES** : Mr TW Mkhize Tel No: 033 – 343 8182
- APPLICATIONS** : All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag x6005, Hilton, 3245.
- NOTE** : Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or [www.dpsa.gov.za](http://www.dpsa.gov.za) All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified for all SMS posts, appointments will be subject to submission of the pre-entry certificate into the SMS obtainable from the National School of Government.
- CLOSING DATE** : 03 February 2023

#### **OTHER POSTS**

- POST 02/182** : **LOCAL AGRICULTURAL MANAGER (X13 POSTS)**
- SALARY CENTRE** : R766 584 per annum (Level 11), all-inclusive salary MMS package  
: (Ref No: SSC06/2023) - Mzumbe Local Municipality, Vulamehlo and Umdoni Local Municipality – Ugu District; Ukhahlamba Local Municipality – Uthukela District  
(Ref No: NSC01/2023) - Umhlathuze Local Municipality, Ntambanana and Mthonjaneni Local Municipality, Umfolozi Local Municipality - King Cetshwayo District; Ulundi Local Municipality, uPhongolo Local Municipality – Zululand District; Endumeni Local Municipality, Umvoti Local Municipality – Umzinyathi District; Hlabisa and Big Five False Bay Local Municipality, Mtubatuba Local Municipality - Umkhanyakude District; Newcastle Local Municipality – Amajuba District
- REQUIREMENTS** : A 4 year B.Sc degree in Agriculture or a 3 year Bachelor's degree in Agriculture plus an Honours degree in Agriculture or a National Diploma in Agriculture plus a B.Tech degree in Agriculture, compulsory registration with SACNASP as a Natural Scientist or Professional Scientist and a valid driver's license. Experience: 8 – 10 years' experience in an Agricultural Environment. Knowledge: RSA Constitution, White Paper on Agriculture for KZN, 1996, Norms and Standards for Extension and Advisory Services, Strategy for Agrarian Transformation in KZN, Agricultural Extension and Advisory Principles, Scientific Agricultural Production Methods, Agricultural Policy Action Plan, National Development Plan, Provincial Growth and Development Plan, Public Service Act, Public Service Regulation, PFMA, Labour Relations Act, EPMSD, community development, public participation, community outreach, project management principles, social dynamics of KZN communities, service delivery frameworks, Treasury Regulations. Skills: Analytical and data analysis, scientific methodology and models, research and development, scientific editing and review, project management, professional judgement, computer aided scientific applications, planning and organizing, team leadership, problem solving and analysis, creativity and innovation, decision making, customer focus and responsiveness, communication, presentation, public speaking, computer literacy, management, social facilitation and conflict management.
- DUTIES** : Manage the provision of Agricultural Extension and Advisory Services. Manage the implementation of local agricultural projects. Implement agricultural specific intervention. Promote partnerships and cooperation with relevant role players. Develop policies and strategies aimed at improving service delivery. Manage resources of the local municipality.

- ENQUIRIES APPLICATIONS** :
- Mr LL Jongisa Tel No: 033 – 355 9299
- All applications for Ref No: SSC06/2023 must be addressed to the Acting Head of Department and should preferably be hand delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag x6005 Hilton, 3245
- All applications for Ref No: NSC01/2023 must be addressed to the Head of Department and should preferably be hand delivered or couriered to Lot no. 11634, Corner of via Verbena and Loop Street, Veldenvlei, Richards Bay, 3900. Applications may also be posted to Private Bag x1048, Richards Bay, 3900
- NOTE** :
- Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or [www.dpsa.gov.za](http://www.dpsa.gov.za) All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified for all SMS posts, appointments will be subject to submission of the pre-entry certificate into the SMS obtainable from the National School of Government.
- CLOSING DATE** :
- 03 February 2023
- POST 02/183** :
- DEPUTY DIRECTOR: POLICY AND EVALUATION REF NO: SSC07/2023**
- SALARY CENTRE REQUIREMENTS** :
- R766 584 per annum (Level 11), all-inclusive salary MMS package
- Cedara – Head Office
- A Bachelor's degree / BTech in Social Sciences/Public Policy/Monitoring and Evaluation (NQF 7) and a valid driver's licence. Experience: 3 – 5 years' junior management experience in a Monitoring & Evaluation and reporting environment. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, EPMDs, Basic Conditions of Employment Act, Project Management principles, National and Provincial Practice Notes, Promotion of Access to Information Act, Service Delivery Frameworks, Treasury Regulations, KZN Citizens' Charter, White Paper on Transforming Public Service Delivery, Millennium Development Goal, Government Wide Monitoring & Evaluation Policy Framework, E-Government, Batho Pele, DPME Policy Development Framework, Performance Monitoring and Reporting, Public Participation and Scorecards. Skills: Language, analytical, research, planning and coordination, listening, interpersonal relations, computer, leadership, time management, report-writing, problem solving, communication, conflict management, change management, self-disciplined, ability to work under pressure with minimum supervision, project management, people management, relationship management, financial management, strategic planning, presentation, decision making, innovation and creativity.
- DUTIES** :
- Manage the provision of policy analysis services. Manage departmental programme evaluation. Manage the development and implementation of policies. Manage policy compliance and governance assessment and reporting. Manage the resources of the sub-directorate.
- ENQUIRIES APPLICATIONS** :
- Mr TW Mkhize Tel No: 033 – 343 8182
- All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag X6005, Hilton, 3245.
- NOTE** :
- Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or [www.dpsa.gov.za](http://www.dpsa.gov.za) All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior

(Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified.

- CLOSING DATE** : 03 February 2023
- POST 02/184** : **ASSISTANT DIRECTOR: POLICY AND EVALUATION REF NO: SSC08/2023 (X2 POSTS)**
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Cedara – Head Office
- REQUIREMENTS** : A Bachelor's degree / BTech in Social Sciences/Public Policy/Monitoring and Evaluation (NQF 7) and a valid driver's licence. Experience: 3 years' relevant experience in public policy, monitoring and evaluation, strategic management, social research environment in public sector, civil society or academia. Knowledge: Knowledge in policy development, monitoring and evaluation, research, analysis, and strategic management is essential. This includes;- policy analysis, policy formulation, policy development process, strategic development and management, strategic planning, programme monitoring, evaluation, impact assessment, project management, governance, political understanding, government legislation, mandates and priorities. Skills: Analytical and innovative, research, policy analysis policy development, planning, strategic management, project management, computer literacy, excellent business/report writing, good communication (presentation and public speaking), decision-making and problem solving, people and performance management, stakeholder management, time management, negotiation and conflict resolution, financial management, presentation, excellent interpersonal skills, ability to work independently as well as within a team, attention to detail, ability to work under pressure and display initiative.
- DUTIES** : Analyse, develop and review policies. Conduct policy evaluation. Coordinate policy development and administration. Coordinate management practices improvement (MPAT). Coordinate policy and evaluation capacity building.
- ENQUIRIES** : Mr TW Mkhize Tel No: 033 – 343 8182
- APPLICATIONS** : All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag X6005, Hilton, 3245.
- NOTE** : Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or [www.dpsa.gov.za](http://www.dpsa.gov.za) All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified.
- CLOSING DATE** : 03 February 2023
- POST 02/185** : **SENIOR ADMINISTRATION OFFICER: PLANNING, MONITORING AND REPORTING REF NO: SSC09/2023 (X2 POSTS)**
- SALARY** : R331 188 per annum (Level 08)
- CENTRE** : Cedara – Head Office
- REQUIREMENTS** : A National Diploma or a Bachelor's degree / BTech in Social Sciences/Public Policy/Monitoring and Evaluation (NQF 7) and a valid driver's licence

		Experience: 3 years' relevant experience in strategic planning, monitoring and evaluation, social research environment. Knowledge: Planning frameworks, relevant legislation, and plans, policy analysis formulation, research methods, monitoring and evaluation and report writing. Skills: Analytical thinking, research, facilitation and presentation, good problem solving, good communication (verbal and written) and excellent administrative skills.
<b><u>DUTIES</u></b>	:	Develop procedures and systems for strategic planning for the department, its entities and branches. Conduct planning workshops and consolidate planning inputs from planning consultative processes. Monitor implementation of the plans across the department. Conduct departmental branch performance reviews. Facilitate performance information reporting of the department.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr TW Mkhize Tel No: 033 – 343 8182
	:	All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag x6005, Hilton, 3245.
<b><u>NOTE</u></b>	:	Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified.
<b><u>CLOSING DATE</u></b>	:	03 February 2023
<b><u>POST 02/186</u></b>	:	<b><u>LECTURER (ANIMAL PRODUCTION) REF NO: SSC10/2023</u></b>
<b><u>SALARY</u></b>	:	R331 188 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Cedara College of Agriculture
<b><u>REQUIREMENTS</u></b>	:	A B.Sc in Agriculture degree (NQF Level 8), specializing in Animal Science (not a Bachelor of Agriculture) and a valid driver's licence. 3 years' experience in an educational environment. Sound knowledge of Quality Assurance Policies, educational policies and specialist knowledge in Animal Production. Lecturing skills, project management skills, presentation skills, organisational skills, communication skills (verbal and written), conflict management skills, financial management skills, HR management skills, literacy skills, language skills, listening skills, analytical thinking, interpersonal skills, computer skills, research skills, time management skills, report writing skills, and problem solving skills.
<b><u>DUTIES</u></b>	:	Conduct classes. Present short courses / vocational training to the HET and FET students and other stakeholders. Perform administrative and extra-curricular duties. Develop and review course material and study guides. Conduct applied and information research.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr B Lutge Tel No: 033 355 9306
	:	All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag x6005, Hilton, 3245.
<b><u>NOTE</u></b>	:	Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign



qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified. Short listed candidates will be expected to prepare and present a ten-minute lecture in the Animal Production subject area as part of the interview.

**CLOSING DATE**

: 03 February 2023

**POST 02/187**

: **LECTURER (AGRICULTURAL ECONOMICS) REF NO: SSC11/2023 (X2 POSTS)**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R331 188 per annum (Level 08)  
: Cedara College of Agriculture  
: A B.Sc in Agriculture degree (NQF Level 8), specializing in Agricultural Economics and a valid driver's licence. 3 years' experience in an educational environment. Sound knowledge of Quality Assurance Policies, educational policies and specialist knowledge in Agricultural Economics. Lecturing skills, project management skills, presentation skills, organisational skills, communication skills (verbal and written), conflict management skills, financial management skills, HR management skills, literacy skills, language skills, listening skills, analytical thinking, interpersonal skills, computer skills, research skills, time management skills, report writing skills, and problem solving skills.

**DUTIES**

: Conduct classes. Present short courses / vocational training to the HET and FET students and other stakeholders. Perform administrative and extra-curricular duties. Develop and review course material and study guides. Conduct applied and information research.

**ENQUIRIES**  
**APPLICATIONS**

: Mr B Lutge Tel No: 033 355 9306  
: All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag x6005, Hilton, 3245.

**NOTE**

: Applications for the above posts must be submitted on the most recent Z83 application form obtainable from any Public Service Department or [www.dpsa.gov.za](http://www.dpsa.gov.za) All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates Who Failed To Comply With The Above Instructions Will Be Disqualified. Short listed candidates will be expected to prepare and present a ten-minute lecture in the Agricultural Economics subject area as part of the interview.

**CLOSING DATE**

: 03 February 2023

**POST 02/188**

: **LECTURER (AGRICULTURAL ENGINEERING) REF NO: SSC12/2023**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R331 188 per annum (Level 08)  
: Cedara College of Agriculture  
: A B.Sc (Engineering) or B.Eng degree in Agricultural / Civil Engineering and a valid driver's licence. 3 years' experience in an educational environment. Sound knowledge of Quality Assurance Policies, educational policies and specialist knowledge in Agricultural Economics. Lecturing skills, project management skills, presentation skills, organisational skills, communication skills (verbal and written), conflict management skills, financial management skills, HR management skills, literacy skills, language skills, listening skills, analytical thinking, interpersonal skills, computer skills, research skills, time management skills, report writing skills, and problem solving skills.

**DUTIES**

: Conduct classes. Present short courses / vocational training to the HET and FET students and other stakeholders. Perform administrative and extra-

		curricular duties. Develop and review course material and study guides. Conduct applied and information research.
<b><u>ENQUIRIES</u></b>	:	Mr B Lutge Tel No: 033 355 9306
<b><u>APPLICATIONS</u></b>	:	All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag x6005, Hilton, 3245
<b><u>NOTE</u></b>	:	Applications for the above posts must be submitted on the most recent Z83 application form obtainable from any Public Service Department or <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified. Short listed candidates will be expected to prepare and present a ten-minute lecture in the Agricultural Engineering subject area as part of the interview.
<b><u>CLOSING DATE</u></b>	:	03 February 2023
<b><u>POST 02/189</u></b>	:	<b><u>LECTURER (CROP PRODUCTION – FORESTRY) REF NO: NSC02/2023</u></b>
<b><u>SALARY</u></b>	:	R331 188 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Owen Sitole College of Agriculture
<b><u>REQUIREMENTS</u></b>	:	A B.Sc Honours degree in Forestry with an element of Crop Protection (NQF Level 8) and a valid driver's licence. 3 years' experience in an educational environment. Sound knowledge of Quality Assurance Policies, educational policies and specialist knowledge in Agricultural Economics. Lecturing skills, project management skills, presentation skills, organisational skills, communication skills (verbal and written), conflict management skills, financial management skills, HR management skills, literacy skills, language skills, listening skills, analytical thinking, interpersonal skills, computer skills, research skills, time management skills, report writing skills, and problem solving skills.
<b><u>DUTIES</u></b>	:	Conduct classes. Present short courses / vocational training to the HET and FET students and other stakeholders. Perform administrative and extra-curricular duties. Develop and review course material and study guides. Conduct applied and information research.
<b><u>ENQUIRIES</u></b>	:	Mr NSM Ngcobo Tel No: 035 795 1345
<b><u>APPLICATIONS</u></b>	:	All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to Lot no. 11634, Corner of via Verbena and Loop Street, Veldenvlei, Richards Bay, 3900. Applications may also be posted to Private Bag x1048, Richards Bay, 3900
<b><u>NOTE</u></b>	:	Applications for the above posts must be submitted on the most recent Z83 application form obtainable from any Public Service Department or <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified. Short listed candidates will be expected to prepare and present a ten-minute lecture in the Forestry subject area as part of the interview.

- CLOSING DATE** : 03 February 2023
- POST 02/190** : **PROJECT ADMINISTRATION OFFICER REF NO: SSC13/2023 (X3 POSTS)**  
(Re-Advertisement Previous applicants who applied for the same post with reference no. SSC21/2020 are required to re-apply.
- SALARY** : R331 188 per annum (Level 08)
- CENTRE** : Cedara – Head Office
- REQUIREMENTS** : A National Diploma or Degree in Public Administration and a valid driver's licence. 1-2 years' experience in a project / administration environment. Sound knowledge of the RSA Constitution, White Paper on Agriculture for KZN, 1996, Norms and Standards for Extension and Advisory Services, Strategy for Agrarian Transformation in KZN, National Development Plan, Provincial Growth and Development Plan, PSA, PSR, PFMA, EPMDs, community development, public participation, community outreach and project management principles. Language skills, listening skills, presentation skills, project management skills, analytical thinking, interpersonal relations, computer skills, organisational skills, research skills, analytical skills, time management, report writing skills, problem solving skills, communication skills, conflict management skills, self-disciplined and able to work under pressure with minimum supervision, relationship management skills and decision making skills.
- DUTIES** : Provide support to the implementation of projects. Participate in the Steering Committee Meetings. Assist in monitoring and report on projects. Provide advice, guidance and input to policy. Perform all administrative and related functions.
- ENQUIRIES** : Mr ME Ngcobo at 082 461 8728
- APPLICATIONS** : All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag x6005, Hilton, 3245.
- NOTE** : Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or [www.dpsa.gov.za](http://www.dpsa.gov.za) All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified.
- CLOSING DATE** : 03 February 2023

**DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

- APPLICATIONS** : To be posted to: The Chief Director, Human Resource Management & Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 Or hand delivered to: The Chief Registry Clerk, 14th Floor North Tower, Natalia, 330 Langalibalele Street, Pietermaritzburg
- FOR ATTENTION** : Mr LA Zulu
- CLOSING DATE** : 10 February 2023 (Applications received after this date will not be accepted).
- NOTE** : To Applicants: Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV. The Department discourages applications sent by registered mail and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from State Security on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous

employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer and is committed to empowering people with disability.

#### OTHER POSTS

- POST 02/191** : **DEPUTY DIRECTOR: FINANCIAL PLANNING REF NO: 6/2023 (F)**  
 Chief Directorate: Finance  
 Directorate: Budget Control and Planning
- SALARY** : R766 584 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 qualification as recognised by SAQA in Financial Management or a related qualification coupled with 3 years' junior management experience in a financial management environment and a valid code EB driver's licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of Public Finance Management best practices , Knowledge of Generally Recognised Accounting Principles (GRAP) and policy analysis, Knowledge of Performance Budgeting best practice & guidelines and financial management systems, Knowledge of project management and Practice Notes, Knowledge of government processes and financial planning, Planning skills, Team development, decision making and problem solving skills, Report writing & general (Academic) writing skills, Financial management and budgeting systems skills, Analytical and management skills , Functional Ability – Maintaining accounting controls, reconciling financial discrepancies, preparing financial reports, maintaining financial security, guiding staff, answering accounting procedure inquiries, Coaching and Developing people – Ensure that staff are trained in financial practices and procedures. Improve senior management financial knowledge, Quick thinking – Provide financial information for planning and decision making and recommending courses of action where tight deadlines apply, Good communication skills (verbal & written), Computer literacy in MS Office.
- DUTIES** : The successful candidate will be required to provide a financial planning, implementation, monitoring, control and reporting service with the following key responsibilities: Monitor and evaluate financial performance, determine framework and guidelines for financial reporting, Compile MTEF standards, Co-ordinate implementation of the PFMA and prescripts, Manage the effective and efficient utilization of human resources.
- ENQUIRIES** : Ms N Orrie Tel No: 033 2608051
- POST 02/192** : **ASSISTANT DIRECTOR: ANTHROPOLOGY REF NO: 4/2023 (TGCM)**  
 Chief Directorate: Traditional Governance and Conflict Management  
 Directorate: Traditional Governance and Anthropology
- SALARY** : R491 403 per annum (Level 10)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Anthropology/Sociology or a related qualification coupled with 3 years administrative experience in an Anthropology/Sociology environment and a valid code 8 (EB) Driver's Licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Sound working knowledge of the PFMA, Knowledge of IsiZulu, Zulu culture and customs, the ability to understand and interpret relevant legislation, Understanding of Traditional Leadership and institutional matters , Ability to analyse policies and apply correctly , Comprehensive report writing and communication in vernacular skills, Presentation and financial management skills, Project management and control and research methodology skills, Good communication skills (verbal & written), Computer literacy in MS Office.
- DUTIES** : The successful candidate will be required to provide genealogical services in the recognition of traditional leadership with the following key responsibilities, Conduct research on genealogical processes for the recognition of Amakhosi and Amabambabukhosi, Conduct research on customs and traditional rituals

of various clans, provide support during recognition and installation of Amakhosi and Amabambabukhosi i.r.o genealogical services, Provide advice and guidance to Amakhosi

**ENQUIRIES** : Ms KTB Ndlovu Tel No: 033 8975608

**POST 02/193** : **ASSISTANT DIRECTOR: BUDGET PLANNING REF NO: 7/2023 (F)**  
Chief Directorate: Finance  
Directorate: Budget Control and Planning

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 qualification as recognised by SAQA in Financial Management or a related qualification coupled with 3 years' administrative experience in a financial environment Essential Knowledge, Skills And Competencies Required: The successful candidate must have: -, Knowledge of Prescripts (PFMA, DoRA), Knowledge of policy analysis and project management, Planning, financial management and budget planning skills, Team development, decision making and problem solving skills, Good communication skills (verbal & written), Computer literacy in MS Office.

**DUTIES** : The successful candidate will be required to manage the implementation of a financial In-Year Monitoring and Reporting service with the following key responsibilities, Co-ordinate the compilation of the IYM and report on expenditure and revenue, Prepare framework and guidelines for financial reporting, Provide input for compilation of MTEF standards, Co-ordinate Budget Statement and Adjustment Estimates input, Monitor the implementation of the PFMA and other prescripts, Co-ordinate input required for the development of financial policies

**ENQUIRIES** : Ms N Orrie Tel No: 033 2608051

**POST 02/194** : **BUDGET ANALYST REF NO: 8/2023 (F) (X2 POSTS)**  
Chief Directorate: Finance  
Directorate: Budget Control and Planning

**SALARY** : R393 711 per annum  
**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : The ideal candidate must be in a possession of a Bachelor's Degree or NQF level 7 qualification as recognised SAQA in Financial Accounting / Financial Management coupled with 3 years' experience in a Provincial or National Government finance and budgeting environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- , Knowledge of Provincial or National Government budgetary processes, PFMA as well as other relevant legislation, Knowledge of policy analysis and project management, Planning and team development skills, Decision making and problem solving skills, Financial management and analytical skills, Ability to draw, interpret and reconcile BAS and PERSAL reports, Presentation skills , Good communication skills (verbal & written) , Computer literacy in MS Office , A valid Driver's Licence

**DUTIES** : The successful candidate will be required to provide budget control services with the following key responsibilities: Revise cash flow and complete in-year monitoring schedule each month, Provide a ministerial monthly variance schedule for the relevant programme , Analyse budget of a programme and identify potential savings, varmint and rollovers , Analyse and verify input for all exercises throughout the budget process , Support and advise programme managers and line function management on budget related issues, Develop and implement proper control measures for the effective and efficient utilization of the budget in the Department, Manage the training and development of staff under his/her control.

**ENQUIRIES** : Ms N Orrie Tel No: 033 2608051

**POST 02/195** : **ASSISTANT DIRECTOR: HR PLANNER REF NO: 9/2023 (HRMD)**  
Chief Directorate: Human Resource Management & Development  
Directorate: Organisational Development and Efficiency Services

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Pietermaritzburg

- REQUIREMENTS** : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Human Resource Management or a related qualification coupled with 3 years supervisory experience in a HR environment and a valid code 8 (EB) Driver's Licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - , Knowledge of Public Service Act / Regulations, Human Resource planning policies and strategies, Knowledge of Departmental Policies, Understanding of HRM practices in the Public Service, Knowledge and understanding of HR planning in the public service, Knowledge of Public Service reporting procedures and work environment, Knowledge of interpretation of legislation, policies and statistics, Knowledge of computer based Human Resource Management Information systems, Understanding of all relevant prescripts, practices and procedures, the ability to interpret and apply policies/legislation, Policy formulation and managerial skills, Problem solving and analytical thinking skills, Basic Financial Management and team building skills, Project management, presentation and facilitation skills, Motivation/leadership skills, Good communication skills (verbal & written), Computer literacy in MS Office.
- DUTIES** : The successful candidate will be required to implement and maintain human resource planning policies and related processes with the following key responsibilities, Evaluate effective human resource demand, supply in the face of financial constraints, Clarify and give advice and guidance on the Department's HR Plan, Implement policies in line with the HR Plan, Implement HR Strategies (EE Plan, HR plan, HR policies etc, Ensure effective and efficient utilization of the resources within the component.
- ENQUIRIES** : Mr B Cele Tel No: 33 260 8063
- POST 02/196** : **ADMINISTRATION CLERK SUPERVISOR REF NO: 5/2023 (TGCM)**  
Chief Directorate: Traditional Governance and Conflict Management  
Directorate: Traditional Governance and Anthropology
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
: Pietermaritzburg  
: The ideal candidate must be in possession of a Grade 12 or equivalent qualification coupled with 3 years administrative experience and a valid code 8 (EB) Driver's licence Essential Knowledge, Skills And Competencies Required: The successful candidate must have: -, Knowledge of provincial and departmental policies, Knowledge of administrative processes, Interpersonal and basic financial management skills, Decision making, problem solving and office management skills, Good communication skills (verbal & written), Computer literacy in MS Office.
- DUTIES** : The successful candidate will be required to provide administrative support services to the Directorate with the following responsibilities, provide secretariat services to the sub-directorate, Ensure the provision of general clerical support services, Ensure the provision of supply chain clerical support and financial services, Ensure the provision of human resource functions, Render support in the establishment of traditional leadership structures and systems governing the institution.
- ENQUIRIES** : Ms KTB Ndlovu Tel No: 033 8975608
- POST 02/197** : **LABOUR RELATIONS OFFICER REF NO: 10/2023 (HRMD)**  
Chief Directorate: Human Resource Management & Development  
Directorate: Labour Relations
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
: Pietermaritzburg  
: The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Human Resource Management/ Labour Relations Management or a related qualification coupled with 2 years' experience in the labour relations environment or a Senior Certificate coupled with 5 years' relevant experience in a labour relations environment and a valid code 8 driver's licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of Labour Relations Act, Knowledge of Public Service Act, Knowledge of collective agreements and bargaining structures, Knowledge of departmental policies, Knowledge of Public Service Regulations, Negotiation, dispute resolution and facilitation skills, Innovation skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 drivers licence.

**DUTIES** : The successful candidate will be required to provide labour relations services with the following responsibilities, Facilitation of Grievances, attend to disputes received and strike action, improve relations with the Department's stakeholders on labour related matters, provide labour relations training, ensure implementation of labour related policies and national, sectoral and departmental collective agreements.

**ENQUIRIES** : Mr S Zondi Tel No: 033 2608033

**POST 02/198** : **PERSONAL ASSISTANT TO THE DDG: LOCAL GOVERNMENT BRANCH**  
**REF NO: 11/2022 (LG)**  
Branch: Local Government

**SALARY** : R269 214 per annum (Level 07)

**CENTRE** : Pietermaritzburg

**REQUIREMENTS** : The ideal candidate must be in possession of a Secretarial Diploma or equivalent or a higher qualification in Administration coupled with 3-5 years' experience in administration or rendering a support service to senior management. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Sound knowledge of office management , Basic knowledge of financial administration , Knowledge of relevant legislation/policies/ prescripts and procedures , Ability to do research and analyse documents and situations , Good language and good telephone etiquette skills , Sound organization and interpersonal skills, Good communication skills (written and verbal) , Ability to communicate well with people at different levels and from different backgrounds , Computer literacy in MS Office , A valid driver's licence.

**DUTIES** : The successful candidate will be required to render a secretarial support service to the DDG with the following key responsibilities: Provide a secretarial/ receptionist support service to the DDG, Render administrative support services , Provide support to the DDG regarding meetings, Support the DDG with the administration of the DDG's budget , Study the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is properly understood.

**ENQUIRIES** : Mr M Khathide Tel No: at 033 3556482

#### **DERPARTMENT OF EDUCATION**

***Preference will be given to persons from designated groups including persons with disabilities. The Provincial Department of Education: Kwazulu-Natal is an equal opportunity affirmative action employer***

**APPLICATIONS** : should be sent by post for the attention of: Mr. P.B.V. Ngidi, The Directorate: Human Resource Services, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, Office No. 203A, 228 Pieter Maritz Street, Pietermaritzburg, 3200

**CLOSING DATE** : 10 February 2023

**NOTE** : Directive to Applicants: Applications must be made on the new Application Form for employment (Z83) obtainable from any Public Service Department accompanied by a copy of the ID, a detailed CV with full particulars of training, qualifications, skills, competencies, knowledge and experience. Unless otherwise stated. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. Failure to comply with the above directives will result in the application not being considered. Faxed and e-mailed copies of applications will not be considered. Please note: Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications filling of the post will be done in terms of the Department's approved Employment Equity Plan Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of employment. The communication from the HR of the Department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Note: The requirements for the appointment at Senior Management Services level will be the completion of the Senior Management Pre- entry programme as endorsed by the National School of Government. The /sms-pre-entry-certificate obtained

from National School of Government is required for all SMS applicants in addition all SMS posts is subject to a positive security clearance, verification of educational qualifications and the signing of performance agreements. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the Selection Committee will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of Competency Based Assessments). The Competency Based Assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

#### **MANAGEMENT ECHELON**

**POST 02/199** : **DEPUTY DIRECTOR-GENERAL: INSTITUTIONAL DEVELOPMENT SUPPORT REF NO: DOE/23/2022**

**SALAERY** : R1 590 747 per annum (Level 15), (an all-inclusive package to be structured in line with the rules for SMS).

**CENTRE** : Head Office, Pietermaritzburg

**REQUIREMENTS** : An appropriate post graduate qualification (NQF Level 8) coupled with a minimum of eight (8) years' experience at a senior managerial level, inclusive of 3 years' experience at the level of Chief Director or equivalent level. Computer literacy .A valid driver's licence. Competences: Demonstrate strategic management and leadership skills in the candidate's current area of work. Sound knowledge of current educational trends and innovations, i.e., policy and implementation Proven record in transforming large organizations/institutions. Well-developed and proven analytical thinking and problem-solving skills. A very strong large-scale Project and Programme Management background. A clean record in managing large sums of funds in terms of the PFMA and related prescripts. An excellent team player with good communication and interpersonal skills. Ability to work at inter-governmental and inter-departmental levels at various spheres of government. Demonstrate ability to implement plans successfully and a demonstrated service delivery orientation.

**DUTIES** : Provide strategic direction and leadership regarding the management and administration of educational institutions, particularly schools. Initiate and implement strategies aimed at achieving integrated institutional and infrastructural planning systems within the province. Develop initiatives, systems and instruments to enhance effective school leadership and management. Implement innovative strategies aimed at improving the quality of teaching and learning in schools as well as the overall performance of schools, circuits and districts. Ensure the alignment of school academic programmes with National and Provincial priorities for the education sector. Develop systems and tools for monitoring school performance in order to enhance effective school functionality to bridge performance gaps identified during benchmark assessment and reviews. Oversee the implementation of programmes to improve infrastructure development, delivery and maintenance for schools including the development of the infrastructure priority plan. Manage the promotion of holistic youth development through the development and implementation of co-curricular programmes such as in-school sports, recreation arts and culture. Oversee the development of strategies and plans for the effective implementation of the policy frameworks on the Transformation of the Schooling System, Special Needs, Rural and Inclusive Education. Also manage the provision of resource planning and the proper quintile ranking of schools as well as the provision of education management information system.

**ENQUIRIES** : Adv. MB Masuku Tel No: 033 392 1006

**POST 02/200** : **DEPUTY DIRECTOR-GENERAL: CURRICULUM MANAGEMENT AND DELIVERY REF NO: DOE/24/2022**

**SALARY** : R1 590 747 per annum (Level 15), (all-inclusive package to be structured in line with rules for SMS).

**CENTRE** : Head Office, Pietermaritzburg

**REQUIREMENTS** : An appropriate post graduate qualification (NQF Level 8) coupled with a minimum of eight (8) years' experience at a senior managerial level, inclusive



of 3 years' experience at the level of Chief Director or equivalent level. Computer literacy. A valid driver's licence. Competencies: Demonstrate strategic management and leadership skills in the candidate's current area of work. Sound knowledge of current educational issues and challenges, i.e. policy and implementation. Proven record in transforming large organizations/institutions. Well-developed and proven analytical thinking and problem-solving skills. A very strong large-scale Project and Programme. Management background. A clean record in managing large sums of funds in terms of the PFMA and related prescripts. An excellent team player with good communication and interpersonal skills. Ability to work at inter-governmental and inter-departmental levels at various spheres of government. Demonstrate ability to implement plans successfully and a demonstrated service delivery orientation.

**DUTIES** : Provide strategic direction and leadership regarding Curriculum Management and Delivery in the department through the implementation of systems for monitoring effective curriculum delivery in schools. Oversee the general professionalisation of the teaching cohort through the professional development of teachers. Design sound education programmes for curriculum support to schools to enhance and facilitate the implementation of the National Curriculum Policy framework. Oversee the management and implementation of an integrated system of education in the province inclusive of Early Childhood Developmental (ECD). Provide regular reports to Top Management, the Executive Authority and oversight bodies on the overall performance of the system informed by provincial assessment outcomes, national and international benchmark assessments studies and the general trends in the education arena. Manage and monitor the provision of Learning and Teaching Support Material (LTSM) to schools. Initiate and implement systems that are aimed at integrating curriculum delivery in schools with information technology and infrastructure development and delivery in schools. Manage the provision of examinations and assessments in the Department in line with the National Assessment Policy Framework. Oversee the development and implementation of programmes for teacher development, quality assurance, governance and management services and learner admissions. Manage the provision of Education Library, Information and Technology Services (ELITS) and special intervention programmes to improve the teaching of Mathematics, Science and Technology. Manage the personnel and other resources within the Branch.

**ENQUIRIES** : Adv MB Masuku Tel No. 033 3921006)

**POST 02/201** : **CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: DOE/25/2022**

**SALARY** : R1 308 051 per annum (Level 14), (all-inclusive package to be structured in accordance with the rules for SMS).

**CENTRE** : Head Office Pietermaritzburg

**REQUIREMENTS** : An appropriate Bachelor's degree or equivalent qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at senior managerial (SMS) level, Computer Literacy. A valid driver license. Competencies: Knowledge of the current technology development, Public Finance Management Act, Public Service Act Public Service Regulations, Labour Relations Act and Basic Conditions of Employment Act and other relevant prescripts and legislations good communication, planning project management, decision making and problem solving skills. Policy analysis and development.

**DUTIES** : Provide strategic leadership and management to the department on all Human Resource related matters inclusive of Organisational Development (OD), Human Resource Services, Performance Management, Human Resource Development and Employee Relations. Manage the development and implementation of sound systems for human resources management in the department. Render advice to management on HR related matters. Initiate the formulation, reporting and review of HR Plans, HR recruitment, selection and retention strategies and policies informed by labour market demand and supply. Develop standards operating procedures and systems for effective and efficient management of the department's compensation of employee's (CoE) budget. Monitor and manage the development and implementation of all HRM projects including the implementation of electronic systems for reporting on staff and timeous processing of appointment and termination of staff exits on PERSAL to eliminate staff debts. Ensure the alignment of the department's

organisational structure to the strategic goals and objectives of the department. Manage the development and implementation of Skill Development programmes and Workplace Skills Plans for the skilling and development of the workforce, Manage and facilitate the development of Employment Equity Plans, affirmative action measures and reporting on the achievement of set equity targets to achieve redress and employment equity. Implement systems aimed at promoting labour peace and collective bargaining in the department. As a Responsibility Manager for the Chief Directorate assume ultimate responsibility for the performance of the chief directorate and contribute towards effective and efficient spending of allocated funds.

- ENQUIRIES** : Adv MB Masuku Tel No: 033 3931006
- POST 02/202** : **CHIEF DIRECTOR: CURRICULUM MANAGEMENT REF NO: DOE/26/2022**
- SALARY** : R1 308 051 per annum (Level 14), (an all-inclusive package to be structured in accordance with the rules for SMS).
- CENTRE REQUIREMENTS** : Head Office, Pietermaritzburg  
: An appropriate Bachelor's Degree or equivalent qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at senior managerial (SMS) level. Computer Literacy. A valid driver license. Competencies: Knowledge of the current technology development, Public Finance Management Act, Public Service Act, Public Service Regulations, Labour Relations Act and Basic Conditions of Employment Act and other relevant prescripts an legislations Good communication, planning project management, decision making and problem solving skills. Policy analysis and development.
- DUTIES** : Provide strategic leadership in Curriculum Management and Delivery in the Department. Manage the implementation of the National Curriculum Statement and Curriculum Assessment Policy Statement (CAPS) in all the phases of the education system in the province. Develop provincial policies, guidelines, learning programs to facilitate the implementation of the National Curriculum Statement. Manage the provision of GET and FET (Grades RR to 12) in public schools in the province including ECD provided to community-based centres. Manage the development of learning and teaching support material, equipment and technology associated with the Curriculum Management Strategy, plans for the promotion and improvement of literacy and numeracy in primary schools. Develop relevant intervention strategies to promote quality improvement in teaching and learning in the province. As a Responsibility Manager for the Chief Directorate assume ultimate responsibility for the effective and efficient performance of personnel and utilisation of resources allocated to the Chief Directorate.
- ENQUIRIES** : Adv MB Masuku Tel No: 033 3921006
- POST 02/203** : **DIRECTOR: OFFICE OF HEAD OF DEPARTMENT REF NO: DOE/27/2022**
- SALARY** : R1 105 383 per annum (Level 13), (all-inclusive package to be structured in line with rules for SMS).
- CENTRE REQUIREMENTS** : Head Office, Pietermaritzburg  
: An appropriate Bachelor's degree or equivalent qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle managerial level. Computer Literacy. A valid driver license. Competencies: Knowledge of all relevant enabling prescripts. Good problem solving and interpersonal skills. Sound organizational and planning skills. Good communication (verbal and written) and presentation skills. Ability to work independently and under pressure.
- DUTIES** : Manage the provision of efficient executive support services to the Head of Department. Manage the provision of administrative support services to the Head of Department. Oversee the provision of document flow and quality management. Coordinate communication between the Head of Department and other strategic role-players/stakeholders. Manage the resources of the Directorate. Ensure effective and efficient provision of secretarial services. Manage special intervention programmes and projects by the Head of Department. Coordinate the finalization and approval of the Strategic Plan, Service Delivery Improvement Plan, Human Resource Plan, Annual Report and Close-out Report.
- ENQUIRIES** : Mr K. Naidoo Tel No: 033 846 5533

**POST 02/204** : **DIRECTOR: INTERNAL CONTROL AND RISK MANAGEMENT REF NO: DOE/28/2022**

**SALARY** : R1 105 383 per annum (Level 13), (all-inclusive package to be structured in line with rules for SMS).

**CENTRE** : Head Office, Pietermaritzburg

**REQUIREMENTS** : An appropriate Bachelor's degree or equivalent qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle managerial level. Computer Literacy. A valid driver license. Competencies: Knowledge of all relevant enabling prescripts. Good problem solving and interpersonal skills. Sound organizational and planning skills. Good communication (verbal and written) and presentation skills. Ability to work independently and under pressure.

**DUTIES** : Ensure the development and maintenance of efficient and effective internal control systems for the achievement of the objectives of the Department by evaluating the Department's controls/objectives, to determine their effectiveness and efficiency through Internal Audits, proactive Risk Management and Forensic Service. Communicate the findings of Internal Audit, Risk Management and Forensic Services engagements to all relevant role-player Review, collect information and compile Internal Audit, Risk Management and Forensic Services progress reports, quarterly reports and annual reports to management, Audit and Risk Committees Implement, monitor and report on the Programs, Projects and Strategies in relation to Internal Audit, Risk Management and Forensic Services Review draft and final Internal Audit, Risk Management and Forensic Services Reports for issuing. Identify the key risk areas for the Department emanating from current operations as set out in the Strategic Plan and Risk Management Strategy Participate in the development of the three year Strategic Risk Based Internal Audit Plan Develop the annual Internal Audit Operational Plan Establish and maintain optimum relations with Internal and External Stakeholders Participate in the coordination with Internal and External Service Providers of assurance to ensure proper coverage so as to minimise duplication of effort. Represent the Department at various fora, meetings and Committees.

**ENQUIRIES** : Mr K. Naidoo Tel No: 033 846 5533

**POST 02/205** : **DISTRICT DIRECTOR REF NO: DOE/29/2022**

**SALARY** : R1 105 383 per annum (Level 13), (all-inclusive package to be structured in line with rules for SMS).

**CENTRE** : King Cetshwayo District

**REQUIREMENTS** : An appropriate Bachelor's degree or equivalent qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle managerial level. Computer Literacy. A valid driver license. Competencies: Knowledge of PFMS, PSA, Treasury Regulations, SASA, EEA, LRA and other prescripts of education Law is necessity. Computer literacy (MS Word, Excel. Access and PowerPoint). Good presentation, project management, act Communication skills (verbal and written) and interpersonal skills.

**DUTIES** : Oversee the overall management and administration of the district. Manage the professional and administrative functioning of the District. Provide strategic leadership and direction with regard to promotion of teaching and learning in schools, Curriculum Delivery, Adult Education and Training, Education Management and Governance, Teacher Development, Co-Curricular Services and School Services. Oversee the support of ordinary schools. Effectively manage the co-ordination of Circuit Management Centres. Promote and maintain sound labour peace and ensure effective communication between the educational institutions and District Offices. Assist with the formulation of policies and ensure the implementation thereof. Co-ordinate Psychological Guidance, Specialized Education Services and Examination Support Services. Manage the development programmes and turnaround strategies to enhance the performance within the district. Manage the function related to Human Resource Management, Finance and Administration at District level.

**ENQUIRIES** : Mr K. Naidoo Tel No: 033 846 5533

**POST 02/206** : **DISTRICT DIRECTOR REF NO: DOE/30/2022**

**SALARY** : R1 105 383 per annum (Level 13), (all-inclusive package to be structured in line with rules for SMS).

**CENTRE** : Umlazi District

**REQUIREMENTS** : An appropriate Bachelor's degree or equivalent qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle managerial level. Computer Literacy. A valid driver license. Competencies: Knowledge of PFMA, PSA, Treasury Regulations, SASA, EEA, LRA and other prescripts of education Law is necessity. Computer literacy (MS WORD, EXCEL. Access and PowerPoint). Good presentation, project management, act Communication skills (verbal and written) and interpersonal skills.

**DUTIES** : Oversee the overall management and administration of the district. Manage the professional and administrative functioning of the District. Provide strategic leadership and direction with regard to promotion of teaching and learning in schools, Curriculum Delivery, Adult Education and Training, Education Management and Governance, Teacher Development, Co-Curricular Services and School Services. Oversee the support of ordinary schools. Effectively manage the co-ordination of Circuit Management Centres. Promote and maintain sound labour peace and ensure effective communication between the educational institutions and District Offices. Assist with the formulation of policies and ensure the implementation thereof. Co-ordinate Psychological Guidance, Specialized Education Services and Examination Support Services. Manage the development programmes and turnaround strategies to enhance the performance within the District. Manage the function related to Human Resource Management, Finance and Administration at District level.

**ENQUIRIES** : Mr K. Naidoo Tel No: 033 8465533

**POST 02/207** : **DIRECTOR: EXAMINATION AND ADMINISTRATION REF NO: DOE/31/2022**

**SALARY** : R1 105 383 per annum (Level 13), (all-inclusive package to be structured in line with the rules for SMS).

**CENTRE** : Head Office, Pietermaritzburg

**REQUIREMENTS** : An appropriate Bachelor's degree or equivalent qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle managerial level in Educational environment which includes relevant experience in the conduct and administration of Examination at School, Districts, Provincial or National Levels. Computer Literacy. A valid driver license. Competencies: Knowledge and assessment policies applicable to the schooling sector. Knowledge of all relevant enabling prescripts. Good problem solving and interpersonal skills. Sound organizational and planning skills. Good communication (verbal and written) and presentation skills. Ability to work independently and under pressure.

**DUTIES** : Effective planning and management of all administrative processes. Ability to enhance the security in the administration of examination processes. Ensure all credited examinations centre and their candidates are registered correctly for all examination and assessments. Ensure efficient service delivery to clients and manage client service via districts. Ensure accurate processing of examinations results and certification of candidates. Ensure error free printing, packing and distribution of question papers to examination centres. Effective management of script control and the timeous collection of answers scrips from schools. Identify schools as marking centres and ensure smooth set-up of marking centres of all examination. Manage Examination System administration functions and utilisation pf SITA IT consultants. Knowledge of examination systems and processes and ability to upgrade IT systems and processes to streamline examination processes. Provide correct data/statistics to MEC, HOD, DDG, Chief Director, Districts, and other stakeholders as and when required. Contribute to the development and enhancement of National and Provincial computer programmes. Ensure sound tender administration in collaboration with Supply Chain Management. Work in close collaboration with the directorate: Assessment Management, Quality Assurance to ensure efficient management and Assessment to in the Province. Ensure availability after hours to attend management issues especially during peak examination periods. Ability to communicate and enter into contractual agreement with external service providers. Ability to think and operate both strategically and operationally. Competence and ability to be

responsible and take accountability for decisions taken. Ability to identify risk and address them appropriate. Plan and execute deliverable timeously.

**ENQUIRIES** : Mr. K. Naidoo Tel No: 033 8465533

**POST 02/208** : **DIRECTOR: STRATEGIC MANAGEMENT, MONITORING AND EVALUATION REF NO: DOE/32/2022**

**SALARY** : R1 105 383 per annum (Level 13), (all-inclusive package to be structured in line with rules for SMS).

**CENTRE REQUIREMENTS** : Head Office, Pietermaritzburg  
 : An appropriate bachelor's degree or equivalent qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle managerial level. Computer Literacy. A valid driver license. Competencies: Knowledge of all relevant enabling prescripts. Good problem solving and interpersonal skills. Sound organizational and planning skills. Good communication (verbal and written) and presentation skills. Ability to work independently and under pressure.

**DUTIES** : Manage the development, and review of the Department's Strategic Plan and ensure alignment with the strategic goals and direction of the department and government priorities in general. Attend to the compilation and submission of annual performance plans, annual and quarterly reports and consolidate performance reports as well as approved operational plans of the Department. Prepare required documentation regarding the strategic plans and progress with its implementation as required. The monitoring and evaluation of performance information at all levels of the system. Monitor service delivery in line with Batho Pele programs. Manage all activities regarding the revision, co-ordination and alignment of policies to ensure effectiveness and efficiency, As a Responsibility Manager for the Directorate manage all the resources allocated to the directorate.

**ENQUIRIES** : Mr K. Naidoo Tel No: 033 8465533

**OTHER POSTS**

**POST 02/209** : **DEPUTY DIRECTOR: OFFICE OF THE HEAD OF DEPARTMENT REF NO: DOE/33/2022**

**SALARY** : R908 502 per annum (Level 12), (all-inclusive package to be structured in line with rules for MMS).

**CENTRE REQUIREMENTS** : Head Office, Pietermaritzburg  
 : An appropriate Bachelor's Degree or Diploma in Public Administration/ Management or equivalent qualification with 3-5 years' management experience in the administration. Computer literacy. Valid Driver's licence. Competencies: Knowledge of administration policies and practices, budgeting and managerial functions, Provincial practice notes, Delegation authority, Basic conditions of employment, Public Service Acts and Regulations, Constitution of RSA and other relevant legislation, Advanced knowledge of PFMA, Treasury Regulations, Practice Notes, Division of Revenue Act, Financial statement guidelines and other relevant legislation. Strategic planning, Problem solving and analytical thinking, Ability to communicate and present issues to management, Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Conflict Management, Risk analysis and control, Good inter-personal communication, Planning and Organizing, Report writing, Innovation and creativity and Empowerment Attributes – Honesty, Integrity, Creative, Reliable and Accurate, Team Leader and Player, be able to work under pressure, confidentiality, decisive, assertive, influencing skills, customer service orientated, change orientated.

**DUTIES** : Ensure healthy interaction and co-existence between the office of the Head of Department and the four Deputy Director General/ Branches. Source information pertinent to education in general from newspapers, magazines, the internet, intranet and other stakeholders and expose this information to the Head of Department. Liaise with Office of the Head of Department's Executive Assistant in prioritizing matters in the diary including issuing reminders of and confirming appointments. Consult with the Communications Directorate and other stakeholders in arranging media briefing. Provide technical computer (including video projectors and any other equipment) support in preparation of and during meeting and presentations by the Head of Department.

Occasionally travel ahead of the Head of Department to ensure proper preparations. Compile and prepare reports, on behalf of the Head of Department to political office-bearers and education stakeholders. Prepare speeches, conduct research on various education matters. Provide enabling information to the Head of Department to respond to the Portfolio committee, cabinet clusters, MEXCO, CEM, HEDCOM, etc. Facilitate the process of monitoring the implementation of the department strategic plan. Liaise with the Head of Department in extracting information pertinent to the Budget speech and Annual Report.

**ENQUIRIES** : Mr K. Naidoo Tel No: 033 8465533

**POST 02/210** : **DEPUTY DIRECTOR: OFFICE OF THE DEPUTY DIRECTOR GENERAL – CORPORATE MANAGEMENT REF NO: DOE/34/2022**  
Branch: Corporate Management.

**SALARY** : R908 502 per annum. (Level 12), (all-inclusive package to be structured in line with rules for MMS).

**CENTRE** : Head Office, Pietermaritzburg  
**REQUIREMENTS** : An appropriate Bachelor's Degree or Diploma in Public Administration/ Management or equivalent qualification with 3-5 years' management experience in administration or corporate environment. Computer literacy. Valid Driver's licence. Competencies: Knowledge of administration policies and practices, budgeting and managerial functions, Provincial practice notes, Delegation authority, Basic conditions of employment, Public Service Acts and Regulations, Constitution of RSA and other relevant legislation, Advanced knowledge of PFMA, Treasury Regulations, Practice Notes, Division of Revenue Act, Financial statement guidelines and other relevant legislation. Strategic planning, Problem solving and analytical thinking, Ability to communicate and present issues to management, Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Conflict Management, Risk analysis and control, Good interpersonal communication, Planning and Organizing, Report writing, Innovation and creativity and Empowerment Attributes – Honesty, Integrity, Creative, Reliable and Accurate, Team Leader and Player, be able to work under pressure, confidentiality, decisive, assertive, influencing skills, customer service orientated, change orientated.

**DUTIES** : Manage and compile the management Information Systems for the Office of Deputy Director General: Corporate Management. Co-ordinate and monitor the strategic planning, operational planning, financial budgeting and reporting of the Branch. Manage the Communication strategy and stakeholder relations for the office of Deputy Director General. Attend to queries, correspondence, submissions in the office of DDG. Manage and administer the cash flow of the DDG's Office.

**ENQUIRIES** : Mr K. Naidoo Tel No: 033 8465533

**POST 02/211** : **DEPUTY DIRECTOR: HIV /AIDS LIFE SKILLS EDUCATION PROGRAMME REF NO: DOE/35/2022 (X2 POSTS)**  
(3 Year contract)

**SALARY** : R766 584 per annum (Level 11)

**CENTRE** : Head Office, Pietermaritzburg

**REQUIREMENTS** : Bachelor's Degree/Diploma with specialization in HIV and AIDS or Social Work, or Educational Psychology or Child and Youth Care or Life Orientation or Public Health. Must have at least 3-5 years working experience in learner and teacher support in the field of HIV and AIDS or educational Psychology or Child and Youth Care or Life Orientation or Social Work & Counselling or Community Development or Public Health. Additional Requirements: Proven knowledge of project management as well as knowledge regarding HIV and AIDS Life Skills Education Programme is essential. Knowledge of the following legislation and documents is vital: DBE National Policy on HIV and AIDS, STIs and TB; DBE Policy on the Prevention and Management of Learner Pregnancy in Schools. Integrated School Health Policy; Care and Support for Teaching and Learning Framework; My Life My Future Programme; Education White Paper 6; PFMA; DORA and Key Strategic Documents of KZNDOE. Competencies: Leadership abilities. Conceptual and analytical skills. Acceptance of responsibility. Proven ability to communicate cross culturally, as well as with a range of public and private counterparts. Strong interpersonal

skills and proven ability to engage in proactive and informative discussions at all levels. Must be able to apply a sound judgment in dealing with Government officials, other technical programme officials, counterparts and other role-players. Proficiency in the use of computers (word processing, spreadsheets and presentation programmes) to allow the incumbent to prepare the required written and quantitative analyses and presentations. Fluency in written and spoken English. Knowledge of one or more of the other South African official languages will be an advantage.

**DUTIES** : Performance Management, Leadership and Supervision of the HIV and AIDS Lifeskills Education Programme Staff. Provision of management support for districts and head office staff to effectively Implement HIV & AIDS Lifeskills interventions in schools. Provide professional leadership regarding effectively utilization of My Life My Future & Integrated School Health Conditional Grant resources. Management the implementation of the following policies and programmes both at Head Office and District Levels: DBE National Policy on HIV and AIDS, STIs and TB; Integrated School Health Policy; Care and Support for Teaching and Learning Framework; My Life My Future Programme as well as DBE Policy on the Prevention and Management of Learner Pregnancy in Schools. Management and Administration of the HIV and AIDS Life skills Education Grant. Training of district officials and Learner Support Agents on implementation of the Department's Care and Support, HIV and AIDS Life skills and Integrated School Health Policies and Programmes Oversight, monitoring and support for the implementation of My Life My Future interventions for leaners. Working collaboratively with Operation Sukuma Sakhe Structures; Sister Departments; Service Providers; Office of the Premier and Civil Society Partners in the implementation of the Department's Care and Support, HIV and AIDS Life skills and Integrated School Health Policies and Programme. Any other duties that may be assigned to them by the Department from time to time.

**ENQUIRIES** : Mr K. Naidoo Tel No: 033 846 5533

**POST 02/212** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING BAS SYSTEM CONTROLLER REF NO: DOE/36/2022**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Head Office, Pietermaritzburg  
**REQUIREMENTS** : National Diploma or Bachelor's Degree in Commerce or equivalent couple with a minimum five (5) years' work experience on BAS. Advanced Computer Literacy in particular Excel, Access and databases. Knowledge of PFMA, Treasury regulations and guidelines, Standard chart of Accounts, Government financial systems, Principles and practice of accounting and auditing, Government accounting standards (GRAP), PERSAL and Vulindlela. Competencies: Must have extensive working knowledge of BAS (Basic Accounting System), across a variety of functionalities. Must have a good understanding of the BAS platform – in terms of Parameters, Combination Codes, Security Settings, Transaction Processing Rules, Interface linking's, Code structures. Must have a good understanding of the BACS (Biometrics Access Controls) Must have the ability to work in an autonomous environment – with limited supervising. Must be well disciplined and be able to time manage and prioritize task and adhere to timeframes. Must have an in-depth knowledge of the diverse nature of the Departments organizational structure, coupled with a good understanding of the I.T infrastructure relating to BAS and BACS. Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters. Sound understanding of the Departmental Organogram and Programme structures. Good working knowledge of BAS, Vulindlela, SCOA and CSD. Basic SCM and PERSAL understanding, Understanding of Cashflows, Suspense Accounts and general Budget matters, including insight into the various Conditional Grants. Good Communication Skills. Analytical thinking, Planning and Organizing, Problem solving, Research, Facilitation, Strategic Planning, Advances Computer Skills, Policy Formulation, Financial Management, Change/Diversity Management. Adaptability during changes to meet goals. Flexibility and be availability to work extended hours.

**DUTIES** : To perform the main roles of the BAS System Controller. Workflow and Workgroup Management, Resets, User Functions Access, User Profile Management, BAS Printer maintenance. Overtime Bookings. Provide ongoing User Support – assisting with functional query's, attend to all BAS and BACS

troubleshooting, manage and follow through all call logs with P.T and National Treasury. See to all logistics iro Biometrics enrolments and Smart Card issues with Provincial Treasury Monthly / Annual Book Closure Processes Oversee the clearing of certain Suspense Accounts Overseeing certain BAS Exceptions (Reports analysis and communication to relevant stakeholders) Assist Senior Management with Pay Release Reports and Analysis Oversee & Assist with Budget Capturing Prepare and submit the monthly Prov Treasury Note 34 – Payments over 30 days Oversee all aspects relating to Entity Maintenance management and CSD uploads for the whole Department. Provide support to various components iro Conditional Grants – including analytical, reporting and adjustment and journal correction functions. Provide support to Budgets Section – with regard to SCOA coding, BAS Combination Linking, Reports and any Ad Hoc Analytical Requirements Provide any Ad Hoc Reports for Audit Requirements / Management/ and other relevant stakeholders. Provide Detailed reports to Districts and Head office in respect of Order Commitments / Outstanding Payments / Recalls, Exceptions, Payment Release + EBT stubs, etc Communicate any Change Controls / System Enhancements / Policy or BAS Environment changes Ensure rollout of Codestables and Client files – as and when released by National Communicate, and were necessary facilitate BAS training Perform and partake in all A.G Auditing Requirements, Perform Annual User Account Audits. Provide input to the Quarterly “System Controllers” Audit. Partake in scheduled Disaster Recovery Testing.

**ENQUIRIES** : Mr K. Naidoo Tel No: 033 846 5533

#### DEPARTMENT OF HEALTH

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

#### OTHER POSTS

**POST 02/213** : **MEDICAL SPECIALIST: (GRADE 1,2,3) REF NO: GS 7/23 (X1 POST)**  
(Arthroplasty & Sports Medicine – Orthopaedics  
Component: Orthopaedics  
Re-Advertised

**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 Hospitals Complex  
: **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 after registration with the HPCSA as a Medical Specialist in the relevant Discipline. 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 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** : Dr A W R Mungherera Tel No: 033 – 8973299
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs M Chandulal
- NOTE** : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, African Female or Coloured Male
- CLOSING DATE** : 03 February 2023
- POST 02/214** : **MEDICAL SPECIALIST: (GRADE 1,2,3) REF NO: GS 6/23 (X1 POST)**  
(Upper Limb Unit- Orthopaedics)  
Component: Orthopaedics  
Re-Advertised
- 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** : Grey's Hospital- PMB Metropolitan Hospitals Complex
- REQUIREMENTS** : **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 after registration with the HPCSA as a Medical Specialist in the relevant Discipline. 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** : Dr A W R Mungherera Tel No: 033 – 8973299
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs M Chandulal
- NOTE** : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, African Female or Coloured Male
- CLOSING DATE** : 03 February 2023
- POST 02/215** : **MEDICAL SPECIALIST:(GRADE 1,2,3) REF NO: GS 5/23 (X1 POST)**  
Component: ENT 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** : Grey's Hospital- PMB Metropolitan Hospitals Complex
- REQUIREMENTS** : **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 after registration with the HPCSA as a Medical Specialist in the relevant Discipline. Senior Certificate (Grade 12) or equivalent MBCHB Degree or equivalent qualification PLUS FCORL Qualification or equivalent Registration with the Health Professions Council of South Africa as a Medical Specialist in the relevant Discipline Current registration with Health Professions Council of South Africa as a Specialist ENT Surgeon. (Only shortlisted candidates will be required to submit proof of all documents). Knowledge, Skills and Experience: Knowledge of appropriate specialist level procedures and protocols within the field of ENT surgery. Sound knowledge of Human Resource management. Financial Management - monitoring of expenditure. Essential Drug List. 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, Procolos and Guidelines used in Health Services.
- DUTIES** : Participate in the delivery of an in-patient and out-patient ENT surgery service within the Pietermaritzburg Metropolitan Hospitals Complex inter disciplinary coordination of the management of ENT patients Supervision of the medical officers In rotating through the unit Ensuring the highest standards of clinical, professional, and ethical behaviour Undertake teaching of undergraduate medical students, medical officers, and allied healthcare personnel Conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act Develop management protocols for ENT service in accordance with Provincial, Hospital and Departmental policies; Provide appropriate surgical

care to ENT surgery patients, Maintain the effective and efficient utilisation of human resources in respect of : overseeing and supervising ENT surgery staff in the execution of their duties, 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 ENT surgery staff; Allocating ENT surgery personnel to respective wards and call roster 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 and co-ordinate all academic and clinical meetings of the ENT Surgery department Participate in the departmental outreach program Participate in and co-ordinate 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 Any other duties as assigned by the Head of Department.

- ENQUIRIES** : Dr V Govindasamy Tel No: 033-897 3379  
Dr Senast Van Wyk Tel No: 033 8973064
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs M Chandulal
- NOTE** : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, African Female or Coloured Male
- CLOSING DATE** : 03 February 2023
- POST 02/216** : **MEDICAL SPECIALIST REF NO: MEDSPECANAE/01/2023 (X1 POST)**  
Department: Anaesthetics  
This is a re-advertisement. Those who applied previously should re-apply
- SALARY** : **Grade 1:** R1 156 308 per annum, (all-inclusive salary package), excluding commuted overtime requires appropriate qualification plus registration with the Health Professions Council of South Africa. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa.  
**Grade 2:** R1 322 100 per annum (all-inclusive salary package) excluding commuted overtime requires appropriate qualification, registration certificate plus 5 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology.  
**Grade 3:** R1 534 356 per annum (all-inclusive salary package) excluding commuted overtime requires appropriate qualification, registration certificate plus 10 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology.
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Senior Certificate (Matric). MBCHB or equivalent qualification registered with the HPCSA. FCA (SA) or MMed (Anaes) Plus Current Registration with the Health Professions Council of South Africa as a "Specialist Anaesthesiologist". Candidates who have completed their period of registrar training as registrars may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration as Specialist Anaesthesiologist with the Health Professions Council of South Africa. Recommendation Additional experience in providing a specialist service as a senior anaesthetist in the sub-specialty areas of Anaesthesia will be considered an advantage. Knowledge, Skills, Training and Competencies: Knowledge and skills in Clinical Anaesthesia, including Emergency, Medical and Surgical Care and Acute and Chronic Pain. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team. Proven management ability, sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships.
- DUTIES** : Provide a specialist anaesthesia service and assist the Anaesthetic head of department and heads of clinical units with effective overall management of the provision of Anaesthetic services based at IALCH. Assist with management of patients with acute and chronic pain in the wards and Pain Clinic. Provide a

consultative service and expert opinion on Anaesthesia related matters at IALCH within the staffing norms. Provide after-hours (nights, weekends, public holidays) Anaesthetic consultative service for the theatres and units based at IALCH within the commuted overtime contract. Assist with preoperative assessment of patients in the wards or in the pre-anaesthetic clinic. Maintain clinical, professional and ethical standards related to these services. Assist the head of department and heads of clinical units with the development and implementation of guidelines, protocols and clinical audits, revising as needed to optimise patient care in the theatres and wards with the resources available. Assist with auditing the activity and outcomes of service of the Anaesthetic Department. Be part of the multi-disciplinary team to optimise patient care and use of Human and other resources. Be actively involved in the Departmental undergraduate and post-graduate teaching programmes. Participate in both academic and clinical administrative activities. Participation in commuted overtime is compulsory.

- ENQUIRIES** : Dr. L Cronjé Tel No: 031) 240 1762
- 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** : 03 February 2023
- POST 02/217** : **DEPUTY MANAGER MEDICAL PHYSICS REF NO: DMMEDPHYS/1/2023 (X1 POST)**  
Department: Medical Physics
- SALARY CENTRE** : R1 071 918 per annum, (all-inclusive package)  
: This post falls under the Medical Physics Complex of the Durban Functional Region (DFR). Successful candidates will be responsible for providing Medical Physics services to Inkosi Albert Luthuli Central Hospital, Addington Hospital and King Edward VIII Hospital, as and when required.
- REQUIREMENTS** : BSc Honours Degree in Medical Physics, or equivalent. Registration with the HPCSA as a Medical Physicist (Independent Practice). Experience: At least 5 years post registration experience in clinical Medical Physics. Recommendation: An MSc in Medical Physics. Knowledge, Skills, Training And Competence Required. Skills pertaining to the scope of the profession of a Medical Physicist. Sound knowledge of radiotherapy physics, radiotherapy equipment, dosimetry, treatment planning and HDR brachytherapy. Knowledge of computers and software used in radiotherapy, radiology and nuclear medicine. Knowledge of quality assurance and radiation protection aspects of all radiation therapy and radiation imaging equipment. Knowledge of the statutory regulations regarding the medical use of ionizing radiation. Thorough understanding of physics concepts and its link to medical

<b><u>DUTIES</u></b>	:	applications. Research, development and teaching/training skills. Good leadership, communication and interpersonal relationship skills.
	:	Responsibility for the dosimetry, quality assurance and radiation protection functions of Medical Physics in the Department of Radiation Oncology, with support to Nuclear Medicine and Diagnostic Radiology. Provide Medical Physics support for Radiation Oncology treatment units including, acceptance testing, commissioning, calibration, and quality assurance. Provide Medical Physics support for Radiation Oncology Treatment Planning. Participating in the implementation of new treatment techniques. Provide radiation protection services for the institutions in the DFR. Provide clinical Medical Physics advice as required in Radiotherapy, Nuclear Medicine and Radiology. Training and education of Medical Physics Interns and other professionals in associated departments. Lecture at undergraduate and postgraduate level on Medical Physics-related topics. Active participation and assistance with research and development programmes of the Medical Physics Department.
<b><u>ENQUIRIES</u></b>	:	Dr Graeme L Lazarus Tel No: 031 240 1855
<b><u>APPLICATIONS</u></b>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Inkosi Albert Luthuli Central Hospital, Private Bag X03, Mayville, 4058.
<b><u>NOTE</u></b>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
<b><u>CLOSING DATE</u></b>	:	03 February 2023
<b><u>POST 02/218</u></b>	:	<b><u>NURSING MANAGER REF NO: NURSMAN/1/2023</u></b>
<b><u>SALARY</u></b>	:	R992 634 per annum, (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Inkosi Albert Luthuli Central Hospital (IALCH)
<b><u>REQUIREMENTS</u></b>	:	Degree/Diploma in General Nursing and Midwifery. Current registration with SANC as General Nurse and Midwife. A minimum of 10-years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 -years of the period referred to above must be appropriate / recognizable experience at management level. Diploma/Degree in Nursing Administration will be an advantage. Knowledge, Skills, Training and Competencies Required: Knowledge of relevant legislative framework governing the public service. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, and other members of the multi-disciplinary team including the writing of reports. Good human relations displaying a concern for patients, promoting and advocating patients needs and expectations (Batho Pele). High concern for excellence, tenacity and resilience. Leadership and management skills. Problem analysis and decision making skills. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work,

		time and that of support personnel to ensure proper nursing care in the units. Be able to work under pressure.
<b><u>DUTIES</u></b>	:	Provide guidance and leadership towards the realization of strategic goals and objectives of the nursing division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Represent Nursing Department in the Senior Management Team. Establish, maintain and participate in inter-professional and multi- disciplinary teamwork that promotes efficient and effective patient care across all domains. Ensure effective management, supervision and utilization of human and material resources. Ensure adherence to prescribed nursing policies and procedures. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Deal with disciplinary and grievance matters. Evaluate and monitor compliance with clinical protocols, norms and standards of the hospital. Participate in implementation and adherence to National Core Standards. Work effectively and amicably with persons of diverse intellectual, cultural, racial or religious differences.
<b><u>ENQUIRIES</u></b>	:	Dr LP Mtshali Tel No: (031) 240 1124
<b><u>APPLICATIONS</u></b>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Inkosi Albert Luthuli Central Hospital, Private Bag X03, Mayville, 4058.
<b><u>NOTE</u></b>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
<b><u>CLOSING DATE</u></b>	:	03 February 2023
<b><u>POST 02/219</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1/2/3 ORTHOPAEDIC REF NO: MED 04/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R881 961 – R992 634 per annum, (all-inclusive package), Other Benefits: 8% Inhospitable Area Allowance, 13 <sup>th</sup> Cheque, Housing Allowance AND Medical Aid: Optional (Employee must meet Prescribed Requirements)
<b><u>CENTRE</u></b>	:	Harry Gwala Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate. MBChB Degree, PLUS Registration certificate with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedic. FCS Ortho (SA) and MMed in Orthopaedic or equivalent Qualification. Comprehensive knowledge base of Specialist Orthopaedic surgeon in a Regional Hospital setting. Surgical and practical skills required from Specialist in Orthopaedic surgery in a Regional 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 Legislations, Regulations and Policy including medical ethics, epidemiology, budget control and statistics. Good communication, leadership, decision-making and clinical skills. Experience Required: **Grade 1:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Foreign candidates require 1 year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 2:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. 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. **Grade 3:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service.

**DUTIES**

: Service provision: Participate in outpatient assessment and treatment, ward rounds and operative treatment of Orthopaedic patients. Continuously monitor service delivery, both at Harry Gwala Regional 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 and practices. Participate in provision of emergency after hours services to orthopaedic patients. Management: Assist in administrative duties related to the optimal functioning and service delivery in Orthopaedic at Harry Gwala Regional 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 and analysed on the state of Orthopaedic service in outlying drainage areas to enable policy/strategy development. Participate in Clinical Governance (Mobility and Mortality Reviews/Clinical audits). Participate in Clinical Administrative activities as delegated by the Head Clinical Unit. Teaching and Learning: Provide both academic and clinical service functions of Junior Staff (Medical Officers, Registrars and Interns) at the Hospital, including ward rounds, outpatient clinics and clinical training. To participate and to contribute to the development, teaching/learning programme relevant to all staff, including Interns and Post-Graduate students/registrar in Orthopaedic. Train both under-Graduate and Post-Graduate students in the orthopaedic. Participate in Departmental and University of Kwa-Zulu Natal academic activities. Participate in Student and Registrar assessments. Outreach: Active participation in outreach programme aimed at improvement of patient access in Harry Gwala Regional Hospital drainage area to the relevant clinical services. To ensure skills transfer through teaching activities involving the relevant staff at District outlying Hospitals. Research: To actively promote and support research in the Department. To pursue research as dictated by Clinical need.

**ENQUIRIES**

: Dr. C.J. Serfontein Tel No: 033-395 4669

**APPLICATIONS**

: All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X 509, Plessislaer, 3216 or hand delivered to the box main gate behind the security office.

**FOR ATTENTION**

: Mr. T.C. Manyoni

**NOTE**

: The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department Or from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2022. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to short

listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, Indian Male, Coloured Male and Coloured Female

- CLOSING DATE** : 03 February 2023
- POST 02/220** : **DEPUTY MANAGER NURSING (LEVELS 1&2 HOSPITALS) REF NO: MAN 01/2023 (X1 POST)**
- SALARY** : R881 961 – R992 634.per annum, (all-inclusive package), Other Benefits: 8% Inhospitable Area Allowance, 13<sup>th</sup> Cheque, Housing Allowance and Medical Aid: Optional (Employee must meet Prescribed Requirements)
- CENTRE** : Harry Gwala Regional Hospital
- REQUIREMENTS** : Senior certificate/Grade 12. Basic R425 Qualification (i.e. Diploma/Degree in Nursing obtained from the Varsity/College) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration certificate with the SANC as a Professional Nurse. A minimum of nine (9) years appropriate / recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing and atleast four (4) years of the period referred to above must be appropriate / recognizable experience at Management level. Knowledge of relevant legislative framework governing the Public Service. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, and other members of the multi-disciplinary team including the writing of reports. Good human relations displaying a concern for patients, promoting and advocating patients' needs and expectations (Batho Pele). High concern for excellence, tenacity and resilience. Leadership and management skills. Problem analysis and decision making skills. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the units. Be able to work under pressure.
- DUTIES** : Provide guidance and leadership towards the realization of strategic goals and objectives of the nursing division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Represent Nursing Department in the Senior Management Team. Establish, maintain and participate in inter-professional and multi- disciplinary teamwork that promotes efficient and effective patient care across all domains. Ensure effective management, supervision and utilization of human and material resources. Ensure adherence to prescribed nursing policies and procedures. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing car. Deal with disciplinary and grievance matters. Evaluate and monitor compliance with clinical protocols, norms and standards of the hospital. Participate in implementation and adherence to National Core Standards. Work effectively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Recommendation: Diploma /Degree in Nursing Management will be an added advantage.
- ENQUIRIES** : Mrs. N.T. Nxaba Tel No: 033 395 4039
- APPLICATIONS** : All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X 509, Plessislaer, 3216. For the attention of Mr. T.C. Manyoni or hand delivered to the box main gate behind the security office.
- NOTE** : The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the



website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2022. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, Indian Male, Coloured Male and Coloured Female

- CLOSING DATE** : 03 February 2023
- POST 02/221** : **MEDICAL OFFICER GRADE 1 / 2 / 3 (SURGERY) REF NO: MO/SURGERY 01/2023 (X2 POSTS)**
- SALARY** : Grade 1: R858 525 – R924 876 per annum  
Grade 2: R981 639 – R1 073 355 per annum  
Grade 3: R1 139 217 - R1 424 286 per annum  
Other Benefits: In-Hospitable Area Allowance (18% of basic salary) Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into performance contract for commuted overtime.
- CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital – Surgery  
: MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner Independent Practice. Current registration as a Medical Practitioner with HPCSA (2022 / 2023). Experience: Medical Officer **Grade 1**: No experience required. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 2**: 5 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 3**: 10 year's registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Knowledge, Skills, Training And Competencies Sound clinical knowledge, competency and skills in a clinical domain. The ability to work under supervision within a large team environment Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain Ability to teach, guide and junior staff within the department.
- DUTIES** : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care.

Accept responsibility for the management of patients admitted to the Department. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits. Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained.

**ENQUIRIES** : Dr JJ Pansegrouw Tel No: 031 907 8303

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

**FOR ATTENTION** : Mrs TZ Makanya

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

**CLOSING DATE** : 03 February 2023

**POST 02/222** : **ENGINEER PRODUCTION GRADE A SYSTEMS REF NO: SYS 03/2023 NO. OF (X1 POST)**

**SALARY** : R750 693 – R789 267 per annum, (all-inclusive package), Other Benefits: 13<sup>th</sup> Cheque, Housing Allowance and Medical Aid: Optional (Employee must meet Prescribed Requirements)

**CENTRE** : Harry Gwala Regional Hospital

**REQUIREMENTS** : Grade 12 (Senior Certificate). Engineering Degree (B Eng. BSC (ENG.) or relevant qualification. Three Years post qualification engineering experience after registration with ECSA as Professional Engineer. Valid driver's license. Sound knowledge of all trades and engineering systems installed and used by Health institution. Sound knowledge of Financial, Human and Labour Relations Management. Analytical ability to work to so specification. Analytical thinking, project Management, computer literacy, team building and training skills. Effective internal and external communication.

**DUTIES** : Provide Hospital Engineering Services including monitoring of Capital Projects. Assume overall managerial responsibility for the supervision and guidance of all staff in the Maintenance division including the maintenance of clinics Be available to be designated as the responsible person at the Regional Hospital in accordance with the terms and condition of the Occupational Health and Safety Act (Act 85 of 1993) and regulations if so required. Assume overall responsibility for ensuring that Planned and Unplanned maintenance is carried out correctly and timeously. Compile and co-ordinate maintenance budget and setting of priorities for maintenance work including Minor New Work, Repairs and Renovations and Routine. Monitor and control all maintenance expenditure. Maintain a data to monitor the maintenance of Major Plants and Equipment. Liaise with other departments such as the Department of Public Works ensuring that there requirements of the institution are met. Implementing Quality Improvement Initiatives in compliance with National Core Standards. Give guidance and advice to the professional, technical and other such investigation as required by the hospital Chief Executive Officer. Ensure that proper training is provided to the staff to carry out their duties and to promote career development. Monitor and record all form of energy resource consumed at the institution such as electricity, water, fuel and medical gases.

**ENQUIRIES** : Mr. L.D. Memela Tel No: 033 395 4364

**APPLICATIONS** : All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X 509, Plessislaer, 3216 or hand delivered to the box main gate behind the security office.

**FOR ATTENTION** : Mr. T.C. Manyoni

**NOTE** : The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2022. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance,

credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, Indian Male, Coloured Male and Coloured Female

- CLOSING DATE** : 03 February 2023
- POS 02/223** : **ASSISTANT MANAGER NURSING (SPECIALITY AREAS): OBSTETRICS AND GYNAECOLOGY REF NO: NURS 02/2023 (X1 POST)**
- SALARY** : R642 942 – R723 624 per annum, Other Benefits: 8% Inhospitable Area Allowance, 13<sup>th</sup> Cheque, Housing Allowance AND Medical Aid: Optional (Employee must meet Prescribed Requirements)
- CENTRE REQUIREMENTS** : Harry Gwala Regional Hospital  
 : Grade 12 certificate / Senior Certificate. Basic R425 Qualification (i.e. Diploma/Degree in Nursing obtained from the University/College) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post Basic qualification – Advanced Midwifery and Neonatal Nursing Science. Current South African Nursing Council receipt – license to practice (2023). A minimum of Ten (10) years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least SIX (6) years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the ONE (1) year Post Basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Computer Literacy. Driver's License. Knowledge and insight into nursing processes and procedures. Nursing statutes and other relevant Public Service Acts legislations. Decision making & problem solving skills. Interpersonal skills in dealing with conflict management. Knowledge and implementation of Batho Pele principles. Good communication skills. Supervisory and analytical thinking skills. Knowledge of MCWH, CARMMA, PMTCT and ESMOE programmes. Ability to manage conflict. Recommendation: Diploma /Degree in Nursing Management will be an added advantage.
- DUTIES** : Ensure that maternal, neonate and child health care programmes are implemented. Improve the health systems for mothers and babies. Ensure Saving the Mother /Baby recommendations are being implemented. Develop and implement quality assurance progress policies & operational plans. Implement standards, practices and indication for Maternal and Child Health Care. Ensure perinatal mortality meetings are conducted and develop Quality Improvement Projects. Ensure reduction of Mother to Child Transmission rate. Ensure staff is trained on ESMOE. Strengthen Reproductive Health and Postnatal services. Ensure that the hospital is a Mother Baby Friendly Hospital. Improve Data Management system and ensure timeous submission to FIO. Ensure effective utilization of resources. Ensure that Infection Prevention and Control policies are implemented in the department. Monitor and evaluate staff performance (EPMDs). Strengthen PMTCT through implementation of PMTCT policies and guidelines. Ensure that CARMMA elements are implemented. Ensure that monitoring and evaluation of staff performance is done. Ensure that policies and procedures are reviewed and implemented. Ensure that National Core Standards are implemented. Ensure staff development. Ensure that PPIP data is captured and minutes are available. Ensure that clinical audits are done. Participate in disaster planning.
- ENQUIRIES** : Mrs. N.T. Nxaba Tel No: 033 395 4039

- APPLICATIONS** : All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X 509, Plessislaer, 3216 or hand delivered to the box main gate behind the security office.
- FOR ATTENTION** : Mr. T.C. Manyoni
- NOTE** : The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department Or from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2022. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays
- CLOSING DATE** : 03 February 2023
- POST 02/224** : **OPERATIONAL MANAGER NURSING PHC, COMPONENT: GATEWAY CLINIC REF NO: OPM PHC GW 1/2023 (X1 POST)**
- SALARY** : Grade 1: R588 378 per annum. Other Benefits: medical aid (optional), rural allowance, housing allowance: employee must meet the prescribed requirements.
- CENTRE** : Eshowe District Hospital
- REQUIREMENTS** : Grade 12/standard 10, Diploma/degree in nursing or equivalent. Current registration with South African Nursing Council as a Professional Nurse. A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing, of which at least 5 years must be appropriate/recognizable experience, after obtaining the one year post basic qualification in the relevant specialty. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks i.e. Nursing Act, Occupational Health & Safety Act, Patient's Rights Charter, Batho Pele principles, Public Service Regulations, Grievance Procedures etc. Leadership, organizational, decision making and problem solving abilities. 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.
- DUTIES** : Plan and organize clinics. Drive the implementation of the National Core Standards in the Clinic. Provision of advanced/more complex primary curative health. Health education of patients, public and staff. Assist patients and families to develop a sense of self-care. Ensure evaluation and follow up of patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patients clinical conditions. Continuous evaluation of

nursing care and nursing services. Effective crisis management in the clinic. Involvement with matching research to the needs of the community. Work effectively and amicably, at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting and advocating proper treatment and care. Ensure that the unit adheres to the principles of Batho Pele. Provide a safe and therapeutic environment to practice safe nursing care. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS). Ensure the effective management of complaints. Provide monthly reports to nursing management. Ensure proper utilization of all resources and exercise care over government property. Facilitate the realization and maintenance of ideal clinic program. Deal with disciplinary and grievance matters including monitoring and managing Absenteeism. Participate in operation Sukuma sakhe. Support PHC re-engineering by ensuring that outreach teams are functional. Analyze and interpret statistics including PHC programme indicators.

- ENQUIRIES** : Nursing Manager: Mr Mt Dube Tel No: 035-4734500
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
- FOR ATTENTION** : Mrs GZ Dube: Human Resource Manager
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). 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. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
- CLOSING DATE** : 03 February 2023
- POST 02/225** : **ASSISTANT MANAGER NURSING (M&E) REF NO: NSEL 01/2023 (X1 POST)**
- SALARY** : R588 378 per annum, Basic salary, 8% inhospitable allowance of basic salary, 13<sup>th</sup> cheque, Medical Aid subsidy (Optional), Housing Allowance (Employee must meet prescribed requirements)
- CENTRE** : Nseleni Community Health Centre
- REQUIREMENTS** : Grade 12/ Senior Certificate, Basic R425 qualification (i.e. Diploma /Degree in Nursing and midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. Certificate of registration with SANC as a Professional Nurse. Current registration with SANC (2023 receipt) as a General Nurse. A minimum of 8 (eight) years appropriate/ recognizable nursing experience after registration with SANC in General Nursing , of which at least three (3) years must be appropriate/recognizable experience at management level. Alternatively ten (10) years as a Professional Nurse of which six (6) years must be experience as a Clinical Programme Co-ordinator. A valid code EB driver's licence. Computer literacy (Ms Word, PowerPoint, Excel etc.). Knowledge public service and health related policies and Regulations. Knowledge of National priority programmes and guidelines. Good communication, leadership, interpersonal and problem solving, Project

		management skills. Skills in organizing planning and supervising. Knowledge of Batho Pele and Patients' Rights, Proficiency in application of computer software package (Ms Word, PowerPoint, Excel etc)
<b><u>DUTIES</u></b>	:	Co-ordinate development of the operational plan in the institution with the input from all departments in the facility. Ensure all plans for departments are in place. Monitor implementation of plans against determined objectives or targets. Facilitate and co-ordinate planning sessions. Ensure alignments to plans with APP and DHP. Co-ordinate functions of HIT (Health Information Team). Ensure data is collected and analysed on a monthly basis and is validated as per data management standard operational procedure. Provide report to the Management and governance structure. Provide feedback to source of data generation. Adhere to the reporting requirements of the District. Compile monthly/quarterly/ ad-hoc reports for stakeholders. Co-ordinate and control activities of the component. Provide training, advice and guidance to staff. Monitor audits and inspection of investigation of quality and utilisation of services. Monitor inspection process that is in keeping with the established quality assurance goals, which seeks to ensure that patient care is maintained at an optimal level and delivered in a cost effective manner. Promote patient care practices and professional performance that is regularly assessed using valid and reliable criteria. Monitor implementation plans to promote clean audits. Monitoring and evaluation to consolidate inspection reports. Ensure compliance to infection, prevention and control norms and standards.
<b><u>ENQUIRIES</u></b>	:	Dr SNT Vilakazi Tel No: 035 795 1124
<b><u>APPLICATIONS</u></b>	:	All applications should be forwarded to: The Assistant Director: HRM Nseleni Community Health Centre, Private Bag X 1031, Richards Bay, 3900 or Hand delivered to: 645 Ubhejane Road, Nseleni Township between (7H30-16H00)
<b><u>FOR ATTENTION</u></b>	:	The Assistant Director: HRM
<b><u>NOTE</u></b>	:	Directions to candidates: The following documents must be submitted: Applications for employment form (the new amended Z.83 form must be used) which is obtainable from any government Department or from website – <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> Applications must be submitted on the prescribed application for employment fully completed (Z83) form and accompanied by a detailed Curriculum Vitae (CV) Only, stating applicants training, qualifications, competencies, knowledge and experience. Documents as per minimum requirements of the post will be requested from shortlisted candidates ONLY on/before the date of interviews. The Reference Number must be indicated in column (Part A) provided thereof on the Z83 form .NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance vetting) criminal clearance ,credit records, citizenship) verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of foreign qualification will be expected to submit certificate from the South Africa Qualifications Authority (SAQA) when shortlisted. Non-RSA Citizens/Permanent residents/ work permit holders will be expected to submit documentary proof when shortlisted. Due to large number of applications anticipated receipt of applications will not be acknowledged. However correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to candidates that are invited for interviews. Employment Equity target: African Male NB: Preference will be given to African Male and people with disabilities
<b><u>CLOSING DATE</u></b>	:	03 February 2023
<b><u>POST 02/226</u></b>	:	<b><u>OPERATIONAL MANAGER-SPECIALTY REF NO: APP/03/2023 (1 POST)</u></b>
<b><u>SALARY</u></b>	:	R588 378 - R662 220 per annum Other Benefits: 13 <sup>TH</sup> Cheque, 8% in hospitable rural allowance, Medical Aid (Optional) Housing Allowance (employee must meet Requirements)
<b><u>CENTRE</u></b>	:	Appelsbosch Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/ grade 12 or equivalent, Degree [Diploma in General Nursing and Midwifery, A Post Basic Nursing qualification with duration of at least one year in Operating Theatre Nursing Science accredited with the South African Nursing Council. You must be in possession of Current registration with SANC

(/2023 Receipt). A minimum of 9 years appropriate/ recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the one year post basic qualification in Operating Theatre Nursing Science. Current/ previous work experience endorsed and stamped by the employer(s) (only shortlisted candidate will submit the required certified documents). Recommendations: Degree/Diploma in Nursing Management will be an advantage, Driver's license. Knowledge, Skills, Training And Competences Required: Knowledge of Public Service Policies Acts and regulations, Knowledge of nursing Care delivery approaches, Demonstrate basic understanding of HR and financial policies and practices, Good communication, interpersonal relation and conflict management skills, Leadership, supervisory, organizing, decision making, problem solving abilities. Possess high level of integrity and Professionalism, Teaching and supervisory skills.

**DUTIES** : Coordinate optimal holistic specialized nursing care provided within set standards and Professional /legal framework, demonstrate an in-depth knowledge and understanding of nursing legislations and ethical nursing practices including other related health legislatives in your practice, ensure provision of accurate and reliable statistic and reports generated in theatre and participate in the information management activities. Participate in quality improvements programmers including clinical governance ideal hospital and regulated norms and standards. Ensure effective, efficient, and economic management of allocated resources in the component. Ensure continuous development of staff and the provision of effective, Identify and manage risks in the Theatre, Facilitate development and review of Standard Operating procedure in the unit. Maintain Professional growth, ethical standards, and self-development. Provide relief services within the team and provide after-hours cover in theatre and work shifts as required. Display concern for patients, promoting and advocating for proper management of all patients according to their individualized needs. Participate in the multi-disciplinary team to ensure comprehensive care of patients, Occupational Health and Safety all applicable prescripts. Carry out EPMDS evaluation of staff, formulate training programmers and participate in the training and development of staff. Exercise control over discipline, grievances and all Labour related issues. Ensure accurate data management.

**ENQUIRIES** : Deputy Manager Nursing: Mr SM Ntuli –Tel No: 032 2No948000  
**APPLICATIONS** : Applications should be forwarded to: The Chief Executive Officer, P/Bag X215 Ozwathini, 3242.

**FOR ATTENTION** : Human Resource Manager

**NOTE** : Equity Target: African Male

**CLOSING DATE** : 03 February 2023

**POST 02/227** : **OPERATIONAL MANAGER NURSING GENERAL REF NO: OPM GEN 2/2023 (X1 POST)**

**SALARY** : Grade 1: R464 466 - R522 756 per annum. Other Benefits: medical aid (optional), rural allowance, housing allowance: employee must meet the prescribed requirements.

**CENTRE** : Eshowe District Hospital  
**REQUIREMENTS** : Basic R425 qualification i.e. Diploma/degree in nursing. Current registration with South African Nursing Council as a Professional Nurse with Midwifery. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General nursing and Midwifery. NB: Knowledge, skills and competencies required: Knowledge of nursing care policies and procedures, nursing statutory regulation and guidelines and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele Principles, Public Service Regulation and Grievance Procedures. Good communication, report writing, facilitation, leadership, organizational, decision making and problem solving skills. Financial Management. Demonstrate a basic understanding of HR and financial policies and practices. Computer skills.

**DUTIES** : Advocate and ensure and promotion of nursing ethos and professionalism. Provision of administration services, participate in clinic arrangement and sustainability in the implementation intergrated clinical service management (ICSM). Perform all activities with the HAST programme. Work integrative with Ward based outreach teams towards achieving recension in care. Conduct

clinical audits for priority programme, analyse and develop quality improvement plans. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Display a concern for patients, promoting, advocating and facilitating proper treatment and care ensuring that the unit adheres to the principles of Batho Pele. Assist with the management of the transformation process and change within the units to ensure that the objectives of the institution are met. Ensure effective utilization of resources. Establish and maintain adherence to clinical governance pillars and processes. Deal with disciplinary and grievance matters including monitoring and managing Absenteeism. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS)

- ENQUIRIES** : Nursing Manager: MR MT Dube Tel No: 035-4734500
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
- FOR ATTENTION** : Mrs GZ Dube: Human Resource Manager
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). 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. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
- CLOSING DATE** : 03 February 2023
- POST 02/228** : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL) REF NO: GS 3/23**  
Component: Nursing
- SALARY** : Grade 1: R464 466 per annum, plus 13<sup>th</sup> cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement)
- CENTRE** : Greys Hospital, Pietermaritzburg
- REQUIREMENTS** : Senior Certificate or equivalent Diploma/Degree in General Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse Current registration with the South African Nursing Council A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department. Knowledge, Skills and Experience: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC Rules and Regulations. Sound knowledge of scope of practice. Good communication, leadership, interpersonal and problem solving skills Knowledge of Code of Conduct and Labour Relations Ability to function well within a team Conflict management and negotiation skills Decision making and problem solving skills. Skills in organizing, planning and supervising Knowledge of Batho Pele Principles and Patients Rights Charter.



- DUTIES** : Ability to provide professional leadership Co-ordinate optimal, holistic and specialized nursing care provided within the set standards and a professional / legal framework. Provision of quality nursing care through the implementation of standards, Policies and Procedures coupled with supervision and monitoring implementation thereof. Policies and procedures coupled with supervision and monitoring and monitoring the Implementation thereof. To develop and ensure implementation of nursing care plans. To participate in quality improvement programmes and clinical audit. To monitor waiting times for clinic areas and for elective cases. Attend Mortality meetings monthly and ensure that avoidable factors are addressed. Identify, develop and control Risk Management systems within the unit. To uphold the Batho Pele and patients rights charter principles. Provide a safe, therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety and all other applicable prescripts. Maintain accurate and complete patient records according to legal requirements. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures. Manage and supervise effective utilization of all resources e.g. human, financial, material etc. Implementation and management of Infection Prevention and Control protocols. Participate in performance reviews i.e. EPMDS as well as student progress reports. Participate and ensure implementation of National Core Standards, National Health priorities, Quality Improvement initiatives including national priority program plans.
- ENQUIRIES** : Mr F.S Matibela Tel No: 033-897 3331
- 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** : 03 February 2023
- POST 02/229** : **OPERATIONAL MANAGER NURSING GENERAL REF NO: OPM GEN 2/2023. (X1 POST)**
- SALARY** : Grade 1: R464 466 - R522 756 per annum. Other Benefits: medical aid (optional), rural allowance, housing allowance: employee must meet the prescribed requirements.
- CENTRE** : Eshowe District Hospital
- REQUIREMENTS** : Grade 12/standard 10. Basic R425 qualification i.e. Diploma/degree in nursing. Current registration with South African Nursing Council as a Professional Nurse with Midwifery. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General nursing and Midwifery. NB: Knowledge, skills and competencies required: Knowledge of nursing care policies and procedures, nursing statutory regulation and guidelines and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele Principles, Public Service Regulation and Grievance Procedures. Good communication, report writing, facilitation, leadership, organizational, decision making and problem solving skills. Financial Management. Demonstrate a basic understanding of HR and financial policies and practices. Computer skills.
- DUTIES** : Advocate and ensure and promotion of nursing ethos and professionalism. Provision of administration services, participate in clinic arrangement and sustainability in the implementation integrated clinical service management (ICSM). Perform all activities with the HAST programme. Work integrative with Ward based outreach teams towards achieving recension in care. Conduct clinical audits for priority programme, analyse and develop quality improvement plans. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Display a concern for patients, promoting, advocating and facilitating proper treatment and care ensuring that the unit adheres to the principles of Batho Pele. Assist with the management of the transformation

process and change within the units to ensure that the objectives of the institution are met. Ensure effective utilization of resources. Establish and maintain adherence to clinical governance pillars and processes. Deal with disciplinary and grievance matters including monitoring and managing Absenteeism. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS).

**ENQUIRIES  
APPLICATIONS**

: Nursing Manager: Mr MT Dube Tel No: 035-4734500  
: Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

**FOR ATTENTION  
NOTE**

: Mrs GZ Dube: Human Resource Manager  
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). 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. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

**CLOSING DATE**

: 03 February 2023

**POST 02/230**

: **CLINICAL PROGRAMME COORDINATOR (IPC) REF NO: CL 09/2022 (X1 POST)**

**SALARY  
CENTRE  
REQUIREMENTS**

: Grade 1: R464 466 per annum  
: Clairwood Hospital  
: Senior Certificate – Grade 12, Diploma / Degree in General Nursing, Registration Certificate with SANC.as a Professional nurse. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC as a General Nurse. Current SANC Receipt. Knowledge on applicable legislation such as Health Act, Nursing Act, Occupational Health and Safety Act and Waste Management Act. High level of verbal and written communication skills. Must have good interpersonal relations. Computer literacy in word processing and spread sheet packages. Presentation Skills – assertive and diplomacy. High level of innovation and initiative.

**DUTIES**

: Facilitate and oversee the development of an IPC operational plan to give strategic direction. Develop, implement, monitor and evaluate the Operational Plan and also provide feedback to Management. Ensure a functional infection prevention and control programme in the facility. Conduct IPC audits and monthly committee meeting and ensure a functional IPC committee. Develop a quality improvement plan, compile statistics and reports. Facilitate IPC surveillance of health care associated infections. Conduct active and passive surveillance. Investigate potential outbreaks and report on health care associated infections. Ensure that staff development and training takes place. Develop an IPC orientation and induction plan. Compile training schedules. Observe disease outbreaks and conduct the necessary training. Analyze provincial policy imperatives with a view to develop and maintain institutional protocols and standards. Ensure that provincial guidelines are followed. Develop institutional protocols. Ensure dissemination of information and adherence to institutional IPC protocols.

**ENQUIRIES**

: Mr. T.P Zondi Tel No: 031 451 5177

- APPLICATIONS** : Applications may be sent to: Attention: Human Resource Department, Clairwood Hospital, Private Bag X04, Mobeni, 4060 or Hand deliver: 1 Higginson Highway, Mobeni, 4060
- NOTE** : The contents of this Circular Minute must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal work place. Directions to candidates, the following documents must be submitted: Applications for employment are required to complete and submit Z83 form (Obtainable at any Government Department or from website – www.kzn.health.gov.za) and Curriculum Vitae (CV). 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. The reference number must be indicated in the column provided on the form Z83. Application for employment are not required to submit copies of qualification and other relevant documents on application but must submit Z83 form and detailed Curriculum Vitae (CV). The certified copies of qualification 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. Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered. Please note that due to a large number of applications we envisage to receive, applications will not be acknowledged. However, should you not receive any response after two months of the closing date of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for this post. The appointment is 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).
- CLOSING DATE** : 03 February 2023
- POST 02/231** : **CLINICAL PROGRAMME CO-ORDINATOR REF NO: HGHD 01/2023**  
Component: Healthy Lifestyle Promotion – Programme
- SALARY** : R464 466 per annum. Benefits: 13<sup>th</sup> Cheque, Medical Aid (optional) Housing allowance) provided the incumbent meets the prescribed requirements. Rural Allowance (On Claimable basis)
- CENTRE** : Harry Gwala Health District
- REQUIREMENTS** : Grade 12/Senior certificate/ Standard 10 qualification. Plus; Degree / Diploma in General Nursing or equivalent qualification that allows registration with SANC as a Professional nurse. Plus Current registration with the SA Nursing Council (SANC). Plus a minimum of 7 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC. N.B: Proof of previous and current work experience endorsed and stamped by Human Resource Department not certificate of service: Recommendation: Valid Driver's license. Knowledge, Skills, Training and Competencies Required Presentation and Report writing Skills. 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 related matters and to comply with time frames. Computer literacy with a proficiency in MS Office Software applications.
- DUTIES** : Co-ordinate the implementation of the WBPHCOTs and the Integrated School Health. Programme policy (ISHP) in line with the PHC re -engineering framework and the National Health Insurance (NHI). Co-ordinate the implementation of Health Promotion Programmes in schools, Primary health care facilities and at community level (e.g. Health promoting clinic, Health promoting school and Early Child development centres).Co-ordinate the Oral Health Programme in the District. Co-ordinate the Adolescent Youth Health Programme in the District; and oversee effective implementation of youth zones in all facilities. Co-ordinate the vaccination programme (HPV, Td and Deworming) in schools and ECDs. Collaborate with stakeholders on the attainment of targeted district health outcomes. Participate in the ideal clinic and ideal hospital realisation and maintenance project in the district by monitoring adolescent and youth involvement and empowerment. Collaborate with other stakeholders to implement health promotion priority programme

plans in the district to attain positive health outcomes. Facilitate implementation of Health Promotion Programmes at community level Plan, organize, monitor and evaluate effective implementation of educational drives, campaigns, advocacy initiatives, community awareness and events to convey health messages and practices which support healthy lifestyle programme strategies, and to ensure that a healthy lifestyle is maintained.

- ENQUIRIES** : Mrs N.C Ndzamela Tel No: 039-834 8200
- APPLICATIONS** : Applications must be directed: Private Bag x502, Ixopo, 3276 or Hand delivers to: 111 Main Street, Ixopo under KFC building, Room 99, District office.
- FOR ATTENTION** : Mr. ZN Dotyeni: Assistant Director: HRM, Harry Gwala Health District Office
- 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. HGHD 01/2023. 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** : 03 February 2023
- POST 02/232** : **OPERATIONAL MANAGER NURSING: GENERAL STREAM REF NO: OPMAN (GEN NURS-CARDIOTHOR/1/2023)**  
 Department: Cardiothoracic ward  
 This is a re-advertisement. Those who applied previously should re-apply.
- SALARY** : Grade 1: R464 466 per annum, plus 13th Cheque, Housing Allowance: employee to meet prescribed requirements and Medical Aid: Options
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Degree / Diploma in General Nursing (R425 qualification or equivalent that allows for registration with SANC as a Professional Nurse) .Current registration with SANC as 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. 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** : Ms N Ngongoma 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](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** : 03 February 2023
- POST 02/233** : **PROFESSIONAL NURSE SPECIALTY NURSING MATERNITY DEPARTMENT: OBSTETRICS AND GYNAECOLOGY REF NO: PN SPEC 3/2023 (X1 POST)**
- SALARY** : Grade 1: R400 644 - R464 466 per annum. Other Benefits: 13<sup>th</sup> cheque, medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.  
Grade 2: R492 756 - R606 042 per annum. Other Benefits: 13<sup>th</sup> cheque, medical aid (optional), 8 % rural allowance, and housing allowance: employee must meet the prescribed requirements.
- CENTRE** : Eshowe District Hospital
- REQUIREMENTS** : Senior certificate (Grade 12). Registration with South African Nursing Council as a General Nurse. A post basic qualification in Advanced Midwifery and Neonatal Science. Diploma in Advanced Midwifery and Neonatal Nursing Science, with duration of at least 1 year, accredited with the South African Nursing Council. Experience **Grade 1**: Minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in Advanced Midwifery and Neonatal Nursing Science. Experience **Grade 2**: Minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in Advanced Midwifery and Neonatal Nursing Science. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1- year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Knowledge, skills, training and competencies required: Knowledge of public services acts, regulations and policies. Demonstrate an understanding of nursing legislation and related legal and

ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate effective communication with client/patients, supervisors and other clinicians, including report writing when required. Work as part of a multi-disciplinary team to ensure good nursing care. Work effectively co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating. Knowledge and experience in implementation of Batho Pele principles, patient's right charter and code of conduct. Knowledge on SANC rules and regulations. Proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).

**DUTIES** : Coordination of optical, holistic specialized nursing care provided within set standards and Professional/ legal framework. Perform multi-skilled and complex nursing care duties requiring frequent interpretation of information. Manage effectively and efficiently the utilization and supervision of all resources. Participate in the analysis, formulation, and implementation of policies, practices and procedures. Establish and maintain constructive working relationships with nursing and other stakeholders. Ensure that a healthy and safe working environment is maintained. Monitor and control the quality of patient care. Maintain accreditation standard by knowledge of policies and procedures, implementation of all programmes, BANC, PMTCT, BFHI etc. Compile monthly and quarterly report. Audit clinical records by analyzing data. Participate in health promotion and illness prevention initiatives. To assist in Employee Performance Management Developments System (EPMDS) of staff and implement Employee Assistance Program.

**ENQUIRIES** : Nursing Manager: Mr Mt Dube Tel No: 035-4734500  
**APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

**FOR ATTENTION** : Mrs GZ Dube: Human Resource Manager  
**NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). 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. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

**CLOSING DATE** : 03 February 2023

**POST 02/234** : **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE**  
**NDLANGUBO CLINIC REF NO: CNP NDL 6/2023 (X2 POSTS)**

**SALARY** : Grade 1: R400 644 - R464 466 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.  
Grade 2: R492 756 - R606 042 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements

**CENTRE** : Eshowe District Hospital

**REQUIREMENTS**

: Basic R425 qualification i.e. Degree/Diploma in General Nursing. Minimum of four years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC. Post Basic qualification with duration of one year in Clinical Nursing Science Health Assessment, Treatment and Care. Registration with South African Nursing Council as a Professional Nurse (PHC). Experience **Grade 1**: minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing OR advance midwifery). Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Experience **Grade 2**: minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele. Interpersonal skills, negotiating conflict handling and counseling skills.

**DUTIES**

: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform a clinical nursing practice 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 HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele)

**ENQUIRIES**

: Nursing Manager - Mr MT Dube Tel No: (035) 473 4500

**APPLICATIONS**

: Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date. Mrs GZ Dube: Human Resource Manager

**FOR ATTENTION  
NOTE**

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). 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. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

**CLOSING DATE**

: 03 February 2023

**POST 02/235** : **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE GATEWAY**  
**CLINIC REF NO: CNP GW 7/2023 (X1 POST)**

**SALARY** : Grade 1: R400 644 - R464 466 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.  
Grade 2: R492 756 - R606 042 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements

**CENTRE REQUIREMENTS** : Eshowe District Hospital  
: Basic R425 qualification i.e. Degree/Diploma in General Nursing. Minimum of four years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC. Post Basic qualification with duration of one year in Clinical Nursing Science Health Assessment, Treatment and Care. Registration with South African Nursing Council as a Professional Nurse (PHC). Experience **Grade 1**: minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing OR advance midwifery). Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Experience **Grade 2**: minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele. Interpersonal skills, negotiating conflict handling and counseling skills.

**DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform a clinical nursing practice 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 HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele)

**ENQUIRIES APPLICATIONS** : Nursing Manager - Mr MT Dube Tel No: (035) 473 4500  
: Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

**FOR ATTENTION NOTE** : Mrs GZ Dube: Human Resource Manager  
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). 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. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment



history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

- CLOSING DATE** : 03 February 2023
- POST 02/236** : **PROFESSIONAL NURSE- SPECIALTY (OPERATING THEATRE NURSING SCIENCE) REF NO: GS 4/23 (X1 POST)**  
Component: Nursing
- SALARY** : Grade 1: R400 644 per annum, plus 13<sup>th</sup> cheque, medical- aid (optional), Housing Allowance  
Grade 2: R492 756 per annum, plus 13<sup>th</sup> cheque, medical- aid (optional), Housing Allowance
- CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg  
Grade 12 Certificate Degree / Diploma in General Nursing One Year Post Basic Qualification in Operating Theatre nursing Science Current Registration with SANC A minimum of 4 years appropriate / recognizable experience after registration as Professional Nurse with the SANC in General Nursing Plus One (01) year Post Basic qualification in Critical Care Nursing Science Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department **Grade 1:** (employees must meet the prescribed requirement) Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing **Grade 2:** (employees must meet the prescribed requirement), medical Aid Optional 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 specialty after obtaining the one year post basic qualification in the relevant specialty. Knowledge, Skills and Experience: Knowledge of Nursing Care, Process and Procedures, nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving, Co-ordination, Liaisons and Interpersonal Skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, assertive and must be a team player.
- DUTIES** : Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Provide a therapeutic environment for staff, patients and public Manage utilization of all resources efficiently and effectively. Maintain competence in the execution of her/his duties, while managing high standards of performance including for others. Assist in the coordination and implementation of the National Core Standards in A & E and in the whole institution for better quality patient care. Manage the unit in the absence of the Supervisor. Ensure adherence to principles of IPC practices in the unit. Assist with the allocation / change list, day and night duty rosters and inputs for leave. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital. Ensure accurate record keeping for statics purposes Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility.
- ENQUIRIES APPLICATIONS** : Mr FS Matibela Tel No: 033-897 3331
- FOR ATTENTION NOTE** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200  
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, Coloured Male
- CLOSING DATE** : 03 February 2023

<b><u>POST 02/237</u></b>	:	<b><u>CLINICAL LECTURER REF NO: ADD CAMP 01/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R400 644 – R464 466 per annum Grade 2: R492 756 – R642 942 per annum Other Benefits: 13 Cheque, Medical aid (Optional), Homeowners allowance (employee must meet the prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Addington Campus Senior Certificate/Grade 12 PLUS, A Diploma /Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse, Current Registration 2023 with the South African Nursing Council (SANC) as a General Nurse, Midwife/ Accoucheur, and Community Nurse, A post registration qualification in Nursing Education registered with the South African Nursing Council (SANC) PLUS, A post registration qualification in Midwifery Nursing Science PLUS, <b>Grade 1:</b> A minimum of four (4) years appropriate/ recognizable experience after registration as a Professional nurse with the South African Nursing Council. <b>Grade 2:</b> A minimum of fourteen (14) years appropriate/ recognizable experience after registration as a Professional Nurse with the South African Nursing Council of which 10 years of the period must be in Clinical Nursing and/ or Nursing Education after obtaining the 1 year post qualification in possession of an unendorsed valid RSA Drivers licence (EB) Recommendation: Computer Literate Knowledge, Skills, Training And Competencies Required: The incumbent of this post will report to the Principal of the Campus and will be responsible to coordinate, implement and monitor an effective and efficient Clinical training system, and such the ideal candidate must: Possess knowledge of 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.
<b><u>DUTIES</u></b>	:	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. Implement the quality management system for the Nursing Education Institution.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. TP Skakane-Masango Tel No: 031-3272056/7/9 Completed applications to be hand delivered to: Attention: The Registrar Academic or Post: PO Box 977 Addington Campus Durban 16 Erskine Terrace 4000 South Beach, Durban, 4001
<b><u>NOTE</u></b>	:	Directions to candidates: The following documents must be submitted: Complete the most recent Z83 application form for employment obtainable from all Public Service Departments or from website – <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The Z83 must be completed in full in a manner that allows a selection committee to assess the quality of the applicant. A detailed Curriculum Vitae (CV), The Reference number must be indicated in the column provided on the form Z83 e.g. ref number ADD CAMP 01/2023, Faxed and emailed applications will not be accepted, Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed CV. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Please note that communication will only be entered into with candidates that have been shortlisted. If you have not heard from us within two months after the closing date, please consider your application as being unsuccessful. 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 Education qualifications by SAQA, verification of previous experience for employers and verification from the Company Intellectual Property Commission (CIPC). Failure to comply will result in the application not being considered.
<b><u>CLOSING DATE</u></b>	:	03 February 2023

<b><u>POST 02/238</u></b>	:	<b><u>LECTURER (ADVANCED DIPLOMA IN MIDWIFERY: R.1497) REF NO: ADD CAMP 02/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R400 644 – R464 466 per annum Grade 2: R492 756 – R642 942 per annum Other Benefits: 13 Cheque, Medical aid (Optional), Homeowners allowance (employee must meet the prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Addington Campus Senior Certificate/Grade 12 Plus, A Diploma /Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse, Current Registration 2023 with the South African Nursing Council (SANC) as a General Nurse, Midwife/ Accoucheur, and Community Nurse, A post registration qualification in Nursing Education registered with the South African Nursing Council (SANC) PLUS, A post registration qualification in Midwifery Nursing Science PLUS, <b>Grade 1:</b> A minimum of four (4) years appropriate/ recognizable experience after registration as a Professional nurse with the South African Nursing Council. <b>Grade 2:</b> A minimum of fourteen (14) years appropriate/ recognizable experience after registration as a Professional Nurse with the South African Nursing Council of which 10 years of the period must be in Clinical Nursing and/ or Nursing Education after obtaining the 1 year post qualification in possession of an unendorsed valid RSA Drivers licence (EB) Recommendation: Computer Literate, Post Basic qualification in Advanced Midwifery and Neonatal Nursing Science (R.212), A minimum of six months clinical experience in Midwifery/ maternity department, Master's Degree. Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the Principal of the Campus and will be responsible to coordinate, implement and monitor an effective and efficient Clinical training system, and such the ideal candidate must: Possess knowledge of 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.
<b><u>DUTIES</u></b>	:	Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Coordinate and ensure clinical accompaniment of students. Coordinate the implementation of R.1497 programme (Advanced Diploma in Midwifery) including teaching and learning and assessment of R171 programmes. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Oversee the supervision of students. Policy analysis and development. Development and review of nursing curricula for all categories of training. Implement the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the college. Exercise control over students.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. TP Skakane-Masango Tel No: 031-3272056/7/9 Completed applications to be hand delivered to: attention: The Registrar Academic or Post: PO Box 977, Addington Campus Durban 16 Erskine Terrace 4000 South Beach, Durban 4001
<b><u>NOTE</u></b>	:	Directions to candidates: The following documents must be submitted: Complete the most recent Z83 application form for employment obtainable from all Public Service Departments or from website – <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The Z83 must be completed in full in a manner that allows a selection committee to assess the quality of the applicant. A detailed Curriculum Vitae (CV), The Reference number must be indicated in the column provided on the form Z83 e.g. ref number ADD CAMP 02/2023, Faxed and emailed applications will not be accepted, Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed CV. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Please Note that communication will only be entered into with candidates that

have been shortlisted. If you have not heard from us within two months after the closing date, please consider your application as being unsuccessful. 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 Education qualifications by SAQA, verification of previous experience for employers and verification from the Company Intellectual Property Commission (CIPC). Failure to comply will result in the application not being considered.

- CLOSING DATE** : 03 February 2023
- POST 02/239** : **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE MOBILE SERVICES REF NO: CNP MOBILE 4/2023 (X2 POSTS)**
- SALARY** : Grade 1: R400 644 - R464 466 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.  
Grade 2: R492 756 - R606 042 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements
- CENTRE REQUIREMENTS** : Eshowe District Hospital  
: Grade 12/standard 10, Basic R425 qualification i.e. Degree/Diploma in General Nursing. Minimum of four years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC. Post Basic qualification with duration of one year in Clinical Nursing Science Health Assessment, Treatment and Care. Registration with South African Nursing Council as a Professional Nurse (PHC). Experience **Grade 1**: minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing OR advance midwifery). Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Experience **Grade 2**: minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele. Interpersonal skills, negotiating conflict handling and counseling skills.
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform a clinical nursing practice 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 HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).
- ENQUIRIES APPLICATIONS** : Nursing Manager - Mr MT Dube Tel No: (035) 473 4500  
: Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
- FOR ATTENTION NOTE** : Mrs GZ Dube: Human Resource Manager  
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). 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. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted

candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

- CLOSING DATE** : 03 February 2023
- POST 02/240** : **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE EKUPHUMULENI CLINIC REF NO: CNP EKUP 5/2023 (X2 POSTS)**
- SALARY** : Grade 1: R400 644 - R464 466 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.  
Grade 2: R492 756 - R606 092 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements
- CENTRE REQUIREMENTS** : Eshowe District Hospital  
: Grade 12/Standard 10, Basic R425 qualification i.e. Degree/Diploma in General Nursing. Minimum of four years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC. Post Basic qualification with duration of one year in Clinical Nursing Science Health Assessment, Treatment and Care. Registration with South African Nursing Council as a Professional Nurse (PHC). Experience **Grade 1**: minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing OR advance midwifery). Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Experience **Grade 2**: minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele. Interpersonal skills, negotiating conflict handling and counseling skills. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices.
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform a clinical nursing practice 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 HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele)
- ENQUIRIES APPLICATIONS** : Nursing Manager - Mr MT Dube Tel No: (035) 473 4500  
: Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815.

**FOR ATTENTION  
NOTE**

Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date. Mrs GZ Dube: Human Resource Manager

Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). 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. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

**CLOSING DATE**

03 February 2023

**POST 02/241**

**PROFESSIONAL NURSE SPECIALTY ADVANCED MIDWIFERY AND NEONATAL NURSING SCIENCE REF NO: APP/01/2023 (X1 POST)**

**SALARY**

R400 644 - R492 756 per annum. Benefit: Housing allowance, 13<sup>th</sup> cheque, Medical Aid (Optional), Operational and 8% Rural Allowance.

**CENTRE  
REQUIREMENTS**

Appelsbosch Hospital (General Ward)  
Grade 12 or equivalent qualification, Degree/ National Diploma in general Nursing Midwifery, You must be in possession of current registration with SANC (2023) as a Professional nurse and midwifery A post-basic nursing qualification, with a duration of at least 1 year accredited with SANC in Midwifery and Neonatal Nursing Science, A minimum of 4 years appropriate/ recognizable experience after registration with SANC as a general nurse and midwife. Certificate of service endorsed by HR. (only shortlisted candidate will submit the required certified documents) Recommendations Diploma/ Degree in nursing management. A valid Driver's License Knowledge, Skills, Training, Competencies Required: demonstrates an understanding of nursing legislation and related and ethical nursing practice. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant facility Demonstrate effective communication with patients, supervisor and other clinicians include writing. Work as part of multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse culture, racial or religious differences. Be able to plan and organize own work and that support personnel to ensure proper nursing care. Computer literacy Certificate.

**DUTIES**

Implementation of maternal, neonatal and child health care programmers, Implement standards practices and indication for maternal services. Strengthen Reproductive health and postnatal services. Support mother baby friendly initiatives. Participate in PPIP programs and data management and ensure timeous submission to FIO. Ensure proper utilization or resources in the unit Implementation of ESMOE and CARMMA elements Implementation of EMTCT and its management Ensure implementation of neonatal EPOC.

**ENQUIRIES  
APPLICATIONS**

Mr. S.M Ntuli Nursing Manager: Tel No: 032 2948000

Should be forwarded to: The Chief Executive Officer, P/Bag X215, Ozwathini, 3242.

**FOR ATTENTION  
CLOSING DATE**

Human Resource Manager

03 February 2023

**POST 02/242** : **PROFESSIONAL NURSE SPECIALTY THAETRE REF NO: APP/02/2023 (X1 POST)**

**SALARY** : R400 644 - R492 756 per annum. Benefit: Housing allowance, 13<sup>th</sup> Cheque, Medical Aid (Optional), Operational and 8% Rural Allowance.

**CENTRE REQUIREMENTS** : Appelsbosch Hospital  
: Senior Certificate (grade 12) or equivalent qualification Diploma/ Degree in General Nursing Midwifery. You must be in possession of current registration with SANC (2023) as a Professional nurse and midwifery, a post-basic nursing qualification, in Operating Theatre Nursing Science with duration of at least 1 year accredited with SANC, A minimum of 4 years appropriate/ recognizable experience after registration with SANC as a general nurse and midwife. Certificate of service endorsed by Human Resource, Diploma/ Degree in nursing management Driver's License (only shortlisted candidate will submit the required certified documents) Knowledge, Skills, Training, Competencies Required Demonstrate an understanding of nursing legislation and related and ethical nursing practice. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant facility. Demonstrate effective communication with patients, supervisor and other clinicians include writing. Work as part of multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse culture, racial or religious differences. Be able to plan and organize own work and that support personnel to ensure proper nursing care. Ability to prioritize issues and other work related matter and to comply with time frames. High level of accuracy Computer literacy Certificate.

**DUTIES** : Participate in the staff development using EPMSD system and other stakeholders. Strengthen ethics and professionalism. Co-ordinate clinical activities of the unit, Participate in the nursing audits and maintains accurate nursing records Participate in the formulation analysis, implementation and monitoring of unit objectives, policies and procedures. Display the concern for the patients, promoting advocating and facilitating proper treatment and care. Ensure that equipment and machinery is available and functional at all time. Render an optimal specialized nursing care to patients as member of the multidisciplinary team. Provide safe and therapeutic environment for patients and the staff and public.

**ENQUIRIES APPLICATIONS** : Deputy Manager Nursing Mr SM Ntuli –Tel No: 032 2948000  
: Applications should be forwarded to: The Chief Executive Officer, P/Bag x 215 Ozwathini, 3242.

**FOR ATTENTION** : Human Resource Manager:

**NOTE** : Equity Target: African Male

**CLOSING DATE** : 03 February 2023

**POST 02/243** : **PROFESSIONAL NURSE SPECIALTY REF NO: APP/04/2023 (X1 POST)**

**SALARY** : R400 644 - R492 756 per annum. Other Benefits: 13<sup>TH</sup> Cheque, 8% in hospitable rural allowance, Medical Aid (Optional) Housing Allowance (employee must meet Requirements)

**CENTRE REQUIREMENTS** : Appelsbosch Hospital  
: Senior Certificate (grade 12) or equivalent. National Diploma/Degree in nursing qualification, with a duration of at least 1 (one) year accredited with SANC in child Nursing Science. Current SANC receipt (2023). When shortlisted you are to submit current and previous work experience endorsed and stamped by Human Resource Department i.e. (Certificate of service). Applicant must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when shortlisted. Grade 01: A minimum of 4(four) years appropriate/ recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least one (01) year of period referred to above must be appropriate/ recognizable experience after obtaining one (1) year post basic qualification in Child Nursing Science. (Only shortlisted candidate will submit the required certified documents) Knowledge, Skills, Training and Competencies Required: Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation and policies. Appropriate understanding of nursing scope of practice and nursing standards as determined by Child Nursing Care. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals.

- Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relation and disciplinary procedures, Basic understanding of HR and Financial policies and practices. Planning, Organizing, Leading, Controlling, Delegation, Supervisory, Communication, motivation, Decision- Making, Problem-Solving, Disciplinary and co-ordination skills.
- DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards a professional/ legal framework. To plan/ organize and monitor the objectives of the specialized unit in consultation with other members. To provide a therapeutic environment for staff, patients and public. To provide a comprehensive quality nursing care as a member of the unit-disciplinary team according to the identified needs of the patient based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping staff and to give guidance. To ensure continuity of patient care on all levels i.e., work, book, and handover rounds. To liaise and communicate with multi-disciplinary team as well as other departments within the hospital i.e., during operational meetings with nursing supervisor and subordinates. Manage effectively the utilization and supervision of resources coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintaining professional growth/ ethical standards and self-development.
- ENQUIRIES** : Deputy Manager Nursing Mr SM Ntuli Tel No: 032 2948000
- APPLICATIONS** : Should be forwarded to: The Chief Executive Officer, P/Bag X215, Ozwathini, 3242.
- FOR ATTENTION** : Human Resource Manager:
- CLOSING DATE** : 03 February 2023
- NOTE** : Equity Target: African Male
- POST 02/244** : **PROFESSIONAL NURSE: (SPECIALTY NURSING STREAM)-CHILD NURSING/PAEDIATRICS REF NO: PNSPEC /PAEDS/1/2023**  
Department:-Paediatric ward  
This is a re-advertisement. Those who applied previously should re-apply
- SALARY** : Grade 1: R400 644 per annum, plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional  
Grade 2: R492 756 per annum, plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : R425 Degree/Diploma in Nursing or equivalent that allows for registration with the SANC as a Professional Nurse and 1-year post basic qualification in Paediatric/Child Nursing Science. Current registration with SANC as Professional Nurse and Paediatric/Child Nurse Specialist. A minimum of 4 years appropriate/recognisable post registration experience as a General Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC is required. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC is required. At least 10 years of the period referred to above must be appropriate/recognizable experience in a Paediatric unit after obtaining the 1 year post basic qualification in Child/Paediatric Nursing. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Demonstrate knowledge of National core Standards and OHSC norms and standards. Demonstrate knowledge in Make me Look like a Hospital Initiatives. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Be familiar with all healthcare programs aimed at improving health outcome of paediatric patients. Good human relations, displaying a concern for patients, promoting and advocating proper treatment and care including a willingness to respond to patient's needs, requirements and expectations (Batho- Pele principles and Patients' Rights Charter). Ability to plan and organise own work and that of support personnel to ensure proper nursing care.
- DUTIES** : Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing



standards determined by all nursing and healthcare related prescripts. Implementation of programs that promote positive patient outcomes. Ensure data and information management systems are implemented and adhered to. Internal rotation of staff within the relevant specialty will be exercised. Night duty will be implemented. Acts as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area. Participates in all programs of the unit to improve quality of patient care; quality, IPC, Health and safety, health-awareness days. Performance of duties within departmental budget.

**ENQUIRIES  
APPLICATIONS**

: Ms N Ngongoma 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**

: 03 February 2023

**POST 02/245**

: **CLINICAL NURSE PRACTITIONER REF NO SMH 01/2023**  
 Directorate: SMCHC

**SALARY**

: Grade1: R400 644 – R464 466 per annum, plus 12% Rural allowance  
 Grade 2: R492 756 - R606 042 per annum, plus 12% Rural allowance  
 Plus 13<sup>th</sup> cheque, Medical Aid (optional).Housing/Home Owners allowance if employee meets prescribed benefits

**CENTRE  
REQUIREMENTS**

: St Margaret's Community Health Centre UMzimkhulu 3297  
 : **Grade 1:** A minimum of four years appropriate/ recognisable nursing experience after registrations as a professional nurse with the SANC in General Nursing. Grade 12 (Senior Certificate) Standard 10/ or (Vocational National Certificate) plus., Degree or Diploma in General Nursing Science and Midwifery plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, treatment and care(PHC) plus, Current registration with SANC 2023 as a General Nurse and Primary Health Care. **Grade 2:** Grade 12 (Senior Certificate) Standard 10/ or (Vocational National Certificate) plus A minimum of 14 years appropriate/ recognisable nursing experience after registration as a professional nurse with the SANC in general Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience after obtaining the one year post basic qualification in the relevant speciality. Degree/ Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, treatment and care (PHC) plus .Current registration with SANC 2023 as General Nurse and Primary Health Care Plus .Health Care. Knowledge, Skills, Training And Competence Required: Knowledge of all applicable legislation such as Nursing Acts, Mental Act, OH&S Act .Batho Pele Principles, Patient's 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 skills and supervisory skills. Good Interpersonal relation skills. Good insight of procedure and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

**DUTIES**

: Provide administrative services: plan and organize the clinic, ensure completion of statistics, ensure ordering and control of medication. Ensure implementation of the 90 90 90 strategy in all aspects of all programs especially HIV/Aids and TB. Provision of educational services: in service training, personnel development, health education to patients. Provision of clinical services: initiate treatment and implementation of programme and evaluation of patients conditions, initiate minor treatments, individual consultations sessions. Function as a member of the therapeutic team .Continues evaluation of nursing care and nursing service. Identify community needs. Ensure effective crisis management in the clinic. Initiate resuscitation if necessary. Assist in regional and departmental research projects. Ensure accurate data and information management systems. Ensure accurate monthly reporting to the operational Manager or Deputy Nursing manager. Ensure implementation of the National core standards for quality health/ ideal CHC standards.

**ENQUIRIES**

: All enquiries must be directed to Mr. Adonis: Deputy Manager Nursing Tel No: 039 2599 222.

**APPLICATIONS**

: Applications must be directed St Margaret's CHC, Private Bag X517, Umzimkhulu, 3297 OR Hand delivered to: St Margaret's CHC, Clydesdale location, UMzimkhulu, 3297.

**FOR ATTENTION NOTE**

: Mr. TL Nzimande: Human Resource Manager  
 : An application for employment Form (Z83) must be completed and forwarded which is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Note: Applicants are NOT required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed curriculum vitae. These will be requested only from shortlisted candidates. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g. ref SMH 01/2023. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, there will be no acknowledgement of applications. Should you not hear from us within 60 days of the closing date, kindly consider your application as unsuccessful. And only shortlisted candidates will be advised of the outcome of interview. Please note that due to financial constraints, there will be no payment of S&T claims covering transport fees to the interview venue.

**CLOSING DATE**

: 10 February 2023

**POST 02/246**

: **CLINICAL NURSE PRACTITIONER REF NO: POM 01/2023**

**SALARY**

: Grade 1: R4000 647 - R450 939 per annum  
 Grade 2: R478 404 - R588 399 per annum  
 Other benefits: 13<sup>th</sup> Cheque. Medical aid (Optional). Home Owner`s allowance: Employee must meet prescribed requirements.

**CENTRE REQUIREMENTS**

: Pomeroy CHC (Qinelani Clinic)  
 : **Grade 1:** Senior Certificate (Grade 12) Standard 10.Degree/ Diploma in General Nursing Science & Midwifery plus 1 year Post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current Registration with the SANC as a General, Midwifery and Primary Health care nurse 2023, a Minimum of 4 years appropriate / recognizable experience after registration as a professional Nurse of which at least 1 year must be appropriate/recognizable PHC experience after Obtaining a one post basic qualification in Primary Health Care. Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application, only when shortlisted. **Grade 2:** Senior certificate (Grade 12) / Standard 10 Degree/ Diploma in General Nursing Science & Midwifery plus 1 year. Post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC).Current Registration with the SANC as a Genera, Midwifery and Primary Health Care nurse 2023.A minimum of 14 years

appropriate / recognizable experience after registration as a Professional nurse of which at least 10 years must be appropriate/recognizable PHC experience after Obtaining a one year post basic qualification in Primary Health Care. Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application, only when shortlisted. Knowledge; Skills; Training and Competencies Required: Sound knowledge of all legislation and regulation application to Nursing and Health Services. Sound knowledge of discipline processes and grievance procedures. Leadership, organizational, decision making, counselling and conflict management skills. Good interpersonal relationship. Knowledge of nursing care processes and procedures. Demonstrate good and effective communication skills Team building, planning and supervisory skills Recommendation: Knowledge of NIMART, TB and HIV/AIDS. Computer literacy. BANC training.

**DUTIES** : Provide quality comprehensive Primary Health care by promoting preventive, curative and rehabilitative services for the clients and community. Implement BANC and other Antenatal care programmes to enhance antenatal care to all pregnant women accessing care to the facility. Participate in Quality Improvement Program implementation in line with Norms and Standards. Proper utilization and safeguarding of all allocated resources to meet Departmental targets as per strategic plans. Compile daily statistics, analyze and submit monthly reports timeously as required. Able to plan and organize own work and that of support personnel to ensure continuity of care. Assess, diagnose, treat and dispense according to guidelines and protocols. Implement referral system to the CHC and next level of care. Design and monitor the defaulter tracing mechanism. Work as part of multidisciplinary team to ensure coordinated work with Mobile Services, WBPHCOT, School Health and Sukuma Sakhe. Contribute to the realization of Sustainable Development Goals. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs requirement and expectations.

**ENQUIRIES** : Ms. TM Khoza Tel No: (034) 662 3320  
**APPLICATIONS** : 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) form must be accompanied by 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 01/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualifications by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (This institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s).  
**CLOSING DATE** : 03 February 2023

**POST 02/247** : **CLINICAL NURSE PRACTITIONER REF NO: POM 12/2022**

**SALARY** : Grade 1: R400 647 - R450 939 per annum  
 Grade 2: R588 399 - R478 404 per annum  
 Other benefits: 13<sup>th</sup> Cheque. Medical aid (Optional). Home Owner's allowance: Employee must meet prescribed requirements.

**CENTRE** : Pomeroy CHC (HAST Unit)  
**REQUIREMENTS** : **Grade 1:** Grade 12 (senior certificate)/ Standard 10 .Degree/ Diploma in General Nursing Science & Midwifery plus 1 year Post basic qualification in

primary health care (Clinical Nursing Science, Health assessment and care). Current Registration with the SANC as a General and Primary Health Care Nurse 2022. A minimum of 4 years appropriate / recognizable experience after registration as a Professional Nurse of which at least 1 year must be appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. Only shortlisted candidates will submit **Grade 2:** Grade 12 (senior certificate)/ Standard 10. Degree/ Diploma in General Nursing Science & Midwifery plus 1 year Post basic qualification in primary health care (Clinical Nursing Science, Health Assessment and Care). Current Registration with the SANC as a General and Primary Health Care Nurse 2022. A minimum of 14 years appropriate / recognizable experience after registration as a Professional nurse of which at least 10 years must be appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. Only shortlisted candidates will submit proof of experience. Knowledge; Skills; Training and Competencies Required: Sound knowledge of all legislation and regulation application to the health services and Nursing status. Sound knowledge of discipline processes and grievance procedures. Leadership, organizational, decision making, counselling and conflict management skills. Human Resource and financial management skills. Knowledge of nursing care processes and procedures. Demonstrate good and effective communication skills. Recommendation: Diploma in HIV/Aids Management/NIMAART Trained.

**DUTIES**

: Provide comprehensive Primary Health Care Package i.e. promotive, preventative, curative and rehabilitative services for the male clients at large. Screen, stream and treat male clients accordingly for STI and other communicable disease, recruit males for MMC. Initiate males on ART and TB treatment as well as treat them for non-communicable diseases. Conduct monthly follow up visits until stable. Take bloods as per schedule, interpreted findings and provide appropriate intervention. Screen for sexual reproductive health e.g. infertility and impotence. Screen and investigate for prostate cancer. Provide HIV Testing Services in male clients. Take blood as per schedule interpreted findings and provide a comprehensive nursing for clients. Ensure proper record keeping of intervention. Participate during out-reach activities. eg Isibaya Samadoda Responsible for all HIV/AIDS and TB related activities that will contribute in the elimination or curbing the spread of STI/HIV/TB. Responsible for Gender based violence as well as well as non-communicable diseases that affect the males e.g. cancer, stroke and depression and gender violence associated with alcohol and psycho-social disorders in male clients. Condom distribution to prevent STI's and HIV/AIDS. Conduct promotion of Men's health in the community through Isibaya Samadoda or Ikhosomba Lamajita. Market or recruit for family planning e.g. vasectomy. Ensure proper utilization and safe keeping of basic medical, surgical and pharmaceutical equipment. Ensure smooth running of the Men's Health Programme to achieve the desired results and minimize complications and preventable deaths timeously. Expected to compile daily and monthly statistics and submit to Operational Manager timeously and submit reports to the district office. Treat for sexually transmitted infections (Male Urethritis Syndrome, STI Treated New episode)

**ENQUIRIES**  
**APPLICATIONS**

: Ms. SV Khoza 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](http://www.kznhealth.gov.za) and must be originally signed and dated. The application form (Z83) form must be accompanied by 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 / certificate 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 12/2023). 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).  
03 February 2023

**CLOSING DATE**

:

**POST 02/248**

:

**PROFESSIONAL NURSE (SPECIALTY) (ADVANCED MIDWIFERY) REF NO: NMH/PN/02/2022 (X1 POST)**

**SALARY**

:

Grade 1: R400 644 – R464 466 per annum. Benefits: 13<sup>th</sup> Cheque, 8% rural allowance medical- aid (optional), Housing Allowance  
Grade 2: R492 756 - R606 042 per annum. Benefits: 13<sup>th</sup> Cheque, 8% rural allowance Housing Allowance

**CENTRE**

:

Niemeyer Memorial Hospital

**REQUIREMENTS**

:

**Grade 1:** (Employees must meet the prescribed requirements) Experience: A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Plus one year Post basic qualification in Child Nursing Science. **Grade 2:** (Employees must meet the prescribed requirements), medical aid (optional). Experience: A minimum of 14 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in a specialty after obtaining one year post basic qualification in the relevant specialty. Senior Certificate or equivalent qualification. 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 (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. Knowledge, Skills, Experience and Competencies Required: Strong interpersonal, communication and presentation skills including public relation, negotiating, conflict handling and counselling skills. Computer skills in basic programs. Leadership ,organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy frame work Insights into procedures and policies pertaining to nursing care. Financial and budgetary knowledge pertaining to the relevant resources under management. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework such as Nursing acts, occupational health and safety acts, patients' rights charter, Batho Pele principles, public service regulations, labour relations acts, disciplinary codes and procedures grievance procedure.

**DUTIES**

:

Implement the activities that are aimed at the reduction of infant under than 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. Manage the utilization and supervisory of resources Ensure that there is proper management and integration of HAST programs within the maternity unit of the facility. Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement of maternal and child health. Ensure compliance to quality, infection prevention and control (IPC) programs e.g. ideal hospital realization and maintenance (HRM) and Norms and standards (N&S).Maintain a constructive working with the multi-disciplinary team member. Provide effective support to Nursing services e.g. assist with the relief duties to nursing management. Instill discipline, professionalism and work ethics among employees.

**ENQUIRIES**

:

Mrs. GN Nkosi Tel No: 034 331 3011

**APPLICATIONS**

:

Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980

**NOTE**

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Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83)

and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. 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 (NMH/PHC2/2022) Persons with disabilities should feel free to apply for the post. Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview.(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). Equity Target: African Male.

- CLOSING DATE** : 07 February 2023
- POST 02/249** : **PROFESSIONAL NURSE SPECIALTY (THEATRE) REF NO: NMH/THRT/2022 (X1 POST)**
- SALARY** : Grade 1: R400 644 – R464 466 per annum, Rural allowance 8%  
Grade 2: R492 756 - R606 042 per annum, Rural allowance 8%
- CENTRE** : Niemeyer Memorial Hospital
- REQUIREMENTS** : **Grade 1:** Experience: A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Plus one year Post basic qualification in Operating Theatre Nursing. **Grade 2:** Experience: A minimum of 14 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in a specialty. Std 10 or Grade 12 certificate or equivalent qualification Degree/ Diploma in General Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. One (1) year post basic qualification in Theatre. Current registration with South African Nursing Council as a Professional Nurse (2022 SANC receipt) minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Proof of current and previous work experience endorsed and stamped by Human Resources. Knowledge, Skills, Training And Competences Required: Strong interpersonal, communication and presentation skills, Ability to make independent decision, An understanding of the challenges facing the public health sector, Ability to prioritize issues and other work related matters and to comply with time frames, High level of accuracy, Depth knowledge of Acts, procedures, prescripts and legislation.
- DUTIES** : Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team, Train and supervise junior staff and student nurses, To execute Professional Nursing Duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties within the prescripts of all applicable legislation, To assist the Operational Manager in charge of the Theatre with the overall management and the necessary support for the effective functioning of the Theatre, Develop competencies in scrub, circulating, recovery room and set room duties, Ensure safe environment to achieve desired outcome of surgical interventions, Work collaboratively with Surgeons and Anesthetists to meet patient needs during theatre procedures and ensure responsibility for patient care, Ensure safe environment for patients by assisting junior nursing staff members through teaching and supervising, Plan, provide and supervise nursing activities in the different allocated specialty, Ensure fiscal control of materials, supplies and equipment, Provision of efficient floor nurses duties, Manage/ co-ordinate the smooth functioning of the instrument room.
- ENQUIRIES** : Mrs. GN Nkosi Tel No: 034-331 3011

- APPLICATIONS** : Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980.
- NOTE** : Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. 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 (NMH/PHC2/2022) Persons with disabilities should feel free to apply for the post. Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview.(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). Equity Target: African Male.
- CLOSING DATE** : 07 February 2023
- POST 02/250** : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: EDU 12/2022 (X2 POSTS)**  
Component: Lunenburg Clinic
- SALARY** : Grade 1: R400 644 - R464 466 per annum  
Grade 2: R492756 - R606 042 per annum  
Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13<sup>th</sup> Cheque and 12% rural allowance
- CENTRE REQUIREMENTS** : Edumbe CHC  
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. Current proof of registration with SANC for 2022. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing **Grade 2:** 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. Knowledge, Skills, Training and Competences 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.
- DUTIES** : 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 divert 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.
- ENQUIRIES** : Mrs LT Msibi Tel No: (034) 995 8500 EXT 8528

- APPLICATIONS** : All applications should be forwarded to: Assistant Director: HRM, Private Bag X 322, Paulpietersburg, 3180 or be hand delivered at 463 eDumbe Main Street, Paulpietersburg, 3180, HR office No: 46
- FOR ATTENTION NOTE** : Mrs EP Mdlalose  
: 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 (Form Z83), which is obtainable at any Government Department or from the website ([www.kznhealth.gov.za](http://www.kznhealth.gov.za)) issued by Minister of DPSA in line with regulation 10 of the Public Service Regulations 2016. Applicant must utilize the most recent Z83 form. The Z83 must be fully completed: Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV) and Please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of the interview. The reference number must be indicated in the column provided on the Z83 e.g. Ref EDU 23/2013. The post applied for must also be indicated clearly in the relevant section on the application form. People with disability should feel free to apply. Please note that due to large number of applications received, applications will not be acknowledged however only the shortlisted applicants will be advised with the outcome. Please note that no S&T will be paid to candidates that are invited for interviews. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) of the following: Security Clearance (Vetting), Criminal clearance, credit records, citizenship), and verification of Educational Qualifications by SAQA (Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representation in all occupational categories in the department). The post will be filled in terms of the Employment Equity Target. 03 February 2023
- CLOSING DATE** : 03 February 2023
- POST 02/251** : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: EDU 13/2022 (X2 POSTS)**  
Component: Princess Mhlosheni Clinic
- SALARY** : Grade 1: R400 644 - R464 466 per annum  
Grade 2: R492 756 - R606 042 per annum  
Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13<sup>th</sup> Cheque and 12% rural allowance.
- CENTRE REQUIREMENTS** : Edumbe CHC  
: 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. Current proof of registration with SANC for 2022. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing **Grade 2:** 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. Knowledge, Skills, Training and Competences 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.
- DUTIES** : 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 divert 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.

**ENQUIRIES  
APPLICATIONS**

: Mrs LT Msibi Tel No: (034) 995 8500 EXT 8528  
: All applications should be forwarded to: Assistant Director: HRM, Private Bag X 322, Paulpietersburg, 3180 or be hand delivered at 463 eDumbe Main Street, Paulpietersburg, 3180, HR office No: 46

**FOR ATTENTION  
NOTE**

: Mrs EP Mdlalose  
: 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 (Form Z83), which is obtainable at any Government Department or from the website ([www.kznhealth.gov.za](http://www.kznhealth.gov.za)) issued by Minister of DPSA in line with regulation 10 of the Public Service Regulations 2016. Applicant must utilize the most recent Z83 form. The Z83 must be fully completed: Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV) and Please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of the interview. The reference number must be indicated in the column provided on the Z83 e.g. Ref EDU 23/2013. The post applied for must also be indicated clearly in the relevant section on the application form. People with disability should feel free to apply. Please note that due to large number of applications received, applications will not be acknowledged however only the shortlisted applicants will be advised with the outcome. Please note that no S&T will be paid to candidates that are invited for interviews. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) of the following: Security Clearance (Vetting), Criminal clearance, credit records, citizenship), and verification of Educational Qualifications by SAQA (Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representation in all occupational categories in the department). The post will be filled in terms of the Employment Equity Target. 03 February 2023

**CLOSING DATE**

:

**POST 02/252**

:

**ASSISTANT DIRECTOR: SYSTEMS REF NO: AD:SYS/KCHC/02/2022 (X1 POST)**

**SALARY**

:

R393 711 – R463 764 per annum. Benefits: 13th cheque, Rural Allowance (provided the post meets the Requirements), Home owners allowance (employee must meet Prescribed requirements), Medical Aid (Optional)

**CENTRE  
REQUIREMENT**

:  
:

Kwamashu Community Health Centre  
An appropriate Bachelor's Degree or National Diploma in Public Management/ Administration as recognised by SAQA, plus 3 to 5 years Supervisory experience in Systems Management. Current and previous work experience endorsed and stamped by the Human Resource Department (Submit proof when shortlisted). Recommendation: Computer Literacy and a valid driver's license. Knowledge, Skills, Training and Competence Require: Knowledge of and experience in General Administration, Patient Administration and Information Systems. Knowledge of relevant acts and regulations inclusive of Patient Fees manual. Sound Management, negotiation, inter-personal, decision making and problem solving skills. Working knowledge of the Basic Accounting Systems (BAS). Understanding of Information Technology and IT systems. Good verbal and written communication skills. Computer Literacy in MS Word and Excel. Ability to handle sensitive financial information in strictest confidence. Experience in budgeting, financial planning and analysis.

**DUTIES**

:

Mange and co-ordinate the following areas to ensure optimal usage and cost effective ness, cleaning services, catering services, maintenance services, gardening services, mortuary services, housekeeping, laundry, transport, switchboard, and administrative services. Analyse alternatives for performing needed work including contracting out services and evaluate and recommends procedures / practices to improve operational efficiency. Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff. Oversee the provisioning of all hotel services provided by private companies to ensure compliance with service level agreement. Ensure compliance with Health Safety and Disaster

Management requirements by all staff members. Ensure that standby and emergency facilities are properly maintained. Ensure compliance with all statutory regulations and by laws. Contribute as a member of a multi-disciplinary management team towards the effective management of the CHC & Clinics.

**ENQUIRIES  
APPLICATIONS**

: Mrs. NJ Mdimma-Masondo Tel No: 031 504 8054  
 : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance at P61 Mkhivane Road, Kwa-Mashu, 4360 or posted to Private Bag X013, Kwa-Mashu, 4360

**NOTE**

: Application for employment form (new form Z83); which is obtainable at any Government Department or from the Website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicant must submit Z83 and updated Curriculum Vitae (CV) only. Copies of Identity document, driver's license, highest educational qualifications and professional registration certificates must not be submitted when applying for employment. These will be requested only from shortlisted candidates. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert (only from shortlisted candidates). 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. OMN/LIND/01/2022. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Due severe budgetary constraints that the CHC is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The CHC has a limited accommodation; therefore incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty. Interim accommodation in a form of Bed and Breakfast or Hotel Accommodation will not be provided. Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) (effective from 01.01.2021). Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

**CLOSING DATE**

: 03 February 2023

**POST 02/253**

: **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT (X1 POST)**

**SALARY**

: R393 711 – R463 464 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), home owners allowance (employees must meet prescribed requirements

**CENTRE  
REQUIREMENTS**

: East Boom CHC  
 : National senior certificate / Grade 12, An appropriate Degree/Advance Diploma in Financial management, Accounting field, 3-5 years supervisory experience in Finance Management, Computer literacy(MS Word, Excel, Power point, Outlook), Proof of current and previous experience in Finance Management endorsed by Human Resource Office, Unendorsed valid code B driver's licence (Code 8) Knowledge, Skills, Trainings And Competencies Required For The Post: Possesses thorough knowledge of laws, regulations, policies, instructions and practices notes, Public Finance Management Act, treasury guidelines, possesses in depth knowledge of budget procedures and BAS, have ability to perform independently and under pressure, have good communication and intrapersonal relations, Be computer literate with a proficiency in Excel and PowerPoint software applications, possesses knowledge of human resource management policies, Have planning, organizing, analytical thinking and presentation skills, Be able to develop/implement policies and financial practices, Possesses knowledge of procurement procedures and directives.

**DUTIES**

: The implementation of sound financial management controls, Provide CEO with the financial information that is accurate, concise and reliable to facilitate effective decision making, Provide CEO and management with strategic directions on all aspects of finance management, Promote use of information

technology and management information systems to enhance service delivery and cost effectiveness, Preparation and motivation for Medium Term Expenditure Framework Budget, Exercise overall control of budget and expenditure of the institution as a Responsibility Manager in line with PFMA, Exercise management and leadership over areas allocated, Evaluate the effectiveness of business processes to achieve cost saving and other efficiencies, Ensure that the institution remain within its cash flow, Ensure effective and timely financial reporting, Analyse, audit interpret and consolidate financial data as contained in books for financial year in accordance with procedure, Maintain adequate availability and efficient utilization of staff in Finance and SCM, Develop and customize guidelines for outsourcing non-core facility functions and train line Managers on these guidelines and their implementation.

**ENQUIRIES** : Dr S Chetty Tel No: 033 264 4903  
**APPLICATIONS** : Applications to be submitted, East Boom CHC Private Bag X4018, Willowton, Pietermaritzburg 3201 or hand delivered to 541 Boom Street, Pietermaritzburg, 3201  
**FOR ATTENTION** : Human Resource Practices  
**NOTE** : Target group for this post is an African Male  
**CLOSING DATE** : 03 February 2023

**POST 02/254** : **ASSISTANT DIRECTOR: SYSTEMS REF NO: PCHC 01/2023 (X1 POST)**

**SALARY** : R393 711 per annum. Benefits: 13th Cheque, Home Owner Allowance, and Medical Aid optional (Employee must meet prescribed policy requirements)

**CENTRE** : KZN Health -Phoenix Community Health Centre  
**REQUIREMENTS** : Matric/Senior certificate/Grade12. Bachelor's Degree/Diploma in Public Management or Administration, 5 years' experience in systems environment of which 3years must supervisory experience in Systems management. Certificate of service of previous and current experience obtained and endorsed by Human Resource Department. Recommendation: Valid driver's licence, Advance computer knowledge and ability to use Microsoft Programmes. Knowledge, Skills, training and Competencies Required: Knowledge of and experience in General Administration, Patient Administration and Information Systems. Knowledge of relevant acts and regulations inclusive of Patience Fees Manual. Sound Management, negotiation, inter-personal, decision making and problem solving skills, Working knowledge of the Basic Accounting Systems (BAS). Understanding of Information Technology and IT systems. Good verbal and communication skills, reporting skills, Computer literacy in MS Word and Excel. Ability to handle sensitive financial information in strictest confidence. Experience in budgeting, financial planning and analysis. Ability to multi-task and manage change with good time management skills. Policy formulation and analysis. Knowledge of PFMA and Treasury Regulations. Sound analytical and communication skills. Strong leadership and supervisory skills. Batho Pele principles and patients Right Charter, Labour Relations Act, Grievance procedure etc. Team building and good interpersonal relationship skills. Ability to work under pressure and meet demands of short timelines.

**DUTIES** : Manage day to day functioning of systems unit at the clinic. Manage and coordinate the following areas to ensure optimal usage and cost effectiveness: cleaning services, maintenance services, gardening services, housekeeping, laundry services, transport services, switchboard, registry, security services, waste management services, health and safety and administrative services at the Community Health Centre and PHC Clinic. Analyse alternatives for performing needed work including contracting out services and evaluate and recommends procedures / practices to improve operational efficiency. Ensure the effective, efficient and economical utilisation of resources allocated to the institution including the development of staff. Manage and supervise Human Resources under the systems component and ensure compliance with the Employee Performance Management and Development Systems (EPMDS). Develop, implement and monitor effective policies, protocols and practices. Oversee the provisioning of all hotel services provided by private companies to ensure compliance with service level agreements. Ensure compliance with Health & Safety and Disaster Management requirements by all staff members. Ensure that standby and emergency facilities are properly maintained. Ensure compliance with all statutory regulations and by laws. Contribute as a member

of a multidisciplinary management team towards the effective management of the CHC.

**ENQUIRIES** : Dr. B.C.Badripersad (Chief Executive Officer) Tel No: 031-538 0806

**APPLICATIONS** : Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe, 4300

**FOR ATTENTION** : Mr V.S Mtshali

**NOTE** : Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za. Certified copies of ID document and Comprehensive CV with all the details needed for shortlisting. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents which may be submitted to HR on or before the day of the interview. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 04/2022. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidate only. NB: African Males are encouraged to apply

**CLOSING DATE** : 03 February 2023

**POST 02/255** : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT & PLANNING REF NO: PMMH/HRD/2/10/22**

**SALARY** : R393 711 – R463 764.per annum (Level 09). Other Benefits: 13<sup>th</sup> Cheque (conditions apply) Medical Aid (Optional) Home Owner Allowance (conditions apply)

**CENTRE** : Prince Mshiyeni Memorial Hospital

**REQUIREMENTS** : Qualification: A National Diploma/Degree as recognised by SAQA in Human Resource Management/ Public Administration/ Public Management Experience: 3-5 years administrative/ clerical functional experience doing human resource development and planning services Other Requirements And Recommendations Valid EB Driver's License (Code 8) Certified certificates: "Introduction to PERSAL" and "MS: Word/ Excel/ Outlook". Knowledge, Skills And Competencies Required Sound knowledge of HR prescripts, policies and procedures. Extensive knowledge of computerized personnel and salary systems (PERSAL), MS Packages and application thereof. Communication and interpersonal skills is a necessity. Leadership skills. Sound organizing, planning and problem solving skills. Conflict Resolution and Negotiating skills. Ability to train and develop staff with procedures and policies.

**DUTIES** : Ensure the effective, efficient and economical management of allocated resources of the HRD&P component. Develop and facilitate the implementation of human resource development strategy and plans. Provide and facilitate training and development programmes (i.e. training, bursaries, internship and learnership). Develop and implement the workplace skills plan. Conduct departmental Skills audit and training needs assessments. Assist with implementation and review of the quality assurance system in accordance to the relevant legislation. Direct the implementation of the approved training plan. Manage the implementation of the HRD programmes such as training courses, bursary scheme, internship, learnership and induction. Monitor and evaluate the implementation of the individual performance management and development system, measure compliance in terms of policies and information processes. Provide input in development of HRD policy and strategy, analyse human resources development trends. Provide coordination and implementation of performance management systems (EPMDS). Coordinate, develop and monitor the implementation of HR strategy and plan. Coordinate, develop and monitor the implementation of Employment Equity Plan. The promotion, facilitation and implementation of occupational health, safety and environment management strategies and programmes. Management of all Human, Financial and other resources of the unit.

**ENQUIRIES** : Ms V.B Ngcobo (HR Manager) Tel No: 031-907 8308

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

**FOR ATTENTION** : Mrs J Murugan

**NOTE** : NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. The official Z83 form 'Application for

employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacancies 03 February 2023

**CLOSING DATE**

:

**POST 02/256**

:

**ASSISTANT DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: PMMH/AD/SCM/1/12/22**

Sub-Component: Supply Chain Management

**SALARY**

:

R393 711 – R463 764 per annum (Level 09). Other Benefits: 13<sup>th</sup> Cheque (conditions apply) Medical Aid (Optional) Home Owner Allowance (conditions apply)

**REQUIREMENTS**

:

Qualification: Degree/Advanced Diploma at NQF level 7 as recognized by SAQA in Supply Chain and Asset management field. Experience: 3-5 years supervisory experience in a supply chain and asset management division. Other Requirements And Recommendations Valid EB Driver's License (Code 8) Knowledge, Skills And Competencies Required Knowledge and application of Public Finance Management Act and Treasury Regulations Knowledge and application of all SCM prescripts applicable to your work environment Knowledge and application of Human Resources Management prescripts applicable to your work environment Advanced skills in MS Office suite Project Management Skills will serve as an added advantage Public Finance Management Act Treasury Regulations and Practice Notes.

**DUTIES**

:

Manage, evaluate and direct performance of supply chain and asset management. Ensure compliance with Departmental SCM and Asset Management 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 monthly reports related to Supply Chain and Asset Management. Provide advice, guidance and input to policy. Consult with stakeholders and identify shortcomings in policies and legislation to relevant forums Ensure the effective, efficient and economical management of allocated resources of the Division Manage the human resources Manage the allocated assets Provide training, advice and guidance to staff Manage EPMSD Manage potential risks and mitigation strategies Manage the implementation of the standardized inter control measures. Encourage compliance to Auditor General Requirements.

**ENQUIRIES**

:

Mr CD Zuma Tel No: 031-907 8311

**APPLICATIONS**

:

All applications to be forwarded to: The Hospital Manager Prince Mshiyeni Memorial Hospital; Private Bag X07 Mobeni; 4060

**FOR ATTENTION**

:

Mrs J Murugan

**NOTE**

:

The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacancies

**CLOSING DATE**

:

03 February 2023

**POST 02/257**

:

**ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: PMMH/AD/MAS/1/12/22**

Sub-Component: Management & Accounting Services

**SALARY**

:

R393 711 – R463 764 per annum (Level 09). Other Benefits: 13<sup>th</sup> Cheque (conditions apply) Medical Aid (Optional) Home Owner Allowance (conditions apply)

**REQUIREMENTS**

:

Qualification: Degree/Advanced Diploma at NQF level 7 as recognized by SAQA in Finance/ Cost Accounting. Experience: 3-5 years supervisory experience in Financial Management/Accounting division. Other Requirements And Recommendations Valid EB Driver's License (Code 8) Knowledge, Skills And Competencies Required Knowledge and application of Public Finance Management Act and Treasury Regulations Knowledge and application of all SCM prescripts applicable to your work environment Knowledge and

application of Human Resources Management prescripts applicable to your work environment Advanced skills in MS Office suite Working Experience on Basic Accounting System (BAS) Project Management Skills will serve as an added advantage.

**DUTIES** : Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes. Performance planning process. Analyse and quality assures the relevant financial information required in the evaluation and development of business and project plans. Check and verify the supporting information for various financial planning processes. Budgeting – Coordinate, review, analyse and quality assure the budget preparation process. Manage the operational processes, resources and procedures associated with the management accounting functions. Provide advice, guidance and input to policy. Ensure the effective, efficient and economical management of allocated resources of the Division Responsible for effective and efficient management accounting (Budget & Cost Control) Responsible for effective and efficient Financial Accounting processes (General Ledger and Expenditure Management) Responsible for effective and efficient Management of Voucher Control processes Responsible for integrated Human Resource Management Responsible for implementation of policies within your area of responsibility Ensure compliance with the National Core Standards and Public Finance Management Act Develop and implement risk management plan as outlined on the Institutional Risk Plan Coordinate and review the necessary financial supporting documents required for the strategic and annual Ensure timeous submission of credible Financial in year monitoring reports as prescribed from time to time.

**ENQUIRIES APPLICATIONS** : Mr CD Zuma Tel No: 031-907 8311

: All applications to be forwarded to: The Hospital Manager Prince Mshiyeni Memorial Hospital; Private Bag X07 Mobeni; 4060

**FOR ATTENTION NOTE** : Mrs TZ Makanya

: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za) or [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies)

**CLOSING DATE** : 3 February 2023

**POST 02/258** : **PUBLIC RELATIONS OFFICER REF NO: EGUM 01/2023 (X1 POST)**

**SALARY** : R331 188 per annum (Level 08), Plus 13th cheque/service bonus plus, Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)

**CENTRE** : E G & Usher Memorial Hospital

**REQUIREMENTS** : Matric/Senior Certificate or Grade 12 certificate, plus National Diploma in Public Management (NQF Level 6) or Communication Science (NQF Level 6). Current and previous experience endorsed and stamped by Human Resource (Employment History). All the attachments /proof will be submitted by shortlisted candidates only. 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. Awareness of Media different agendas. Diversity Management skills. Ability to plan and prioritize effectively and accordingly. Honesty and integrity. Client Orientation and Customer focus.

**DUTIES** : Assist with coordination of facility events, and promotes patient rights. Ensure effective management of information internal and external communication within the hospital. Participate in Quality Assurance Programmes for publications purposes as per Departmental requirements in line with health calendar activity. Monitor adherence in the proper management of patient complains, compliments and suggestions. Strengthen relations links between facilities, internal and external stakeholders. Uphold corporate image of the institution. Ensure the implementation of departmental Media Policy, and Batho Pele Principles within the institution. Strengthen relations links between facilities, internal and external stakeholders. Assist with coordination of events and promote patients' rights.

**ENQUIRIES** : Mr. JBJ Ngobese Tel No: 039 - 797 8100

<b><u>APPLICATIONS</u></b>	:	Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.
<b><u>FOR ATTENTION NOTE</u></b>	:	Human Resource Department
	:	<u>The following documents must be submitted:</u> Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> , updated and fully detailed Curriculum Vitae. In addition, Only shortlisted applicants will be requested to bring originals of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed and emailed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possession of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders the attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews.
<b><u>CLOSING DATE</u></b>	:	03 February 2023 at 16H00 afternoon
<b><u>POST 02/259</u></b>	:	<b><u>SENIOR HUMAN RESOURCE PRACTITIONER: LABOUR RELATIONS REF NO: EGUM 02/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R331 188 per annum (Level 08), Plus 13th cheque/service bonus plus, Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
<b><u>CENTRE REQUIREMENTS</u></b>	:	E G & Usher Memorial Hospital
	:	Matric/Senior Certificate or Grade 12 certificate, plus Appropriate Degree/ Diploma in Human Resource Management / Public Management (NQF Level 6). 3 – 5 years' experience in Staff/Labour Relations Component. Current and previous experience endorsed and stamped by Human Resource (Employment History). All the attachments /proof will be submitted by shortlisted candidates only. Recommendation: Introduction to PERSAL Certificate and Valid driver's licence code (B) or above. Knowledge, Skills, Training and Competencies Required: Broad knowledge and understanding of Human Resource Management Legislations i.e. Labour Relations Act, Basic Conditions of Employment Act, Grievance and Disciplinary ETC. Problem Solving Skills, Decision Making, Human Relations and Communication Skills. Investigation and Presiding Skills. Broad knowledge of PERSAL system.
<b><u>DUTIES</u></b>	:	Manage the functioning of Staff Relations section in order to ensure the provision of high quality service. Promote and maintain sound staff relations within the institution and ensure adherence to Labour Relations Act, Basic Condition of Employments Act and other related prescript. Attend all Grievance, Disciplinary and Misconduct cases in terms of laid down policies and procedures. Prepare reports for Staff Relations issues, Promote orderly collective bargaining within the institution. Investigate and preside when need arises. Collect and analyze statistic in respect of Labour Related matters.

Approval of transactions on PERSAL. Conduct orientation and induction to staff on Labour Related matters. Capture transactions on PERSAL. Manage the development, motivation and utilization of Human Resources for the discipline to ensure competent knowledge base for the continued success of technical service according to organizational needs and requirements. Render advisory services to Management and Staff on Labour Relations matters. Represent the employer at conciliation and arbitration proceedings.

**ENQUIRIES**  
**APPLICATIONS**

: Mrs. O Mbangatha – Tel No: 039 - 797 8100  
: Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

**FOR ATTENTION**  
**NOTE**

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

**CLOSING DATE**

: 03 February 2023 at 16H00 afternoon

**POST 02/260**

: **SAFETY OFFICER REF NO: EGUM 03/2023 (X1 POST)**

**SALARY**

: R331 188 per annum (Level 08), Plus 13th cheque/service bonus plus, Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)

**CENTRE**  
**REQUIREMENTS**

: E G & Usher Memorial Hospital  
: Matric/Senior Certificate or Grade 12 certificate, Appropriate Degree/Diploma in Environmental Health or in Safety Management. 3 – 5 years appropriate experience in Safety environment. Current and previous experience endorsed and stamped by Human Resource (Employment History). All the attachments /proof will be submitted by shortlisted candidates only. Recommendation: Possession of drivers license Code 8 (B) or 10 (C1). Knowledge, Skills, Training and Competencies Required: Legislation pertaining to Occupational Health and Safety, identification, control, elimination and monitoring of hazards. Health education and administration of service. Computer literacy, Accident investigation skills. Disaster Management skills. Training skill and Report writing skills. Change Management skills.

**DUTIES**

: Identification of potential situation that could lead to injury/disability/death of staff member/visitor, property damage or loss, internal disaster, 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 on safety investigations for the purpose on investigation all types of accident to patients, staff and visitors and to design tools to prevent future accidents. Assist in development and compilation of manuals, policies, and protocols that will be included in the rolling out Health and Safety training, orientation and induction programmes. Ensuring that safety audits are carried out for the institutions in compliance with the Occupational Health and Safety Act 85 of 1993. Ensuring that the buildings, constructions, 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.

**ENQUIRIES**  
**APPLICATIONS**

: Ms. PS Mgobhozi – Tel No: 039 - 797 8100  
 : Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

**FOR ATTENTION**  
**NOTE**

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

**CLOSING DATE**

: 03 February 2023 at 16H00 afternoon

**POST 02/261**

: **EMPLOYEE ASSISTANT PROGRAMME PRACTITIONER REF NO: EGUM 04/2023 (X1 POST)**

**SALARY**

: R331 188 per annum (Level 08), Plus 13th cheque/service bonus plus, Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)

**CENTRE**  
**REQUIREMENTS**

: E G & Usher Memorial Hospital  
 : Matric/Senior Certificate or Grade 12 certificate, Degree/Diploma in Social Science / Social Work / Employee Wellness/Human Sciences. 2 – 5 years' experience in Employee Wellness field. Current and previous experience endorsed and stamped by Human Resource (Employment History). All the

attachments /proof will be submitted by shortlisted candidates only. Recommendation: Be fluent in IsiZulu and isiXhosa. Valid driver's license Code (B) or above. Knowledge, Skills, Training And Competencies Required: Knowledge of the Public Sector. Sound knowledge on the Healthy lifestyle programme, HIV, AIDS, Sick Leave, PILLIR and Stress Management. Computer skills in basic programmes. Problem solving. Crisis Management. Analytical thinking. Policy development. Time Management. Facilitation Skills. Presentation skills. Project Planning and Management. Excellent report writing skills.

**DUTIES**

: Coordinate and promote physical wellness and educational awareness programs. Coordinate Psycho-social wellness through preventive and curative programs. Promote organizational wellness through employee support. Promote and support work-life balance. Ensure effective and efficient functioning of wellness programme. Conduct assessment, referrals, counselling, and intervention support to staff and Conduct needs analysis for employee within the institution. Conduct training for Managers, Supervisors, and Staff on their role on Employee Wellness. Provide statistical information to the Assistant Director: HRMS, Chief Executive Officer, District Office and Head Office. Aftercare services to employees at the institution based on relevant qualifications and experience. Ensure the implementation and maintenance of policies and procedures that will address Employee Wellness Programme at institutional level. Establish and facilitate Employee Wellness Programmes. Monitor and evaluate Employee Wellness Programmes.

**ENQUIRIES**

: Mrs. O Mbangatha Tel No: 039 - 797 8100

**APPLICATIONS**

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

**FOR ATTENTION  
NOTE**

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

**CLOSING DATE**

: 03 February 2023 at 16H00 afternoon

**POST 02/262** : **HRM PRACTITIONER: LABOUR RELATIONS REF NO: HGHD 03/2023**  
Component: Human Resource Management

**SALARY** : R331 188 per annum (Level 08). Benefits: 13<sup>TH</sup> Cheque, Medical Aid (optional) Housing allowance) provided the incumbent meets the prescribed requirements.

**CENTRE REQUIREMENTS** : Harry Gwala Health District  
: Standard 10/ Grade 12 qualification plus Degree/National Diploma in Human Resource Management/ Public Management/ Administration. Plus At least 3-5 years' experience in Human Resource Component. N.B: Proof of previous and current work experience endorsed and stamped by Human Resource Department Not certificate of service: Recommendation: Valid Driver's license.Knowledge, Skills, Training and Competencies Required Knowledge of policies and procedures governing the Public Service. Broad knowledge and understanding of Human Resource Management Legislations i.e. Labour Relations act, Basic Conditions of Employment Act, Employment Equity Act, Disciplinary Code and Grievances procedure. Problem Solving Skills, Decision Making, Human Relations and Communication Skills written and oral. Knowledge of PERSAL Systems. Strong confidentiality personality. Computer skills and report writing skills.

**DUTIES** : Manage the functioning of staff Relations Section in order to ensure the provision of high quality service for entire district .Promote and maintain sound staff relations within the institution and ensure adherence to Labour Relations act, Basic Condition of Employment Act and other related legislative prescript. Facilitates all Grievance, Disciplinary and Misconduct cases in terms of laid down policies and procedures. Investigate and preside within and outside the district according to requests. Collect and analyze statistic in respect of Labour Related matters. Provide efficient conflict management resolution. Conduct orientation/induction and awareness to staff/supervisors/managers on Labour relations matters. Capture Labour Relations transactions on PERSAL .Render advisory services to the management and staff on Labour Relations matters. Represent the employer at conciliation and arbitration proceedings as well as consultations for Labour Court cases. Assist in the development, implementation and monitor of labour relations policies. Assist with approval of transactions occasionally.

**ENQUIRIES APPLICATIONS** : Mr Z.N Dotyeni Tel No: 039-834 8200  
: Applications must be directed Harry Gwala Health District Office, Private Bag x502, Ixopo, 3276 OR Hand delivers to: 111 Main Street, IXOPO under KFC building, Room 99, District office.

**FOR ATTENTION NOTE** : Mr. ZN Dotyeni: Assistant Director: HRM  
: 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. HGHD 01/2023. 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** : 03 February 2023

**POST 02/263** : **FACILITY INFORMATION OFFICER REF NO: EGUM 05/2023 (X1 POST)**

**SALARY** : R269 214 per annum (Level 07), Plus 13th cheque/service bonus plus, Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)

**CENTRE** : E G & Usher Memorial Hospital

**REQUIREMENTS** :  
 Matric/Senior Certificate or Grade 12 certificate, National Diploma/ Degree in Information Technology /Management Information Systems Statistics/ Computer Science. Current and previous experience endorsed and stamped by Human Resource (Employment History). All the attachments /proof will be submitted by shortlisted candidates only. Knowledge, Skills, Training and Competencies Required: In depth knowledge and technical skills in Information Health System and Data Management. Computer Literacy skills in basic programmes. Ability and skill to compile presentation of facility health information/statistics. Ability to work under pressure and meet reporting deadlines. Good communication, interpersonal relations and problem solving skills.

**DUTIES** :  
 Coordinate the collection of quality routine and non-routine facility data and the maintenance of Institutional Health and Management Information Databases. Ensure the maintenance and security of DHIS, TB/HIV Information system. Supervision and ensuring that data captureurs capture correctly and timeously all Health Information as per collection tools and various other health information. Ensure validation, completeness and integrity of all health information data. Compiling and presentation of facilities monthly clinical statistical reports and information to promote health information use. Presentation of facility health information at the monthly Health Information committee meeting. Ensuring that quarterly reports are compiled, captured and submitted timeously to the next level inclusive of surveys. Improving provision of accurate and complete data through staff trainings on Data Management process/standard operating procedures/policies. Conduct validation and verification audits on collected health information to ensure quality of data. Providing advice to ward managers and head of departments regarding information technology and systems related needs e.g. completion of standardized collection tools and use of face value registers and IT policy related issues. Address Auditor General findings on predetermined objectives and development plans. Ensure the effective, efficient and economical management of all allocated resources of the Data Management office. Manage EPMS of staff in Data Management office.

**ENQUIRIES** : Mrs. GL Ramaota Tel No: 039 - 797 8100

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

**FOR ATTENTION** : Human Resource Department

**NOTE** :  
 The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za), updated and fully detailed Curriculum Vitae. In addition, Only shortlisted applicants will be requested to bring originals of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed and emailed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022. NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments /proof will be submitted by shortlisted candidates only). Non-

RSA / Permanent Residents / Work permit holders the attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews.

- CLOSING DATE** : 03 February 2023 at 16H00 afternoon
- POST 02/264** : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: HGHD 02/2023**  
Component: Supply Chain Management
- SALARY** : R269 214 per annum (Level 07). Benefits: 13<sup>th</sup> Cheque, Medical Aid (optional Housing allowance) provided the incumbent meets the prescribed requirements.
- CENTRE REQUIREMENTS** : Harry Gwala Health District  
Standard 10/ Grade 12 qualification plus 3-5 years Clerical/Administrative experience in a supply chain management environment. N.B: Proof of previous and current work experience endorsed and stamped by Human Resource Department Not certificate of service: Recommendation: Valid Driver's license. Knowledge, Skills, Training and Competencies Required Supply chain management knowledge. Strict confidentiality personality. Legislative framework governing the Public Service, procurement procedures/regulations. Working procedures in terms of the working environment. Computer, Planning and organizing, Good verbal and written communication skills. Ability to perform routine tasks, Interpersonal relations, Flexibility, Teamwork. Problem solving and decision making. Loyalty, dedication, financial management and accountability.
- DUTIES** : Ensures effective and efficient functioning of asset management services for the district office. Supervise and undertake logistical support services. Ensures effective Supervision of staff under your jurisdiction through performance management and development system. Ensure effective, efficient and economical stores management and asset management .Reconcile asset register with Bas Monthly. Conduct monthly and quarterly stock takings and ensure timeous submission of stats and reports. Ensure the verification of assets monthly and update the door inventories. Compile disposal plan and facilitate sitting of the committees. Provide secretariat services for Loss and Damage committee. Ensures effective management of SLD cards accordingly, and RDIV spread sheet. Responsible for training and development of staff under your jurisdiction. Exercise disciplinary action in line with departmental disciplinary code and procedures in your component. Ensures quality service is provided at all times in performance of supply chain management processes.
- ENQUIRIES APPLICATIONS** : Mrs B.G Dlani-Piliso Tel No: 039-834 8200  
Applications must be directed Harry Gwala Health District Office, Private Bag x502, IXOPO, 3276 OR Hand delivers to: 111 Main Street, IXOPO under KFC building, Room 99, District office.
- FOR ATTENTION NOTE** : Mr. ZN Dotyeni: Assistant Director: HRM  
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. HGHD 01/2023. 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** : 03 February 2023.
- POST 02/265** : **ADMINISTRATION CLERK SUPERVISOR REF NO: ACS PA 8/2023 (X1 POST)**  
Component: Patient Administration
- SALARY** : R269 214 – R317 127 per annum (Level 07). Other Benefits: medical aid (optional), housing allowance: employee must meet the prescribed requirements.
- CENTRE REQUIREMENTS** : Eshowe District Hospital  
Grade 12 / senior certificate. Minimum of 3 years in experience in Patient Administration. Knowledge, Skills, Training and Competencies Required: Knowledge of legislative framework governing the Public Service. Knowledge of registry/record keeping. File destruction procedure. Batho Pele principles. Effective financial planning and organising skills. Verbal and written communication. Computer Literacy.
- DUTIES** : Display a concern for patients, promoting and advocating proper supervision of patient waiting/queuing area. Ensure that the patient administration unit adheres to the principles of Batho Pele. Supervision of proper filing system for patient records ensuring that patient's files are safely and accurately filed and easily retrievable. All registers to be monitored and updated daily eg admission and discharge registers, reconciliation register and attendance registers. Ensure that patient fees applicable are according to prescripts/fees manual. Plan and organise day/night shift rosters to ensure that patient waiting times are within the norm. Supervision of archives of patient records. Deal with disciplinary and grievance matters including monitoring and managing Absenteeism and referrals. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS). Prepare and submit monthly statistics and reports.
- ENQUIRIES APPLICATIONS** : Acting Assistant Director Systems: Mrs LI Ntuli Tel No: 035-4734500  
Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
- FOR ATTENTION NOTE** : Mrs GZ Dube: Human Resource Manager  
Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). 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. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required), Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
- CLOSING DATE** : 03 February 2023

**POST 02/266** : **ADMINISTRATION CLERK SUPERVISOR (PATIENT ADMINISTRATION)**  
**REF NO: MBO 06/2023 (X1 POST)**

**SALARY** : R269 214 - R317 127 per annum  
**CENTRE** : Mbongolwane District Hospital  
**REQUIREMENTS** : Senior Certificate (Grade 12) or equivalent qualification, National Diploma/Degree in Public Management/Administration. 3-5 year appropriate experience in patient administration. Previous and current work experience in Patient Administration endorsed by your Human resources Recommendations: Valid Driver's license (code B or above). Computer literacy Registry and Records Management course. Knowledge, Skills, Training and Competencies Required: Applicable knowledge of public service policies, legislation and procedures including but not limited to Batho Pele, Labour Relations Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act and Finance Management Act among other things. Broad knowledge of HPRS. Systems. Strong leadership qualities, good decision making, communication skills and problem solving skills. Ability to work under pressure and meet deadlines. Excellent customer care and interpersonal team building skills. Must be driven, courteous enthusiastic and demonstrate a high level of efficiency. Must be able to promote, practice and maintain patient confidentiality. Good report writing and interpersonal skills. Have a high level of planning and organizational skills.

**DUTIES** : Supervise the provision of a 24 hours Patient Administration, and Mortuary services. Ensure that effective systems are in place to facilitate appropriate management / registration of new points and servicing repeat patients attending the Outpatients Departments. Ensure effective, efficient utilization of resources allocated to Patient Administration, including the development of staff. Provide mechanisms for the safe and efficient maintenance of patients medical records and other relevant records as per records management prescripts. Develop and implement risk management tools to prevent the loss of revenue, resources and patient medical records. Develop, implement and monitor measures aimed at reducing patient waiting times in Patient Administration. Receive, investigate and resolved all complaints promptly and efficiently and provide feedback to the necessary role players. Monitor and assess staff performance as per Key Performance Areas outlined on EPMS and Job Description. Manage leave and absenteeism in accordance with Human Resources Policies. Uphold the principle of Batho Pele and code of ethics. Handle MVA Files request and payments. Management of third Party requested of Files in line with PAIA. Develop implement and monitor Standard Operating Procedures and policies for improved service delivery. Manage conflict and grievances in an effective and unbiased manner. Perform regular spot checks and after hours visits in Patient Administration. Completion and submission of monthly statistics for Patient Administration and Mortuary. Ensure effective and efficient implementation of the HPRS for scanning, tracking and safe keeping of patient information. Ability to function in a resource constraint environment. Ensure disposal of medical records is done correctly according to relevant prescripts. Deputizing as the Systems Head in the absence of the Systems Manager

**ENQUIRIES** : Mr EB Nyele (Assistant Director: Facilities Management) Tel No: 035 476 6242 / ext 1014

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

**NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form (Z83) must be accompanied by a detailed Curriculum Vitae. 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. 03 February 2023

**CLOSING DATE**

:

**POST 02/267**

:

**PRINCIPAL TELECOM OPERATOR COMPONENT: SYSTEMS MANAGEMENT-TELECOMMUNICATIONS REF NO: PTO 9/2023 (X1 POST)**

**SALARY**

:

R218 064 - R256 860 per annum (Level 06). Other Benefits: medical aid (optional), housing allowance: employee must meet the prescribed requirements.

**CENTRE**

:

Eshowe District Hospital

**REQUIREMENTS**

:

Grade 12 / Senior certificate. Minimum of 2 years' Administration/Clerical experience. Knowledge, skills, training and competencies required Knowledge of legislative framework governing the Public Service, i Labour Relations Act, Basic conditions of employment Act, Occupational Health & Safety Act. Batho Pele principles. Verbal and written communication. Computer Literacy.

**DUTIES**

:

Ensure that all telecommunication equipment is in good working order. Monitor private telephone usage and prepare printouts for payment. Supervision of all telecom operators. Deal with disciplinary and grievance matters including monitoring and managing Absenteeism and referrals. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS). Plan and organise day/night shift rosters. Liaise with service providers regarding telephone movement and installation of lines. Update the departments extension list regularly.

**ENQUIRIES**

:

Acting Assistant Director Systems: Mrs LI Ntuli Tel No: 035-4734500

**APPLICATIONS**

:

Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

**FOR ATTENTION**

:

Mrs GZ Dube: Human Resource Manager

**NOTE**

:

Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). 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. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

**CLOSING DATE**

:

03 February 2023

**POST 02/268**

:

**ARTISAN PLUMBER REF NO: MBO 05/2023 (X1 POST)**

**SALARY**

:

R199 317 – R221 214 per annum

**CENTRE**

:

Mbongolwane District Hospital

**REQUIREMENTS**

:

Grade 12 or Equivalent qualification, Trade test certificate in plumbing as per terms of section 13(2) of the Manpower Training Act 1998, as amended. 1-2 year experience. Valid Code 08 Driver Licence. Computer literacy Recommendations: Understanding of the hospital Knowledge, Skills, Training and Competencies Required: Good understanding of the occupational health and safety act. Technical and practical skills and experience of the trade. Good knowledge of water reticulation system. General repair, maintenance and



- soldering copper pipes. Good verbal and written communication skills, problem solving, conflict resolution. Ability to read drawing and drawing technical plumbing specification.
- DUTIES** : Visual check and repairs of all plant and equipment under his/her scope of work ie geyser, clarifiers, sanitation, sewer lines, and meter reading and able to operate workshop machinery. Supervise handyman and tradesman aids. Be responsible for material issued to him/her and completion of job-cards. Inspect equipment and or facilities for technical faults. Repair equipment and/or facilities for technical faults. Test repair equipment and facilities according to standards. Service equipment and or facilities according to schedule. Quality assure service and maintained equipment and/ or facilities. Order and exercise control over plumbing equipment. Conduct walkabout and check leakages and blockages around the hospital and clinics. Form part of multidisciplinary team doing rounds in the hospital and clinics; and take necessary step to fix all identified shortfalls. Compile and submit report, provide inputs on the compilation of technical reports. Deputize as the section head in the absence of Chief Artisan.
- ENQUIRIES** : MR. EB Nyele Tel No: 035 – 4766 242 or EXT 1014
- APPLICATIONS** : All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280 or hand Delivered 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) 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** : 03 February 2023

#### **DEPARTMENT OF TRANSPORT**

*The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer*

- APPLICATIONS** : Forward your application, quoting the relevant reference number to: Recruitment & Selection Section, Human Resource Practices Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg.
- CLOSING DATE** : 03 February 2023 (at 16h00). Applications received after the closing date and time will not be considered.
- NOTE** : Applications must be submitted on the NEW Application for Employment Form, Z83 (obtainable on the internet at [www.gov.za/documents](http://www.gov.za/documents)). Applicants are advised that all fields of the new Z83 form are compulsory to complete and that the signature of the applicant is mandatory. Should an application be received using the incorrect application for employment (Z83) or the application is not completed in full, initialled and signed, such application will not be considered. The fully completed and signed Z83 must be accompanied by a detailed comprehensive CV. Kindly take note that only shortlisted candidates will be required to provide certified copies of required documents on or before the date of the interviews following communication from Human Resources. Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must provide a copy of their

Permanent Residence Permits if shortlisted for an interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such if shortlisted for an interview. Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications and should you not receive 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. Prior to appointment being made to an SMS post, the appointee must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. The Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the advertised post(s) at any stage of the recruitment process.

#### **MANAGEMENT ECHELON**

<b><u>POST 02/269</u></b>	:	<b><u>CHIEF DIRECTOR: TRANSPORT INFRASTRUCTURE &amp; DISTRICT SERVICES REF NO: P 01/2023</u></b> Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
<b><u>SALARY</u></b>	:	R1 308 051 per annum, (all Inclusive, flexible remuneration package)
<b><u>CENTRE</u></b>	:	Empangeni Region
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification in Civil Engineering (NQF Level 7) as recognised by SAQA; plus A minimum of 5 years' experience at a senior managerial level in a road infrastructure development, construction and maintenance of the road network environment; plus, Possession of a valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Treasury Regulations and Practice Notes. Knowledge of technical policies on construction, contract management and engineering services. Knowledge of BEE and BBBEE policies and implementation. Knowledge of Departmental Strategic plan and goals. Understanding of Public Service and Departmental policies, research, analysis, objectives, developmental processes. Knowledge of Project management and Financial management. Understanding of Departmental strategies and related business plans. Expert knowledge of administrative policies, practices, budgeting and managerial functions. Knowledge of Public Service reporting procedures and work environment. Knowledge of construction and engineering environment, including traffic engineering. Knowledge of the provincial road infrastructure and applicable standards. Knowledge of surveying, structural design: road and rail. Knowledge of staff development processes. Expert design, construction and maintenance of roads knowledge. Knowledge of design codes and technical specifications. Computer literacy. Project and Financial management skills. Strategic planning, presentation and facilitation skills. Report writing skills. Excellent

communication skills (verbal and written). Problem solving and conflict management skills. Leadership / Managerial skills. Research, policy formulation skills. Influencing and motivational skills. Diplomatic skills (visiting foreign countries – use of best practices). Ability to interpret legislation and Departmental policies. Research, policy formulation and management thereof. Planning, organizing and negotiation skills. The ideal candidate should have a demonstrated interest in technical, administrative and related fields, show a demonstrated interest in road construction, maintenance and other related fields, be an innovative thinker and believe in openness and transparency. He / she should also be committed to organizational objectives and strategies, be receptive to ideas and suggestions, be a team leader, reliable, accurate, creative and have strong leadership abilities.

**DUTIES**

: Construct and maintain blacktop, gravel roads and structures. Manage the provision of mechanical support services. Manage the provision of civil engineering services. Manage the provision of transport regulations in the Region. Manage the provision of transport operations. Provide infrastructure reporting. Ensure the development and implementation of policies. Manage the resources of the Chief Directorate.

**ENQUIRIES**  
**FOR ATTENTION**  
**NOTE**

: Mr SS Nkosi Tel No: 033 – 355 8897

: Mr C McDougall

: It is the intention of this Department to consider equity targets when filling this position.