

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

ERRATUM: Kindly note that the post of Assistant Director: HR Planner was advertised in Public Service Vacancy Circular 02 dated 20 January 2023, (Pietermaritzburg Centre) with Ref No: 9/2023; the post have been withdrawn and replaced with the following post

OTHER POST

- POST 03/231** : **ASSISTANT DIRECTOR: OD & JE REF NO: 17/2023 (HRMD)**
Chief Director: Human Resource Management and Development
Directorate: Organisational Design and Job Evaluation
- 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 Work Study/Management Services/Industrial Psychology coupled with 3 years' management experience in organizational development as well as a JE certificate by DPSA/Palama/NSG. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of Public Service Act and Public Service Regulations, Knowledge of the Constitution, Working knowledge of the Public Sector and Batho-Pele principles, Knowledge of PFMA and Organisational Design, Knowledge of Job Evaluation Analysis, Interpretation and analytical skills, Innovative and creative thinking skills, Problem solving and time management skills, Interviewing and communication skills, Influencing and writing skills, Presentation and facilitation skills, Budgeting and financial management skills, Project management skills, Managerial skills (Planning, Organizing, Leading and Control), Business process re – engineering, Good communication skills (verbal & written), Computer literacy (MS Word, Excel), A valid Code EB drivers licence.
- DUTIES** : The successful candidate will be required to provide advice and make recommendations on organisational development and job evaluation services with the following key responsibilities: Provide the implementation of Operations Management Framework, Conduct job evaluation services, Facilitate the development of Job Descriptions, Provide inputs on development of policies and strategies on organisational development, aimed at improving service delivery, Provide staff supervision.
- ENQUIRIES** : Mr M Cele Tel No: 033 260 8063
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. (Applications received after this date will not be accepted).
- FOR ATTENTION** : Mr LA Zulu
NOTE : The Department is an equal opportunity, affirmative action employer and is committed to empowering people with disability.
- CLOSING DATE** : 10 February 2023

DEPARTMENT OF HEALTH

OTHER POSTS

- POST 03/232** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 01/2023**
Department: Orthopaedic
- SALARY** : R1 807 380 – R1 918 284 per annum. Other Benefits: all-inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance plus Commuted overtime which is determined by service delivery needs of the department.
- CENTRE** : Ngwelezana Tertiary Hospital
REQUIREMENTS : Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Specialist in

Orthopaedic. Initial and current registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Orthopaedic. A minimum of 3 years appropriate experience as a Medical Specialist in Orthopaedic after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist. Driver's license. Knowledge, Skills, Attributes and Abilities: Appropriate specialist procedures and protocols within field of expertise. Understanding of basic Human Resource matters including Labour Relations. Control of budget, monitoring expenditure and project management. Knowledge of legislative prescripts governing the public service. Assessment, diagnose and management of patients within the field of expertise. Managerial and financial management skills. Computer skills. Driving skills. Problem solving and project management. Concern of excellence, Courtesy and interpersonal relation skills. Courtesy and interpersonal relation skills. Stress tolerance and innovation skills. Awareness of cross-cultural differences.

DUTIES

: Co-ordinate specialist services for the discipline within Region 4 (King Cetshwayo, Zululand and Umkhanyakude Districts) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region 4 and also to provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Render specialist services to out-patient and in-patient and provide expert opinion where required and participate in provisioning of a 24 hour service. Provide vision, strategic direction and inspire employees to deliver excellent quality health services. Strengthen clinical governance. Manage the performance of allocated human resources. Develop and coordinate the on-going delivery of under and post graduate teaching in specialized fields. Ensure that the environment complies with Health and Safety Act, staff adheres to the safety precautions and that staff is maintained to attain optimal productivity. Ensure equipment is maintained and functional at all times. Attend to administrative matters as pertains to the unit. Conduct regular ward rounds and attend to patients in orthopaedic specialist clinic. Manage/supervise allocated human resources. Provide after-hours coverage in orthopedics and ensure continuous clinical support to junior staff. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards. Perform other duties as assigned by the Supervisor. Formulate and manage protocols in accordance with departmental policies that will have a positive impact on staff and ensure that staff is aware of these guidelines and procedures. Compile medium and long term expenditure framework and implement fiscal measures on an ongoing basis. Provide measures and guidance on quality assurance to comply with set quality standards. Comply with National Core Standards.

**ENQUIRIES
APPLICATIONS**

: Dr. J Moolman Tel No: 035 901 7000
 : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

**FOR ATTENTION
NOTE**

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

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

- CLOSING DATE** : 10 February 2023
- POST 03/233** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 02/2023**
Department: Radiology
- SALARY** : R1 807 380 – R1 918 284 per annum. Other Benefits: all-inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance plus Commuted overtime which is determined by service delivery needs of the department.
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology. A minimum of 3 years appropriate experience as a Medical Specialist in Radiology after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist. Driver's license. Knowledge, Skills, Attributes and Abilities: Appropriate specialist procedures and protocols within field of expertise. Understanding of basic Human Resource matters including Labour Relations. Control of budget, monitoring expenditure and project management. Assessment, diagnose and management of patients within the field of expertise. Managerial and financial management skills. Computer skills. Driving skills. Problem solving skills. Concern of excellence. Courtesy and interpersonal relation skills. Stress tolerance and innovation skills. Awareness of cross-cultural differences.
- DUTIES** : Co-ordinate specialist services for the discipline within Region 4 (King Cetshwayo, Zululand and Umkhanyakude Districts) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region. Provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Render specialist services to out-patient and in-patient and provide expert opinion where required and participate in provisioning of a 24 hour service. Provide vision, strategic direction and inspire employees to deliver excellent quality health services. Strengthen clinical governance. Manage the performance of allocated human resources. Develop and coordinate the on-going delivery of under and post graduate teaching in specialized fields. Ensure that the environment complies with Health, Safety Act, staff adheres to the safety precautions, and that staff is maintained to attain optimal productivity. Formulate and manage protocols in accordance with departmental policies that will have a positive impact on staff and ensure that staff is aware of it. Compile medium and long term expenditure framework and implement fiscal measures on an ongoing basis. Provide measures and guidance on quality assurance to comply with set quality standards. Comply with National Core Standards.
- ENQUIRIES APPLICATIONS** : Ms. RS Moeketsi Tel No: 035 901 7260
Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880
- FOR ATTENTION NOTE** : Mr MP Zungu
Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and

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

- CLOSING DATE** : 10 February 2023
- POST 03/234** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 03/2023**
Department: Anaesthetic
- SALARY** : R1 807 380 – R1 918 284 per annum. Other Benefits: all-inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance plus Commuted overtime which is determined by service delivery needs of the department.
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
: Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anesthetic. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anesthetic. A minimum of 3 years appropriate experience as a Medical Specialist in Anesthetic after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist. Driver's Licence. Knowledge, Skills, Attributes and Abilities: Appropriate specialist procedures and protocols within field of expertise. Understanding of basic Human Resource matters including Labour Relations. Control of budget, monitoring expenditure and project management. Assessment, diagnose and management of patients within the field of expertise. Managerial and financial management skills. Computer skills. Driving skills. Problem solving skills. Concern of excellence. Courtesy and interpersonal relation skills. Stress tolerance and innovation skills. Awareness of cross-cultural differences.
- DUTIES** : Participate in the coordination of anesthetic unit services for the discipline within Region 4 (King Cetshwayo, Zululand and Umkhanyakude) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region 4 and also to provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Participate in the provision of vision, strategic direction and inspire employees to deliver excellent, quality health services. Plan and partake in the planning of staff including registrars, medical officers, community services officers, interns and undergraduate medical students and also support relevant clinical research, clinical trials and CPD activities. Render efficient and cost-effective critical care services to patients managed by Ngwelezana Hospital. Strengthen

clinical governance. Participate in the formulation and management of protocols in accordance with departmental policies that will have a positive impact on staff and ensure that staff is aware and comply with guidelines and procedures. Provide measures and guidance on quality assurance to comply with set quality standards. Manage the performance of allocated human resources. Ensure that the environment complies with Health and Safety Act, staff adhere to the safety precautions and make sure that staff is maintained to attain optimal productivity. Ensure equipment is maintained and functional at all times. Render affective administrative support. Provide after hour courage and ensure continuous clinical support to junior staff. Attend to meetings and workshops as directed. Comply with all legal prescripts, acts, legislative, policies, circulars, procedures, guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

- ENQUIRIES** : Dr. S Sewpersad Tel No: 035 901 7000
- APPLICATIONS** : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880
- FOR ATTENTION** : Mr MP Zungu
- NOTE** : Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. A detailed Curriculum Vitae must accompany the application form (Z83). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
- CLOSING DATE** : 10 February 2023
- POST 03/235** : **MEDICAL SPECIALIST GRADE 1, 2 &3 REF NO: NGWE 04/2023**
Department: Radiology
- SALARY** : Grade 1: R1 156 308 – R1 227 255 per annum, all-inclusive salary packages
Grade 2: R1 322 100 – R1 403 235 per annum, all-inclusive salary packages
Grade 3: R1 534 356 – R1 918 284 per annum, all-inclusive salary packages
Other Benefits: (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance plus Commuted overtime which is determined by service delivery needs of the department.
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of

South Africa (HPCSA) as a Medical Specialist in Radiology. **Grade 1:** No experience required. **Grade 2:** A minimum of five (05 years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Radiology. **Grade 03:** A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Radiology. Knowledge, Skills, Attributes and Abilities: Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnose and management of patients within the field of expertise. Good verbal and written communication skills and interpersonal skills. Knowledge of all Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Concern of excellence. Driver's licence.

DUTIES

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

ENQUIRIES

: Dr. N Shabalala Tel No: 035 901 7000

APPLICATIONS

: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

FOR ATTENTION

: Mr MP Zungu

NOTE

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

CLOSING DATE

: 10 February 2023

POST 03/236 : **MEDICAL SPECIALIST GRADE 1, 2 &3 REF NO: NGWE 05/2023**
 Department: Internal Medicine

SALARY : Grade 1: R1 156 308 – R1 227 255 per annum, all-inclusive salary packages
 Grade 2: R1 322 100 – R1 403 235 per annum, all-inclusive salary packages
 Grade 3: R1 534 356 – R1 918 284 per annum, all-inclusive salary packages
 Other Benefits: (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance plus Commuted overtime which is determined by service delivery needs of the department.

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

DUTIES : Provide specialist care to patients requiring services within your specific domain. Provide specialist care in the outpatient clinics. Provide after-hours coverage in Internal Medicine and ensure continuous clinical support to junior staff. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities. Conduct specialist regular ward rounds and administer expert interventions that will expedite the management of patient care. Provide outreach to surrounding District Hospitals that refers patients to Ngwelezana Hospital. Active participation in quality improvement programs including clinical audits and continuous professional development activities in Ngwelezana Hospital and Region 4. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend to administrative matters as pertains to unit. Manage / supervise allocated human resources. Comply with all legal prescripts i.e. Acts, Legislative, Policies, Circulars, Procedures, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

ENQUIRIES APPLICATIONS : Dr. MA Hlophe Tel No: 035 901 7000
 : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

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

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

CLOSING DATE

: 10 February 2023

POST 03/237

: **MEDICAL SPECIALIST: (GRADE 1, 2, 3) REF NO: GS 9/23**
Dermatology
Component: Dermatology

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 Degree or equivalent qualification PLUS Current Registration with the Health Professions Council of South Africa as a Dermatologist (Only shortlisted candidates will be required to submit proof of all documents) The Employment Equity Target for this post is: African Male, African Female or Coloured Male Knowledge, Skills and Experience: Knowledge of appropriate specialist level procedures and protocols within the field of Dermatology. 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, Protocols and Guidelines used in Health Services.

DUTIES

: Participate in the delivery of in-patient and out-patient dermatology service within the Pietermaritzburg Metropolitan Hospitals Complex based at Grey's hospital inter-disciplinary coordination of the management of dermatology patients supervision of dermatology medical officers and registrars in the unit ensuring the highest standards of clinical, professional, and ethical behaviour undertake teaching of undergraduate medical students, postgraduate dermatology registrars and medical officers and allied health care personnel conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act Promote education in cancer prevention. Develop management protocols for the dermatology service in accordance with the Hospital and Department policies Maintain the effective and efficient utilisation of human resources in respect of overseeing and supervising dermatology 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 dermatology staff; allocating dermatology personnel to respective wards and call roster Provide measures and guidance on quality assurance to comply with set quality standards; Incumbent to provide dermatology outreach services in the Pietermaritzburg Metropolitan Hospitals Complex and Area 2 Foster collaboration with other

hospitals within and outside the district; Exercise cost control over the activities of the department in line with the allocated budget; Participate in all academic and clinical meetings of the dermatology Department; Participate in departmental research activities Accept responsibility for continuous professional development to keep up to date with new developments in the field of expertise and related fields. Any other duties as assigned by the Head of Department.

- ENQUIRIES** : Dr AV Chateau Tel No: 033- 897 3177
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, 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.
- CLOSING DATE** : 10 February 2023
- POST 03/238** : **ASSISTANT MANAGER NURSING (SPECIALTY AREA) REF NO: NGWE 06/2023**
Department: Critical Care, Trauma, Renal & Burns Unit
- SALARY** : R642 942 – R723 624 per annum. Other Benefits 8% Rural Allowance. 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional).
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. A post basic qualification in Critical Care or Trauma Nursing. Registration with the SANC as a Registered Nurse. A minimum of 10 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A minimum of 6 years of the period referred above must be appropriate/ recognizable experience in critical care or trauma unit after obtaining the 1 year post basic qualification in Critical Care or Trauma Nursing. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level. Knowledge, Skills, Attributes and Abilities Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework. Strong interpersonal, communication and presentation skills. Ability to make independent decisions, problem solving and conflict resolution. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills.
- DUTIES** : Provide effective and professional leadership in clinical governance to ensure clinical accountability and quality patient care. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including complex report writing as required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Develop and implement quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the unit. Improve quality care through reduction of patient complaints and waiting times. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention policies are implemented in the unit. Manage and supervise effective utilization of all the resources e.g. human, financial material. Develop, monitor and evaluate staff in terms of EPMDS. Exercise control over discipline, grievance and all labour relations issues. Perform both clinical and administrative duties as required. Attend to meetings and workshops as directed. Serve as a paymaster for unit pay point. Adhere to correct channels of communication as per the hospital organogram. Perform other duties as assigned by the supervisor and hospital management. Ensure implementation of Norms and Standards, Ideal hospital, Make Me Look Like a Hospital and other departmental initiatives including provincial priorities.
- ENQUIRIES** : Ms. RM Sithole Tel No: 035 901 7258

- APPLICATIONS** : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880
- FOR ATTENTION NOTE** : Mr MP Zungu
: Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
- CLOSING DATE** : 10 February 2023
- POST 03/239** : **ASSISTANT MANAGER NURSING REF NO: INA AMN 01/2022 (X1 POST)**
Component: Maternal & child Women's Health (MCWH)
- SALARY** : R642 942 - R723 624 per annum. Other benefits: 13th cheque Home owners allowance (employee must meet prescribed requirements, Medical Aid (optional) and 8% rural allowance
- CENTRE REQUIREMENTS** : Inanda C Community Health Centre
: Degree/ Diploma in general nursing leading to registration with SANC as a Professional Nurse and Midwife. 1 year Diploma in Advance Midwifery and Neonatal Nursing Science. A minimum of 10 years appropriate /recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least six years of the period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in Advance Midwifery, Neonatal and Nursing Science of which 3 years must be managerial experience. Institutional Degrees/Diplomas must also be submitted for all qualification submitted. Knowledge, Skills and Competencies Required: Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of multidisciplinary team at the unit level to ensure good nursing care by nursing team. Work efficiently and amicably at supervisory level with persons of diverse intellectual cultural racial or religious difference. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice and how this impacts on service delivery.
- DUTIES** : Provide antenatal, labour, post-natal and women health services. Provide paediatric preventive, curative and school health services. Implement standard practices criteria and indicators for maternal & child care. Create and maintain a complete and accurate nursing record for individual health care users. Facilitate and conduct perinatal and motility meetings participate in health

promotion and illness prevention initiatives. Maintain a constructive working relationship with the multidisciplinary team. Maintain a plan to improve the quality of maternal and child care. Monitor Performance Management and Development System (EPMDS). Ensure the observation of inpatients on 24hour basis & that appropriate intervention processes are initiated timeously. Ensure implementation of National and Provincial guidelines. Ensure effective utilization of all resources in the department. Participate in implementation of norms and standards. Participate in the Sukuma sakhe project.

ENQUIRIES : Mrs. ET Penman (Assistant Manager Nursing) Tel No: 031-519 0455
APPLICATIONS : Application to be forwarded to: The Human Resource Manager, Inanda Community Health Centre, Private Bag X04, Phoenix, 4080.
CLOSING DATE : 10 February 2023

POST 03/240 : **ASSISTANT MANAGER NURSING REF NO: INA AMN 02/2022 (X1 POST)**
 Component: GOPD and HAST

SALARY : R642 942 - R723 624 per annum. Other benefits: 13th cheque Home owners allowance (employee must meet prescribed requirements. Medical Aid (Optional) and 8% rural allowance.

CENTRE : Inanda C Community Health Centre
REQUIREMENTS : Senior certificate/grade 12 Degree/Diploma in general nursing leading to registration with SANC as a Professional Nurse and Midwife. Post basic qualification with duration of at least one year in Curative Skills in Primary Health Care accredited with SANC. A minimum of 10 years appropriate /recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least six years of the period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in the relevant specialty of which 3 years must be managerial experience. Knowledge, Skills and Competencies Required: Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of multidisciplinary team at the unit level to ensure good nursing care by nursing team. Work efficiently and amicably at a supervisory level with persons of diverse intellectual cultural racial or religious difference. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice and how this impacts on service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to ensure proper nursing care in the unit. Demonstrate a basic understanding of HR and Financial policies and practices.

DUTIES : Manage and co-ordinate the implementation of holistic, comprehensive, specialized nursing care in the Primary Health Care nurse component. Coordinate processes to ensure that Primary Health Care facilities within the Sub-District area provided with adequate support by multi-disciplinary teams attached to the PHC clinics. Devise methodology to improve TB cases finding to be above 3%. Ensure that TB, HIV & STI's collaboration takes place. Delegate and coordinate provision of effective patient care through adequate Nursing Care. Ensure implementation of all PHC programs as per National PHC package of services, National health norms and standards. Audit clinical records by analyzing data, identification of health indicators and risk factors as well as coordinate the conducting of client satisfaction survey. Ensure proper management of all resources (material and non-material). Develop/establish and maintain constructive working relationship with nursing and other stakeholders' i.e inter- professional, inter-sectoral and multidisciplinary team work. Provide relief services within the team and provide after hour cover and work shifts as required. Support OM's and conduct thorough half yearly and annual assessments (EPMDS). Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, adequate and efficient. Manage and support education, in-service training, and orientation and practice development initiatives in the area. . Application must be submitted on or before closing date.

ENQUIRIES : Mrs. ET Penman (Assistant Manager Nursing) Tel No: 031-519 0455
APPLICATIONS : Application to be forwarded to: The Human Resource Manager, Inanda Community Health Centre, Private Bag X04, Phoenix, 4080.

<u>CLOSING DATE</u>	:	10 February 2023
<u>POST 03/241</u>	:	<u>ASSISTANT MANAGER NURSING (MATERNITY & CHILD HEALTH) REF NO: GAM CHC 01/2023</u>
<u>SALARY</u>	:	R642 942 per annum. Other Benefit(s) 13 th Cheque plus 12 % rural allowance, Housing allowance (employee must meet prescribed requirements and Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	Gamalakhe CHC Grade 12/ Senior Certificate Degree/ Diploma in nursing that allow registration with South African Nursing Council as a Professional Nurse and Midwifery plus post basic qualification with duration of 1 year in Advanced Midwifery accredited with SANC. Registration Certificate as General Nursing and Midwifery (Advanced midwifery). Current registration with SANC (2023 Receipt). Computer Literacy. Recommendations: Valid Code 08 Driver's Licence Experience A minimum of 10 years appropriate / recognizable experience in nursing after registration as Professional Nurse. At least Six (06) years of the period referred to above must be appropriate / recognizable experience in the specific speciality after obtaining the one (1) year post basic qualification in Advanced Midwifery. At least three (03) years of the period referred to above must be appropriate /recognizable experience at management level. Skills: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure. Leadership, Organizational, decision making and problem solving abilities within the limit or the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care.
<u>DUTIES</u>	:	Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement of maternal and child health. Provision of quality comprehensive PHC Package service in line with NHI initiative. Provision of administration services Participate in clinic arrangements and sustainability in the implementation Integrated Clinic Service Management (ICSM).Provide quality and complete patient information in Health Patient record. Improve activities within HAST programme to achieve individual target linked to 90-90-90 strategy. Manage Maternal, Child Women's health programmes to achieve target linked to the programme indicators. Manage the achievement of couple of the year protection (insertion of Long Acting Reversible Contraceptive Method).Participate in the community outreach services, campaign and Imbizo. Participate and lead in the implementation of all community campaigns for mother and child health activities. Improve quality by monitoring and evaluation of maternal child and women's health programmes. Conduct clinical audits for priority programme, analyse and develop quality improvement plans. Participate in Quality programme that provide quality of care: patient complaints, safety, incidence experience of care and waiting times. Ensure that high nursing care is rendered to all clients accessing maternal child women services in the facility. Maintain of constructive working with the multi- disciplinary member and professional growth/ethical standards and self-development. Provide effective and professional leadership in Clinical Governance to ensure clinical accountability and quality patient care. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including complex report writing as required. Monitor infection prevention and control in the CHC setting. Monitor implementation of Priority Programmes to reduce maternal and perinatal morbidity and under five mortality. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Promote quality of nursing care as directed by the professional Scope of Practice and standards as determined by the institution and other regulating bodies. Ensure implementation of Legislated Norms &Standards, Ideal clinic/CHC and other departmental initiatives including provincial priorities. Monitor and evaluate HR performances EPMDS for all relevant staff. Participate in Nerve Centre Meetings and provide guidance. Monitor the verification and validation of data

before submission to FIO. Work effectively and amicably, at a supervisory level with persons of diverse intellectual, cultural racial or religious differences.

ENQUIRIES : Mrs. TMM Ntuli Tel No: 039 318 1113

APPLICATIONS : All applications should be forwarded to: The HR Manager, Gamalakhe Community Health Centre, Private Bag X709, Gamalakhe, 4249

CLOSING DATE : 10 February 2023

POST 03/242 : **ASSISTANT MANAGER NURSING GENERAL-STREAM MONITORING & EVALUATION REF NO: MURCH- 01/2023 (X1 POST)**

SALARY : R588 378 per annum. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

CENTRE : Murchison Hospital

REQUIREMENTS : Senior Certificate (Grade 12) Diploma / Degree in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwife A minimum of 8 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with SANC in general nursing At least 3 years of the period referred to the above must be appropriate / recognisable experience at management level or clinical programme Coordination. A supporting qualification in monitoring and evaluation will be an added advantage Computer literacy in Microsoft and excel A valid driver's License Previous work experience / Certificate of service endorsed by your Human Resource Department (only when applicant is shortlisted) Knowledge, Skills And Competencies Knowledge of the legislative, current public service and health related legislations and quality assurance frame Work. Knowledge of risk management, clinical and non-clinical safety incidence Empathy and counselling Skills and Knowledge Strong interpersonal, communication and presentation Skills Promotes quality of care a directed by the professional scope of practices and standards as determines by the health facility Ability to make independent decision. An understanding of challenges facing the public health sector. Ability to translate transformation Report writing skills Knowledge of norms and standards, ideal clinic realization and maintenance framework Ability to translate transformation objectives into practical plans Knowledge of provincial National priority programmes and guidelines Proficient in the application of computer software packages (Ms Word, Power point, Excel) Ability to prioritize issues and other work related matters and to comply with timeframes. Provide initiative, decisiveness and to acquire new knowledge swiftly Ability to critically analyze complex information and to interpret that in relation to performance, health outcomes relevant to institution, and performance reports. Strong leadership and management skills Planning and organizational skills Project management skills.

DUTIES : Coordinate the development of the operational plan in the institution with input from all departments in the facility Ensure all plans for all departments are in place Monitor implementation of plans against determined objectives or targets. Facilitate and coordinate planning sessions Ensure alignment of plans with APP and DHP Monitor implementation plans to promote clean audits Coordinates development of service delivery improvement plan for hospital Monitor, evaluate and provide early warning and report on the implementation of hospital annual performance plan Ensure implementation of the total quality management framework and conduct quarterly audits Ensure monitoring and evaluation of overall performances of the institution Ensure development, implementation and maintenance of a reliable & accurate information system in line with the departmental policy and system imperative.

ENQUIRIES : Mrs C Mkhwanazi Tel No: 039-6877311 ext. 127

APPLICATIONS : All applications should be forwarded to: Chief Executive Officer P/Bag X701 Portshepstone, 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital

NOTE : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR

on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) when the applicant is shortlisted. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof when the applicant is shortlisted) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

- CLOSING DATE** : 10 February 2023
- POST 03/243** : **OPERATIONAL MANAGER (SPECIALTY) REF NO: NGWE 07/2023**
Department: Orthopedic
- SALARY** : R588 378 – R662 220 per annum. Other Benefits 8% Rural Allowance. 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse with the SANC in General Nursing. A post basic qualification in Orthopedic Nursing. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 9 years appropriate or 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 or recognizable experience in orthopaedic services after obtaining post basic qualification in orthopaedic nursing. Knowledge, Skills, Attributes and Abilities: Advanced knowledge and skills of nursing care process and procedure, nursing statutes and other relevant legal framework. Strong interpersonal, communication and presentation skills. Ability to make independent decision, problem solving and conflict resolution. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy Insight to public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic nursing skills.
- DUTIES** : Provide effective & professional leadership within the Orthopaedic unit by improving efficiency and the provision of quality care & good governance. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and safety Act and all other applicable prescripts. Demonstrate effective communication with patients and other health professionals and junior colleagues including complex report writing as required. Display a concern of patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Develop and implement quality assurance programmes, policies, operational plan, standard operating procedures and guidelines for the unit. Manage adverse events and patient complaints. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention polices are implemented in the unit. Manage & supervise effective utilization of all resources e.g. human, financial material. Exercise control over discipline, grievance and all labour relations issues. Perform both clinical and administrative duties as required. Attend to meetings and workshops as directed. Manage own work and that of junior colleagues. Monitor health indicators, risk factors and develop plan of action for gaps identified. Ensure implementation of health programmes aiming at improving

child health. Serve as a paymaster for your unit. Perform other duties as assigned by the supervisor and the hospital management. Ensure implementation of NCS, Norms and Standards and other departmental initiatives including provincial priorities. Provision of effective support to Nursing Service i.e.; assist with relief of the supervisors and partake overall specialized unit function in team building. Ensure the implementation of EPMDS and analyze the need for training and development of staff.

ENQUIRIES
APPLICATIONS

: Ms. RM Sithole Tel No: 035 901 7258
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

FOR ATTENTION
NOTE

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

CLOSING DATE

: 10 February 2023

POST 03/244

: **OPERATIONAL MANAGER (OBSTETRICS & GYNAE) REF NO: MURCH-04/2023 (X1 POST)**

SALARY

: R588 378 per annum. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

CENTRE
REQUIREMENTS

: Murchison Hospital
: Grade 12 (Senior Certificate) or equivalent qualification Degree / Diploma qualification in nursing that allows registration with SANC as a Professional Nurse and Midwifery. One year (1) Post Basic Nursing Qualification in Advanced Midwifery. Registration certificate with South African Nursing Council (SANC) Current SANC receipt (2023), A minimum of 9 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing of which 5 years must be appropriate / recognisable experience in Obstetrics and Gynecology section after obtaining the one year post basic qualification in Advanced Midwifery. Certificate of service from previous and current employer endorsed and stamped by HR. Knowledge, Skills and Competencies: Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicable 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. Demonstrate the required computer literacy to adequately manage information according to the requirements of the facility. Able to develop contacts, build and maintain network of professional relations in order to enhance service delivery.

DUTIES : Work as part of multi-disciplinary team member to ensure good nursing care. Ensure effective control of financial, material and human resources. Participate in the analysis and formulation of nursing policies. Provide direct and indirect supervision of all staff in the unit. Reduction of maternal and child mortality and morbidity rate. Ensure that staff is orientated, Mentored and developed to provide quality patient care. Exercise control over discipline, grievance and labour relations issues. Promote good working relationship amongst staff and patients. Ensure effective participation in all hospital programmes e.g. IPC, Quality assurance etc. Provide a safe, therapeutic and hygiene environment for patients, visitors and staff. Ensure implementation, monitoring and evaluation of all maternal, child and woman health care programmes. Monitor and evaluate staff performances, EPMDS. Ensure accurate reliable statistics and reports are submitted timeously Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Mrs C Mkhwanazi Tel No: 039-6877311 ext. 127

APPLICATIONS : All applications should be forwarded to: Chief Executive Officer P/Bag X701 Portshepstone 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital

NOTE : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 04/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) only when the applicant is shortlisted. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof when the applicant is shortlisted. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

CLOSING DATE : 10 February 2023

POST 03/245 : **OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO: MURCH-THONJ 03/2023 (X1 POST)**

SALARY : R588 378.per annum. Other Benefits 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

CENTRE : Murchison Hospital-Thonjeni Clinic

REQUIREMENTS : Senior Certificate Degree / Diploma in General nursing plus 1 year post basic qualification in Primary Health Care or 1 year post basic qualification in Community Nursing Science with specialization in Clinical Nursing Science, Health Assessment, Treatment and Care as per R212 SANC Regulation.

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

DUTIES

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

**ENQUIRIES
APPLICATIONS**

: Mr LG Nyawo Tel No: 039 687 7311 ext 130
 : All applications should be forwarded to: Chief Executive Officer P/Bag X701 Portshepstone 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital

NOTE

: The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 03/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) when the applicant is shortlisted. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof when the applicant is shortlisted) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose

aim is to promote representivity in all occupational categories in the Institution)
If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

- CLOSING DATE** : 10 February 2023
- POST 03/246** : **ASSISTANT MANAGER [GENERAL] MONITORING AND EVALUATION**
REF NO: PHO 05 /2023
- SALARY** : Grade 1: R588 378 – R682 089 per annum. Other Benefits: 13th Cheque, Inhospitable Area Allowance of 8%, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)
- CENTRE** : Pholela CHC
- REQUIREMENTS** : Senior certificate (grade 12) or equivalent qualification plus Degree/ Diploma in general nursing or equivalent qualification that allows for registration with the SANC as a Professional Nurse. Current registration with South African Nursing Council [2023], A minimum of 08 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. A least three (3) years of the period referred to above must be appropriate/recognizable experience at Management Level or as Clinical Programme Coordinator. Valid Driver's license (code B or C1). Knowledge, Skills, Training and Competencies: Knowledge of the legislative, policy and M&E Framework informing health service delivery. Knowledge of legislation and planning framework. Knowledge of CHC quality assurance. Knowledge of CHC infection prevention control practices. Knowledge of health facility functions and operations. Understand HR policies and practices and staff relations. Knowledge of DHMIS policy, SOP and relevant information system. Understanding of financial management. Knowledge of M&E principles. Ability to critically analyze complex information and to interpret that in relation to performance, health outcomes relevant to institution and performance reports. Strong leadership and management skills. Planning and Organisational Skills. Project Management Skills. Financial Management Skills. Decision making. Ability to work independently and under pressure. Problem solving. High level of communication skills, both written and verbal. Computer skills. Research skills. Human Resource Management Skills. Ability to compile concise reports and data management skills. Advanced facilitation skills to manage consultation.
- DUTIES** : To provide effective planning, monitoring, evaluation and reporting services in the CHC as well as for feeder clinics. Administer an evidence/results based monitoring and evaluation system in the institution as feeder facilities within the Provincial M&E Framework and monitor research activities in the institution. Develop policies for the institution and monitor implementation. Consult and collaborate with multi-disciplinary health teams, organizations and special interest group. Monitor, evaluate and report on delivery of quality care at the institution including clinical care, waiting times and client experiences. Analyze data obtained from the source and other management information systems against indicators with a view to develop reliable performance profile for verification and publishing of the prescribed performance and other reports. Ensure that institutional plans are in place, and aligned with the District Health Plan. Ensure planning, M&E support to all departments in the institution as well as feeder facilities. Participate and represent the sub-district at various forums. Ensure the efficient and effective utilization of resources allocated to the component, inclusive of the development of staff. Ensure that quality control systems and plans are in place for use during inspection and auditing and to provide objective evidence of findings when conducting audits in accordance with the CHC governing laws. Develop good working relationship within department and with other stakeholders. Conduct staff meetings such as performance and information reviews to disseminate information on the performance against set indicator and targets.
- ENQUIRIES** : Dr LDH Buthelezi Tel No: 039-8329488/91
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Assistant Director: HRM, Pholela CHC ,Private Bag X502, Bulwer, 3244 or hand deliver application at Human Resource Department on or before the closing date 16:00.

NOTE : The following documents must be submitted: An Application for Employment form (Z83) NEW form effective from 1 January 2021 must be completed and signed. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Comprehensive CV (with detailed experience). Copies of qualifications, Registration certificate/s, ID and Driver's license, proof of experience must not be submitted when applying for employment. These will be requested only from shortlisted candidates. The Reference Number must be indicated in the column provided on the form Z83, e.g. PHO 10/2022. Failure to comply with the above instructions will lead to disqualification of applicants. Faxed and e-mailed applications will NOT be accepted. Please note that due to large number of applications we anticipate to receive, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Applicants in possession of foreign qualifications must bring their evaluation certificate from the South African Qualifications Authority (SAQA) during the interview process. Non-RSA Citizens/Permanent Residents/Work Permit holders to bring documentary proof during the interview process. The appointments are subjected to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company intellectual Property Commission (CIPC) and proof of experience. Please note that due to financial constraints no S&T will be considered for payment to candidates that are invited for interviews. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively in all level of all occupational categories in the department. People with disabilities are encouraged to apply.

CLOSING DATE : 10 February 2023

POST 03/247 : **OPERATIONAL MANAGER NURSING (PHC SUPERVISOR) REF NO: MOBILE 01/2023 (X2 POSTS)**
Component: Stanger PHC

SALARY : R588 378 per annum, plus 8% rural allowance. Benefits: 13th Cheque, homeowner's allowance, and Medical aid optional (Employee must meet prescribed conditions)

CENTRE : Ilembe Health District Office

REQUIREMENTS : Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) Degree / Diploma in General Nursing and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, Current registration with SANC as General Nurse and Primary Health Care plus, A minimum of 9 years appropriate/ recognizable nursing experience after registration as General Nurse of which 5 years must be appropriate/ recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Valid Code EB Driver's license (Code 08) Proof of previous and current work experience (certificate/s of service) need not be attached on application but will be requested only if shortlisted. NB all the above mentioned documents need not be attached on application but will be requested only if shortlisted. Good report writing and time management skills. Understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery. Ability to provide mentoring, team building, supervisory skills and coaching to her/his supervisees. Good communication, interpersonal relations, counseling, conflict management skills and decision making. Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures and Finance policies etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling Co-ordination and planning skills. Ability to assist in formulation of patient care related policies.

DUTIES : Provide supportive supervision to PHC clinics and community outreach teams. Conduct monthly red flags and regular programme reviews quarterly in line with the PHC Supervision Policy. Ensure quality data management at all PHC clinics. Promote inter-sectoral collaboration and community participation through Operation. Sukuma Sakhe activities and Community Based Model. Conduct sub- district meetings to review and improve performance e.g. integrated services meetings, Primary Health Care meetings, performance review meetings, wedge meetings, etc. Deputize Assistant Manager Nursing and take over his/her responsibilities in absence. Form part of the Sub-district

and District review sessions to monitor progress on set targets according to the District Health Plan (DHP). Ascertain smooth implementation of the referral system and address constraints related to continuity of care. Implement the Performance Management and Development System (PMDS) with Operational Managers of PHC facilities that she/he is responsible for. Ensure development, implementation and monitoring of Quality Improvement Plans. Ensure adequate control and allocation of Human and Material resources. Plan and monitor utilization of budget to ensure that the clinics function within the allocated budget. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Facilitate provision of quality comprehensive PHC services and educational services and be involved in research. Evaluate and monitor compliance with clinical protocols and norms and standards. Analyze and interpret statistic including PHC Programme indicators. Facilitate the realization and maintenance of Ideal Clinic Programme in the PHC clinics. Support implementation PHC re-engineering within the sub-district. Ensure integration clinical programmes and COVID 19 vaccination into routine PHC services.

- ENQUIRIES** : Ms T.M Banda: Deputy District Director: IDHSD Tel No: 032 – 437 3500
- APPLICATIONS** : All applications should be forwarded to: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620 KwaDukuza 4450 OR Hand delivered to: 1 King Shaka Street, King Shaka Centre, KwaDukuza, 4450
- NOTE** : Directions to Candidates: The following documents must be submitted, The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. ILE/03/2022. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit copies of qualifications and other relevant documents on application only Z83 and CV required. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)
- CLOSING DATE** : 10 February 2023
- POST 03/248** : **CHIEF RADIOGRAPHER GRADE 1/2 (X1 POST)**
- SALARY** : Grade 1: R487 305 – R540 840 per annum
Grade 2: R557 184 – R618 396 per annum
Other Benefits: 13th Cheque, Medical Aid (optional), home owners allowance (employees must meet prescribed requirements)
- CENTRE** : East Boom CHC
- REQUIREMENTS** : **Grade 1:** Matric or equivalent, National Diploma/ Degree in Diagnostic Radiography, registration with HPCSA, current registration with the HPCSA as an Independent Radiographer for 2022-2023, Minimum 3 years' experience post registration as independent practice, Minimum 2 years managerial experience/ or acting managerial experience for radiography and sonography, Certificate of service to be signed and stamped by the Human Resource Department, Non-South African citizen applicants need to have a valid work permit in compliance with HR Circular 49 of 2008 obtainable from any government department. **Grade 2** Matric certificate or equivalent, National Diploma/ Degree in Diagnostic Radiography, registration certificate with

HPCSA, current registration with the HPCSA as an Independent Radiographer for 2022-2023, Minimum 8 year's experience post registration as independent practice, Minimum 2 years managerial experience/ or acting managerial experience for radiography and sonography, Certificate of service to be signed and stamped by the Human Resource Department, Non-South African citizen applicants need to have a valid work permit in compliance with HR Circular 49 of 2008 obtainable from any government department. Knowledge, Skills, Trainings and Competencies Required for the post: Provision of high-quality diagnostic and ultra sound services, Sound knowledge of radiation control regulation and safely, Good communication, leadership, decision-making, inter-personal and problem-solving skills, Ability to manage conflict and apply disciplinary procedures, Ability to work as part of the PHC Team and promote sharing of skills and knowledge, Knowledge of the relevant Acts, Policies and regulation administered by the KZN Department of Health, Knowledge of the Occupational Health and Safety policies, Knowledge of Quality Assurance procedures and methods, Sound Knowledge of emergency care, Sound Clinical knowledge and experience, Sound medical ethics, Sound computer literacy skills, Sound Knowledge of Primary health care, Sound Knowledge of communicable disease.

- DUTIES** : Provide high quality diagnostic radiography services observing safe radiation protection standards, Participate in Quality Assurance improvements programmes, policy making, in-service training and National core Standards', Monitor and evaluate radiographic services to comply with the radiation control legislature, Provide cost effective radiography and ultra sound services, Inspect and utilize equipment professionally to ensure they comply with safety standard, Supervise junior staff in the unit and manage staff or patient's grievances, To solve complex professional and management problems and policy issues by exercising sound judgement on the best possible outcome, Promote Batho Pele principles in the execution of duties for effective service delivery, Develop protocols and policies to ensure that radiographic service comply with radiation legislation, Provision of quality patient centred care and community orientated for all patients., Promote and ensure good continuity of care, Maintain a high quality clinical service by providing regular in-service training for other clinical personnel, Maintain accurate and appropriate health records in accordance with the legal and ethical considerations and continuity of patient care., To manage critically ill patients appropriately and transfer them timeously, Undertake continuing professional education, development and study professional literature to keep abreast with current medical practice., Performance of required administrative duties, Collaboration with medical practitioners and other health care workers in neighbouring health institutions, Perform duties as delegated by manager/supervisor Participate in and support CPD (continuous Professional Development) and training.
- ENQUIRIES** : Dr SSS Buthelezi Tel No: 033 264 4900 (3243)
- 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** : Please note: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum vitae, only shortlisted candidates will be required to submit documents.
- CLOSING DATE** : 10 February 2023
- POST 03/249** : **OPERATIONAL MANAGER GENERAL REF NO: NGWE 09/2023**
Department: Surgical Ward
- SALARY** : R464 466 – R522 756 per annum. Other Benefits 8% Rural Allowance. 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional).
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a professional nurse. Knowledge, Skills, Attributes and Abilities Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework. Strong interpersonal,

communication and presentation skills. Ability to make independent decisions, problem solving and conflict resolution. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills.

DUTIES

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

**ENQUIRIES
APPLICATIONS**

: Ms. RM Sithole Tel No: 035 901 7258
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

**FOR ATTENTION
NOTE**

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

CLOSING DATE : 10 February 2023

POST 03/250 : **OPERATIONAL MANAGER NURSING (GENERAL) INTERNAL MEDICINE: GRADE 1 REF NO: HRM 02/2023 (X1 POST)**

SALARY CENTRE REQUIREMENTS : Grade 1: R464 466 - R522 756 per annum
 : King Edward VIII Hospital complex
 : Matric/Senior certificate (Grade 12) or equivalent qualification Plus Degree/Diploma in General Nursing Science and Midwifery plus Current registration with South African Nursing Council as Professional nurse and a midwife plus Minimum of 7 years appropriate/recognizable experience in Nursing after registration as Professional nurse with SANC in General Nursing plus certificate of service endorsed by the Human Resource Department. Recommendation: Computer Literacy Knowledge, Skills, Training And Competencies Required: Knowledge of public service acts, regulations, Knowledge of Nursing Care processes and procedures, Leadership, organizational, decision making and problem solving abilities within the limit of public sector and institution policy framework, Financial and budgetary knowledge pertaining to the nursing care, Knowledge of policy directives informing HAST Programs in the department, Good Interpersonal relations including negotiating, conflict handling, counselling and disciplinary skills, Basic computer skills.

DUTIES : Promote, facilitate and monitor implementation of quality health care delivery, Supervise and ensure the provision of an efficient patient care through adequate nursing care, Manage all resources within the unit effectively and efficiently to ensure optimal service delivery, Ensure implementation of PMDS, Participate in all initiatives with the aim of achieving quality service provision, Maintain professional growth, ethical standards and self-development, Ensure that the units comply with the National Core Standards and Ideal Hospital Realization Program to meet the needs and the demands of clients, Provide a safe therapeutic and hygienic environment as laid down by the applicable prescripts, Promote and monitor IP&CS strategies in the units, Demonstrate an understanding of Human Resource and Financial Management practices and procedures, Ensure Quality Data Management and utilization.

ENQUIRIES APPLICATIONS : Mrs. P. Govender Tel No: (031 - 360 3026)
 : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013

NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)

CLOSING DATE : 10 February 2023

POST 03/251 : **OPERATIONAL MANAGER GENERAL (CASUALTY) REF NO: EMS/02/2023**
 Re – advertised: applicants who previously applied need to re -apply

SALARY : Grade 1: R464 466 - R522 756 per annum
 Grade 2: R538 – R571 245 per annum

		(Other benefits: Medical Aid (Optional) 13 th Cheque PLUS 8% rural allowance, Housing all
<u>CENTRE REQUIREMENTS</u>	:	Emmaus Hospital
	:	Senior Certificate (Grade 12). Degree/ Diploma in General Nursing and Midwifery .A minimum of 7 years appropriate /recognizable nursing experience after registration as professional nurse .Proof of Current registration with SANC (2022). NB: certificate of service from previous employers is compulsory when shortlisted. Please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management (only when shortlisted) Knowledge & Skills: Leadership, Management, planning, organizing and co-ordination skills. Knowledge of relevant acts, prescripts, policies and procedures governing health care service delivery. Sound knowledge of nursing care delivery approaches and scope of practice in the areas under their control. Sound knowledge of priority programs clinical guidelines, protocols, policies and procedures and best practices in nursing care service delivery. Good communication, interpersonal, negotiation, decision making, problem solving, conflict management, counselling, teaching, mentorship and supervisory skills. Knowledge of code conduct, Labour Relations and related policies.
<u>DUTIES</u>	:	Ensure effective management, supervision and utilization of human resources and material resources. Ensure adherence to prescribed nursing policies and procedures. Co –ordinate all services within the Hospital. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Ensure that all quality and infection control initiatives are adhered to i.e NCS/ Ideal Hospital. Deal with disciplinary and grievance matters and effective monitoring of absenteeism and monitor covering of unit. Evaluate and monitor compliance with clinical protocols, norms and standards of the hospital. Ensure effective data management e.g. daily data verification, monitoring of indicators. Manage complaints and PSI within the hospital. Ensure that impact indicators and monitored and action plans are developed to improve on the outcomes. Effective implementation of triage system. Effective co- ordination of special clinics in OPD (Men's health, MHCU, Orthopedic, POPD)
<u>ENQUIRES APPLICATIONS</u>	:	Ms. PPJ van der Plank Tel No: 036 488 1570 EXT 8204
	:	Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager
	:	Application should be submitted on the most recent form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidates will be required to submit certified copies of qualifications.ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling, Resettlement Allowance will be paid for interview attendance.
<u>CLOSING DATE</u>	:	10 February 2023 at 16:00
<u>POST 03/252</u>	:	<u>OPERATIONAL MANAGER (GENERAL STREAM NIGHT DUTY) REF NO: MURCH- 03/2023 (X1 POST)</u>
<u>SALARY</u>	:	R464 466 per annum. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
<u>CENTRE REQUIREMENTS</u>	:	Murchison Hospital
	:	Senior Certificate. Diploma / Degree in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwife. A minimum of 7 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with SANC in general nursing. Previous work experience / Certificate of service endorsed by your Human Resource Department (when

the applicant is shortlisted). One year experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa Knowledge, Skills and Competencies Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework Interpersonal skills including public relations, negotiating, conflict handling and counseling skills Financial and budgetary knowledge pertaining to the relevant resources under management Insight into procedures and policies pertaining to nursing care Computer skills in basic programmes.

DUTIES : Oversea the effective overall functioning of the facility at night Provision of Quality Nursing Care through the implementation of standards, policies and procedures coupled with supervision and monitoring the implementation thereof To effectively manage the utilization and supervision of resources Maintain professional growth / ethical standards and self-development Implementation and management of Infection Control and prevention Protocols, Safety and Risk management Maintain accurate and complete patient records according to legal requirement To participate in Quality improvement programmes and Clinical Audits Provide direct and indirect supervision of wards and night staff Maintain discipline in all Labour related issues, grievances in terms of laid down policies and procedures Ensure staff development and performance by implantation EPMDS and other related HR Policies Participate and ensure the implementation of National Core Standards, National Health Priority and quality improvement initiatives

ENQUIRIES : Mrs C Mkhwanazi Tel No: 039-6877311 ext. 127
APPLICATIONS : All applications should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital

NOTE : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 03/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) when the applicant is shortlisted. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof when the applicant is shortlisted. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

CLOSING DATE : 10 February 2023

POST 03/253 : **OPERATIONAL MANAGER (GENERAL STREAM TB WARD) REF NO: MURCH- 05/2023 (X1 POST)**

SALARY R464 466 per annum. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

CENTRE : Murchison Hospital

- REQUIREMENTS** : Senior Certificate. Diploma / Degree in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwife. A minimum of 7 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with SANC in general nursing. Previous work experience / Certificate of service endorsed by your Human Resource Department (only when the applicant is shortlisted. One year experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa Knowledge, Skills And Competencies Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework Interpersonal skills including public relations, negotiating, conflict handling and counseling skills Financial and budgetary knowledge pertaining to the relevant resources under management Insight into procedures and policies pertaining to nursing care Computer skills in basic programmes.
- DUTIES** : Manage and monitor proper utilization of human, financial and physical resources Management of HAST Programmes Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care Coordinate and monitor the implementation of nursing plan and evaluation thereof Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork) Implement standards, practices criteria and indicators for quality nursing (Quality of Practice) Practice Nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Implementation and management of infection control and prevention protocols, safety and risk management Maintain accurate and complete patient records according to legal requirements Ensure quality data management and utilization.
Mrs C Mkhwanazi Tel No: 039-6877311 ext. 127
- ENQUIRIES APPLICATIONS** : All applications should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 05/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following check s (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) only when the applicant is shortlisted. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof when the applicant is shortlisted. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.
- CLOSING DATE** : 10 February 2023

POST 03/254 : **CLINICAL PROGRAM COORDINATOR GRADE 1 – (MCWH) REF NO: AMAJ01/2023**
Component: Amajuba Health District Office

SALARY : R464 466.per annum. Other Benefits: Rural allowance on a claim basis
CENTRE : Amajuba Health District Office
REQUIREMENTS : Valid Grade 12 or National Certificate plus, Bachelor's Degree /Diploma in Nursing. Current registration with the South African Nursing Council. Minimum of 7 years appropriate /recognizable experience in nursing after registration as a Professional Nurse of which 5 years of the period must be appropriate/recognizable experience in MCWH. Registration with SANC as a Midwife. Computer literacy: Ms Office Software application. Proof of detailed current and previous work experience endorsed by Human Resource (only when shortlisted) Recommendations National Diploma in advanced Midwifery and Neonatal Nursing science. Valid Code EB Driver's license (code 8) Knowledge, Skills, Behavioural Attributes and Competencies Required: Strong interpersonal and communication skills. Presentation /Facilitation skills. Knowledge of HIV and AIDS Comprehensive plan. Knowledge on District Health Systems. Knowledge of relevant regulation and policies. An understanding of challenges facing the public Health sector. Ability to translate and transform objectives into practical plans. Ability to prioritize work related matters and to comply with the time frames. Financial management skills. Project management skills. Ability to make independent decision.

DUTIES : Ensure implementation of the Standard Operating Procedures for bookings, antenatal follow –up care and during delivery (intra-partum) and post –partum. Improve clinical record keeping, data collection and information flow of MCWH activities. Identify gaps in service and plan and implement quality improvement initiatives on an on-going basis. Ensure effective communication, supervision, training, performance management and relations with staff, policy implementation and quality improvement initiatives. Ensure that clinical strategies to manage health conditions contained under the MCWH are implemented in all institutions/facilities. Monitor MCWH indicators which measure health practices in institutions and communities and provide support and report on findings to district health management team by conducting support visits. Participate in district sub –district perinatal review and child Health meetings. Assist facilities to develop quality improvement plans for the MCWH and ensure their implementation. Participate in quality improvement programmes reviews e.g. Ideal Clinic, Mother Baby Friendly Initiatives, etc. Contribute to the development, implementation and monitoring of integrated. District Operational plan for MCWH programme. Represent the district in MCWH meetings. Plan, organize and conduct community rallies and events that convey health messages and practices which support elimination of vertical transmission of HIV quarterly. Promote integration of health services.

ENQUIRIES : Mr. BR Khumalo Tel No: 034 328 7000
APPLICATIONS : All applications should be forwarded to: Mr. PB Sangweni: KZN Department of Health, Private Bag X6661, Newcastle, 2940 or Hand delivered to: 38 Voortrekker Street, Newcastle

FOR ATTENTION : Mr PB Sangweni
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Application form (Z83) must be accompanied by detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other 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 the 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 recommendation of the advert(only when shortlisted) The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully

informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note due to financial constraints, there will be no payment for S&T claims. Males are encouraged to apply and people with disability should feel free to apply. Employment Equity Target for this post is African Male, and people with disability may feel free to apply.

- CLOSING DATE** : 10 February 2023
- POST 03/255** : **CLINICAL PROGRAMME CO-ORDINATOR (IPC) REF NO: APP/05/2023**
- SALARY** : R464 466 - R522 756 per annum. Benefit: Housing allowance, 13th Cheque, Medical Aid (Optional), Operational and 8% Rural Allowance.
- CENTRE** : Appelsbosch Hospital
- REQUIREMENTS** : Degree/ National Diploma in General Nursing Midwifery, You must be in possession of current registration with SANC (2023) as a Professional nurse and midwifery. Qualification in Infection Control. A minimum of 7 years appropriate/ recognizable experience after registration with SANC as a General Nurse. Certificate of service endorsed by HR (only shortlisted candidate will submit the required certified documents). Recommendations: Experience in Infection Control Knowledge, Skills, Training, Competencies Required: Knowledge of health policies relevant legislations, Problems solving and Project management skills, Good leadership, management and interpersonal skills, Good verbal and written communication, Supervisory and analytical skills.
- DUTIES** : Promoting early detection of infection and reducing health care acquired infections through active surveillance, quick actions taken thereafter if required, and monitoring. Addressing healthcare workers needs and requirements, education on prevention and control infections. Reducing risks of infections through implemation of guidelines, policies and protocols are in line with current standard of practice, regulations and objectives of the service. Reduce reservoirs of infections, Best use of antibiotics. Analyze data obtained from the sources and other management information systems against indicators with a view to develop reliable performance profile for verification and publishing of the prescribed performance and other reports.
- ENQUIRIES** : Mrs. H.C Ngubane Monitoring and Evaluation 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** : 10 February 2023
- POST 03/256** : **CHIEF ARTISAN REF NO: NGWE 10/2023**
Department: Maintenance
- SALARY** : R404 052 – R461 973 per annum. Other Benefits: 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Senior Certificate / Grade 12. N3 Certificate in Electrical. Appropriate Trade Test Certificate (in Electrical) in terms of section 13(2) (h) of the Manpower Act of 1981 as amended. Valid driver's license. Ten (10) years post qualification experience required as an Artisan / Artisan Foreman in electrical field Knowledge, Skills, Attributes and Abilities Team work. Creativity. Independent. Meticulous, proactive and reality. Punctual, working under pressure. Computer literate. Good communication. Team building and motivational skills. Sound knowledge of occupational health and safety Act and related legislation.
- DUTIES** : Manage technical services and support in conjunction with technicians, artisans, associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provision standard drawings and procedures to incorporate new technology and ensure quality assurance in line with specification and inputs in to existing technical manuals. Standard drawings and procedures to incorporate new technology and ensure quality assurance in line with specification. Manage administrative and related functions. Provide inputs into the budgeting process. Provide and consolidate inputs to the technical operational plan, update database, manage artisans and related personnel and assets. Manage, control and monitor expenditure according to budget to ensure efficient cash flow and manage the commercial value add of the discipline-related activities and

services. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinate's key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise by continuous individual development to keep up with new technologies and procedures. Research / literate studies on technical / engineering technology to improve expertise. Liaise with relevant bodies / councils on technical / engineering-related matters. Ensure 24 hour coverage to attend to emergencies.

**ENQUIRIES
APPLICATIONS**

: Mr. Pez Zulu Tel No: 035 901 7060
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 10 February 2023

POST 03/257

: **CLINICAL NURSE PRACTITIONER REF NO: GAM CHC 02/2023**

SALARY

: Grade 1: R400 644 per annum
Grade 2: R492 756 per annum
Other Benefits: 13th Cheque plus 12 % rural allowance, Housing allowance (employee must meet prescribed requirements and Medical Aid (Optional)

**CENTRE
REQUIREMENTS**

: Gamalakhe CHC
: Grade 12/ senior Certificate Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration Certificate as General Nurse and Primary Health Care Nurse Current registration with SANC (2023 Receipt) Experience: **Grade 1** A minimum of 4 years appropriate / recognizable experience in nursing, after registration as a Professional Nurse with SANC in General Nursing and Midwifery. **Grade 2** A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and midwifery of which 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills and Competencies Knowledge of

nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients' Rights Charter, Labour Relations Act, Grievance procedures, etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and Counselling. Financial and budgetary knowledge. Good driving skills Time management Good in-sight of procedures and policies pertaining to nursing care. Computer skills in basic programs.

DUITES : Provide quality comprehensive community health care by promoting preventative, Curative and rehabilitative services. Provide administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise in assisting clients and families to develop a sense of self care. Ensure proper utilization and management of all resources Encourage research by assisting in departmental projects and always ensuring the community needs, are taken into account. Assist the Operational Manager with overall management and necessary support for effective functioning in the facility. Participate in clinical records audits Advocate for Nursing Ethics and Professionalism. Provide knowledge and understanding of Covid19 precautionary measures and clinical management thereof.

ENQUIRIES : Mrs. N.O Ndwendwe Tel No: 039-318 1113

APPLICATIONS : All applications should be forwarded to: The HR Manager, Gamalakhe Community Health Centre, Private Bag X709, Gamalakhe, 4249

CLOSING DATE : 10 February 2023

POST 03/258 : **CLINICAL NURSE PRACTITIONER-(GRADE 1, 2) REF NO: INA 03//2022 (X2 POSTS)**

SALARY : Grade 1: R400 644 - R464 466 per annum
Grade 2: R492 756 per annum
Benefits: 13th Cheque, home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)

CENTRE : KZN Health Inanda Community Health Centre

REQUIREMENTS : Senior certificate/Matric or equivalent plus, Basic R425 qualification Degree / Diploma in General Nursing that allows registration with the SANC as Professional Nurse Plus Diploma in General Nursing Science, Health Assessment, Treatment and Care Accredited by SANC. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable nursing experience after registration as a Professional Nurse with the SANC in General nursing plus one year post basic qualification in PHC. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing of which 10 years must be experience after obtaining the 1 year post basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care. Recommendations: A valid Driver's Licence (Code 08/ Code 10), Computer Literacy Knowledge, Skills, Attributes and Abilities required: Knowledge of all applicable legislations such as Nursing Acts, Mental Health Act, Occupational Health & Safety Act, Knowledge of nursing care processes and procedure Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Display a concern for patients, promoting and advocating proper treatment, Report writing skills, Time management skills, Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skills, Good insight of procedures and policies pertaining to nursing care, Ability to assist in formulation of patient care related policies, Basic computing skills.

DUTIES : Provide quality comprehensive primary health care by promoting preventative, curative and rehabilitative services for the clients and the community, Provide administrative services such as compiling accurate statistics for evaluation and future planning, identifying need for financial planning and direct control of expenditure as integral part of planning and organisation. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Ensure that Batho-Pele Principles and patient rights are implemented. Ensuring proper utilisation and safe keeping of basic medical equipment. Encourage research by assisting in regional and departmental projects, always making sure that the community

needs are taken into account. Ensure implementation of Primary Health Care re-engineering. Ensure implementation of National Core Standards/Regulated Norms and Standards. Ensure patient care through the utilisation Primary Health Care indicators. Ensure monitoring of the facility targets for programs in the facility. Ensure implementation, monitoring and evaluation of EPMDS in the operational area. Strengthen and ensure implementation of Ideal clinic strategies.

- ENQUIRIES APPLICATIONS** : Mrs. ET Penman (Assistant Manager Nursing) Tel No: 031-519 0455
- NOTE** : Application to be forwarded to: The Human Resource Manager, Inanda Community Health Centre, Private Bag X04, Phoenix, 4080.
- NOTE** : Direction to candidate: The following documents must be submitted, Application for employment form (New Z83), which is obtainable at any Government Department or from website – www.kznhealth.gov.za. Updated comprehensive Curriculum Vitae stating any experience relevant to the position. Certified copies of highest educational qualifications and other relevant documents will only be requested from shortlisted candidate. Faxed will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. INA CNP 01/2021. Failure to comply with the above instruction will disqualify applicants. Please note that due to the number anticipated, applications will not be acknowledged. If you are not contacted three months after the closing date please regard your application as being unsuccessful. The appointment are subject to a positive outcome obtained from the State Security Agency (SSA) to the following check (criminal clearance, credit records and citizenship), verification of Educational Qualification by SAQA, verification of previous experience from Employers and verification from Company Intellectual Property Commission (CIPC). Non- RSA Citizens/ Permanent Residents/Work permit holders should produce the documentary proof on the day of the interview, should they be shortlisted. NB: African Male are encouraged to apply.
- CLOSING DATE** : 10 February 2023
- POST 03/259** : **LECTURER (CLINICAL FACILITATOR) (PND 1 OR PND 2) REF NO: NGWE COL 01/2023**
Directorate: Nursing
- SALARY** : R400 644 – R464 466 per annum, (PND1)
R492 756 – R642 942 per annum, (PND 2)
- CENTRE REQUIREMENTS** : Empangeni
Senior Certificate/Grade 12 PLUS A Diploma/Degree in Nursing, Community, Psychiatry and Midwifery. A post registration qualification in Nursing Education and Nursing Administration registered with South African Nursing Council (SANC). Current registration with SANC 2023. **PND 1** – A minimum of four (4) years appropriate / recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. **PND 2** - A minimum of fourteen (14) years appropriate / recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least ten (10) of the above must be appropriate / recognizable experience in Nursing Education.
- DUTIES** : Provide teaching and learning of R425 and R171 programmes. Provide effective and efficient clinical training of student nurses. Facilitate clinical learning exposure of students. Support the vision and mission statement to promote the image of the campus. Implement assessment strategies to determine student competencies. Exercise control over students. Implement the quality assurance programmes.
- ENQUIRIES APPLICATIONS** : Dr TE Matsane Tel No: 035-9017094
The Principal, Department of Health, Ngwelezana Campus, Private Bag X20016, Empangeni, 3880, Hand delivered application may be submitted at Ngwelezana Campus Admin Block, Thanduyise Road next to Police Station, Ngwelezana Township, Empangeni, 3880.
- FOR ATTENTION NOTE** : Dr TE Matsane
Application for employment Form (Form Z83 New Version), which is obtainable at any government Department OR from the website – www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the form Z83 and a detailed Curriculum Vitae only. Qualifying candidates will be assessed based on information provided. The reference number must be indicated in the column provided on the Z83. Persons with disability should feel

free to apply for the post. Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Appointments are subject to the positive outcomes to the following checks: (Security Checks, Credit records, qualifications, citizenship and previous experience verifications). 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. All employees in the KwaZulu-Natal College of Nursing Campuses that are presently on the same salary level but on a notch/package above the minimum of the advertised post are free to apply. Due to financial constraints, S&T PLUS Resettlement claims will not be paid to candidates who attended interviews. It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South African Qualification Authority (SAQA). This Department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all occupational categories in the Department.

- CLOSING DATE** : 10 February 2023
- POST 03/260** : **PROFESSIONAL NURSE-SPECIALTY STREAM-OPHTHALMOLOGY REF NO: MURCH 02/2023 (X1 POST)**
- SALARY** : R400 644 per annum
R492 756 per annum
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
- CENTRE REQUIREMENTS** : Murchison Hospital
Professional Nurse **Grade 1** Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional with SANC in general nursing and Ophthalmology. Previous work experience / Certificate of service endorsed by your Human Resource Department (when applicant is shortlisted) professional nurse **Grade 2** Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Ophthalmology, of which at least 10 years must be appropriate / recognizable experience, after obtaining the one year post basic qualification in the relevant specialty. Previous work experience / Certificate of service endorsed by your Human Resource Department (when applicant is shortlisted) Senior Certificate, Degree / Diploma in General nursing and Midwifery plus 1 year post basic Qualification in Ophthalmology, Current Registration with SANC as General Nurse and Ophthalmology. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department (when applicant is shortlisted) Knowledge, Skills and Competencies: Knowledge of nursing care and processes and procedures Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, supervisory and good communication skills Team building and cross cultural awareness Knowledge of SANC rules and regulations Knowledge of Batho Pele Principles and patients' rights charter.
- DUTIES** : Provide optimal, holistically specialized care with standards and within a professional / legal framework. Utilize human, material resources and physical resources efficiently and effectively. Participate in training and research. Maintain Professional growth / ethical standard and self-development. Provide support to nursing service. Perform clinical nursing practice in Accordance with the scope of practice and nursing standards as determined by hospital. Partake in overall specialized unit function, i.e. team building.
- ENQUIRIES APPLICATIONS** : Mrs CN Mkhwanazi Tel No: 039-6877311 ext. 127
All applications should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 Or Hand delivered to: Human Resources Department, Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be

accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 02/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) only when the applicant is shortlisted. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof when the applicant is shortlisted Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

- CLOSING DATE** : 10 February 2023
- POST 03/261** : **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM - REF NO: MURCH-THEM 01/2023 (X1 POST)**
- SALARY** : Grade 1: R400 644 per annum
Grade 2: R492 756 per annum
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance Murchison Hospital – Thembalesizwe Clinic
- CENTRE REQUIREMENTS** : Clinical Nurse Practitioner **Grade 1** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing. Certificate of service from previous and current employer endorsed and stamped by HR Clinical Nurse Practitioner **Grade 2** Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Certificate of service from previous and current employer endorsed and stamped by HR Senior Certificate, Degree / Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care, Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department on an official letterhead (to be attached to application). Knowledge, Skills and Competencies: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles, Good interpersonal relationship skills and good listening skills, Good communication and problem solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies.
- DUTIES** : Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist the unit manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Promote preventive and promotive health for clients and the community in the clinic Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Must be able to handle obstetric and emergencies and high risk conditions Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. To provide nursing care that leads to improve service delivery by upholding Batho Pele principles. Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic. Supervision of patients and provision of basis patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutical environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observation of

patients in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock.

**ENQUIRIES
APPLICATIONS**

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

NOTE

: The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae (CV). The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

CLOSING DATE

: 10 February 2023

POST 03/262

: **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM
REF NO: MURCH-MBUNDE 02/2023 (X1 POST)**

SALARY

: Grade 1: R400 644 per annum
Grade 2: R492 756 per annum
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

**CENTRE
REQUIREMENTS**

: Murchison Hospital – Kwambunde Clinic
: Clinical Nurse Practitioner **Grade 1** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing. Certificate of service from previous and current employer endorsed and stamped by HR. Clinical Nurse Practitioner **Grade 2** Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Certificate of service from previous and current employer endorsed and stamped by HR. Senior Certificate, Degree / Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care, Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department on an official letterhead (to be attached to application) Knowledge, Skills and Competencies: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles Good interpersonal relationship skills and good listening skills Good communication and problem solving skills Co-ordination and planning skills Ability to relieve in the service areas Team building and supervisory skills Ability to formulate patient care related policies.

DUTIES

: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist the unit manager with overall

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

- ENQUIRIES** : Mr LG Nyawo Tel No: 039-6877311 ext. 130
- APPLICATIONS** : All applications should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 Or Hand delivered to: Human Resources Department Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV). The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 02/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) when the applicant is shortlisted. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof when the applicant is shortlisted. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.
- CLOSING DATE** : 10 February 2023
- POST 03/263** : **CLINICAL NURSE PRACTITIONER GRADE 01/02 REF NO: PHO 10 /2022**
- SALARY** : Grade 1: R400 644 per annum
Grade 2: R492 756 per annum
Other Benefits: 13th Cheque, Inhospitable Area Allowance of 8%, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements) Pholela CHC (Sandanezwe clinic)
- CENTRE** :
REQUIREMENTS : Senior certificate (grade 12) or equivalent qualification plus Degree/ Diploma in general nursing or equivalent qualification that allows for registration with the SANC as a Professional Nurse. A post basic Nursing qualification in Primary Health Care with duration of 01 (one) year accredited with South African Nursing Council. Current SANC receipt-2021. **Grade 1:** A minimum of four (4)

years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing and Midwife. **Grade 2:** A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing and Midwife. At least 10 years of the period referred to above must be appropriate / recognizable experience in Primary Health Care specialty after obtaining the one year post basic qualification in Primary health Care.

DUTIES

: Provide a clinical nursing practice in accordance with the scope of practice and nursing standards in line with institutional operational plan. Provision of quality comprehensive community health care. Prescribe and dispense medication according to treatment guidelines, protocol and EDL for PHC. Provision of quality comprehensive Primary Health Care by promoting preventive, curative and rehabilitative services for the clients and the community. Coordinate and manage provision of services to manage COVID 19. To uphold the Batho Pele Principles and patients Right Charter Principles. Demonstrate effective communication with patients, supervisor and other clinicians, including report writing. Promote quality of nursing care as directed by the professional scope of practice and standards in line with facility operational plan. Provide role of your effectively, co-operatively, amicably with diverse intellectual, cultural, racial or religious differences. Assist in conducting orientation and induction to all new staff members. Assist the unit manager with overall management and necessary support for effective functioning in the facility. Strengthen and ensure implementation of IDEAL clinic strategies. Participate in multidisciplinary teams (OSS) and outreach services with stakeholders including NGO's other government departments. Participate in Nerve center meetings. Provide and collect daily, weekly and monthly statistics as required Knowledge, Skills, Training and Competencies: Knowledge of Nursing legislation and related legal and ethical nursing practices eg. Nursing Act, Health Act etc. Communication skills, written and spoken. Interpersonal relations and diversity management skills. Planning, organizing and execution skills. Teamwork. Willingness to respond to patients needs requirements and expectations. Problem solving capabilities and ability to communicate both verbal and in writing.

**ENQUIRIES
APPLICATIONS**

: Mrs. N Willie Tel No: 039-8329488
: Direct your application quoting the relevant reference number to: The Assistant Director: HRM, Pholela CHC ,Private Bag X502, Bulwer, 3244 or hand deliver application at Human Resource Department on or before the closing date 16:00.

NOTE

: The following documents must be submitted: An Application for Employment form (Z83) NEW form effective from 1 January 2021 must be completed and signed. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Comprehensive CV (with detailed experience). Copies of qualifications, Registration certificate/s, ID and Driver's license, proof of experience must not be submitted when applying for employment. These will be requested only from shortlisted candidates. The Reference Number must be indicated in the column provided on the form Z83, e.g. PHO 10/2022. Failure to comply with the above instructions will lead to disqualification of applicants. Faxed and e-mailed applications will NOT be accepted. Please note that due to large number of applications we anticipate to receive, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Applicants in possession of foreign qualifications must bring their evaluation certificate from the South African Qualifications Authority (SAQA) during the interview process. Non-RSA Citizens/Permanent Residents/Work Permit holders to bring documentary proof during the interview process. The appointments are subjected to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company intellectual Property Commission (CIPC) and proof of experience. Please note that due to financial constraints no S&T will be considered for payment to candidates that are invited for interviews. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively in all level of all occupational categories in the department. People with disabilities are encouraged to apply.

CLOSING DATE

: 10 February 2023

<u>POST 03/264</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 01/02 REF NO: PHO 23 /2022</u>
<u>SALARY</u>	:	Grade 1: R400 644 per annum Grade 2: R492 756 per annum Other Benefits: 13th Cheque, Inhospitable Area Allowance of 8%, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Pholela CHC (Gwala Clinic) Senior certificate (grade 12) or equivalent qualification plus Degree/ Diploma in general nursing or equivalent qualification that allows for registration with the SANC as a Professional Nurse. A post basic Nursing qualification in Primary Health Care with duration of 01(one) year accredited with South African Nursing Council. Current SANC receipt-2022. Grade 1: A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing and Midwife. Grade 2: A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing and Midwife. At least 10 years of the period referred to above must be appropriate / recognizable experience in Primary Health Care specialty after obtaining the one year post basic qualification in Primary health Care.
<u>DUTIES</u>	:	Provide a clinical nursing practice in accordance with the scope of practice and nursing standards in line with institutional operational plan. Provision of quality comprehensive community health care. Prescribe and dispense medication according to treatment guidelines, protocol and EDL for PHC. Provision of quality comprehensive Primary Health Care by promoting preventive, curative and rehabilitative services for the clients and the community. Coordinate and manage provision of services to manage COVID 19. To uphold the Batho Pele Principles and patients Right Charter Principles. Demonstrate effective communication with patients, supervisor and other clinicians, including report writing. Promote quality of nursing care as directed by the professional scope of practice and standards in line with facility operational plan. Provide role of your effectively, co-operatively, amicably with diverse intellectual, cultural, racial or religious differences. Assist in conducting orientation and induction to all new staff members. Assist the unit manager with overall management and necessary support for effective functioning in the facility. Strengthen and ensure implementation of IDEAL clinic strategies. Participate in multidisciplinary teams (OSS) and outreach services with stakeholders including NGO's other government departments. Participate in Nerve center meetings. Provide and collect daily, weekly and monthly statistics as required. Knowledge, Skills, Training and Competencies: Knowledge of Nursing legislation and related legal and ethical nursing practices eg. Nursing Act, Health Act etc. Communication skills, written and spoken. Interpersonal relations and diversity management skills. Planning, organizing and execution skills. Teamwork. Willingness to respond to patients needs requirements and expectations. Problem solving capabilities and ability to communicate both verbal and in writing.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. N Willie Tel No: 039-8329488 Direct your application quoting the relevant reference number to: The Assistant Director: HRM. Pholela CHC, Private Bag X502, Bulwer 3244 or hand deliver application at Human Resource Department on or before the closing date 16:00.
<u>NOTE</u>	:	The following documents must be submitted: An Application for Employment form (Z83) NEW form effective from 1 January 2021 must be completed and signed. This is obtainable from any Public Service Department or from the website www.kznheath.gov.za . Comprehensive CV (with detailed experience). Copies of qualifications, Registration certificate/s, ID and Driver's license, proof of experience must not be submitted when applying for employment. These will be requested only from shortlisted candidates. The Reference Number must be indicated in the column provided on the form Z83, e.g. PHO 10/2022. Failure to comply with the above instructions will lead to disqualification of applicants. Faxed and e-mailed applications will NOT be accepted. Please note that due to large number of applications we anticipate to receive, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Applicants in possession of foreign qualifications must bring their evaluation certificate from the South African Qualifications Authority (SAQA) during the interview process. Non-RSA Citizens/Permanent Residents/Work Permit holders to bring documentary proof during the interview process. The appointments are subjected to positive outcomes obtained from the State

Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company intellectual Property Commission (CIPC) and proof of experience. Please note that due to financial constraints no S&T will be considered for payment to candidates that are invited for interviews. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively in all level of all occupational categories in the department. People with disabilities are encouraged to apply. 10 February 2023

CLOSING DATE

:

POST 03/265

:

PROFESSIONAL NURSE SPECIALTY: GRADE 1 OCCUPATIONAL HEALTH REF NO: PCHC 03/2023 (X1 POST)

SALARY

:

Grade 1: R400 644 per annum
Grade 2: R492 756 per annum
Other Benefits: 13th Cheque, Medical Aid (Optional) Home owner's allowance (employees must meet the prescribed requirements)

CENTRE REQUIREMENTS

:

:

KZN Health -Phoenix Community Health Centre
Senior Certificate /Matric or equivalent Plus. Degree/ Diploma in general nursing or equivalent qualification that allows for registration with the SANC as a Professional Nurse. A post basic Nursing qualification, with duration of at least 1 year, accredited with the SANC in Occupational Health. Proof of current registration with SANC (2021 receipt). Proof of current and previous work experience/certificate of service endorsed by your Human Resource Department will be requested from shortlisted candidates. Professional nurse speciality **Grade 1:** occupational health. Experience: A minimum of 4 years appropriate/ recognizable nursing experience after registration as professional nurse with SANC in General Nursing. Recommendation: Unendorsed, valid driver s license (code B or C1).Computer literacy: Ms Office applications certificates must be attached. Professional nurse speciality **Grade 2:** occupational health. Experience: A minimum of 14 years appropriate / recognizable experience in nursing 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 1 year post basic qualification in Occupational Health. Recommendation: Unendorsed, valid driver s license (code B or C1). Computer literacy: Ms Office applications certificates must be attached.Knowledge, Skills, Training and Competencies: Knowledge of a nursing care processes and procedures, nursing statutes and other relevant Legal framework. Sound knowledge of Occupational Health and Safety Act, Compensation of Injuries and Diseases Act (COIDA) and the latest Employee Health and Wellness Framework for the service. Knowledge of basic human resource and financial management. Ability to formulate occupational health related policies and procedures. Ability to demonstrate good insight of policies and procedure pertaining to occupational and employee health and wellness. Problem-solving capabilities. Ability to communicate both verbal and in writing. Computer literacy on basic Microsoft Software package.

DUTIES

:

Co-ordinate HIV, AIDS and TB Management Sub-programme in context of prevention, treatment care and support, management of human and legal right to justice and monitoring, research and surveillance. Operationalize Health and Productivity Management Sub-Programme in the context of health and productivity, disease management, chronic illness, mental health, temporal incapacity leave, ill-health promotion. Work as part of the multidisciplinary team to ensure quality of care, including working cooperatively with all employees of diverse social, religious and cultural backgrounds. Development of presentation for orientation and induction programme. Champion, promote and advocate proper treatment and care, including employee health and wellness campaigns so as to respond to the needs of employees. Conduct disease profiles amongst employees and develop quality improvement plan, policies and procedures and ensure their timeous implementation. Co-ordinate healthy lifestyle promotion, medical surveillance (baseline, periodical and exit) and procedures.and.ensuretheir.timeous.implementation.Co-ordinate.occupational.health.trainingprogrammes.Conduct occupational health audits in line with the occupational health and safety Act 85 of 1993 and relevant legislation and protocol. Co-ordinate establishment of a multi-disciplinary HIV, AIDS, TB, Programmes for the employees. Make contribution

to Management Sub-Committee as a platform for reflecting on the employee health and wellness issues. Compile and capture IOD cases on relevant forms, including compiling of IOD statistics to ensure reporting to Compensation Commissioners office and the Department of Labour. Maintain accurate staff records, identify and investigate occupational health diseases and compile statistics and submit report to the Clinic management and District Office. Develop occupational health business plan in line with institution plans and manage, plan, Monitor, evaluate and review the utilization of resource as an Occupational Health Practitioner.

<u>ENQUIRIES</u>	:	Mr TN Ngubane Tel No: 031-538 0809
<u>APPLICATIONS</u>	:	Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag X007, Mt Edgecombe, 4300
<u>FOR ATTENTION</u>	:	Mr V.S Mtshali
<u>NOTE</u>	:	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 . Original signed Z83 must be accompanied by a detailed CV. Only shortlisted candidate 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. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 03/2023. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Males are encouraged to apply.
<u>CLOSING DATE</u>	:	10 February 2023
<u>POST 03/266</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1, 2</u>
<u>SALARY</u>	:	R400 644 – R464 466 per annum R492 756 – R606 042 per annum Other Benefits: 13 th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional), 8% inhospitable area allowance
<u>CENTRE</u>	:	Ngwelezana Tertiary Hospital: Thokozani Clinic Ref. No: NGWE 11/2023 Richards Bay Clinic Ref No: NGWE 12/2023 Ngwelezana Clinic Ref No: NGWE 13/2023 Meerensee Clinic Ref No: NGWE 14/2023 Khandisa Clinic Ref No: NGWE 15/2023 Mandlanzini Clinic Ref No: NGWE 16/2023 Ntuze Clinic Ref No: NGWE 17/2023 Buchanana Clinic Ref No: NGWE 18/2023 Phaphamani Clinic Ref No: NGWE 19/2023
<u>REQUIREMENTS</u>	:	Grade 1: Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with the SANC as Professional Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with the SANC as Professional Nurse. Registration with SANC as Professional Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. 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 above must be appropriate/recognizable experience in Primary Health Care. Current SANC receipt. Knowledge, Skills, Attributes and Abilities Leadership, organizational, decision-making and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge of nursing care processes and procedures, nursing statutes and other relevant. Legal framework such as Nursing Act, Health Act, OHSA, PSR etc. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Demonstrate a basic understanding of H.R and financial policies. Insight into procedures and policies pertaining nursing care, computer skills in basic programs.
<u>DUTIES</u>	:	Provision of an integrated quality and comprehensive primary health care services by promoting health, prevention of diseases, curative services to the

clients and community. Provide PICT, UTT and adherence counselling to all clients. Perform a clinical nursing practice in accordance with scope of practice and nursing standards as determined for a primary health care facility. Work as part of the multi-disciplinary team to ensure good nursing care at PHC level. Provide primary prevention strategies and management of communicable and non-communicable diseases. Provision of good quality care according to Ideal Clinic Realization and Maintenance (ICRM) and office of health standard compliance guidelines. (OHSC) Manage and monitor proper utilization of human, financial, physical and material resources. Ensure data management is implemented and monitored. Demonstrate effective communication with patient, supervisors, and other clinicians including report writing when required. Work effectively co-operatively and amicably with persons of diverse intellectual cultural racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles and patients' Rights charter. Handle obstetric emergencies and high risk conditions. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observations of patients in the clinic. Ensure proper utilization and safe keeping of basic medical surgical pharmaceutical and stock suppliers. Supervision of patients and provision of basic patient needs, e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic using EDL guidelines. Ability to assess, diagnoses, treat and refer the patients with clinical problems above PHC scope. Ensure compliance with all indicators for DOH Programmes.

- ENQUIRIES** : Mr. S Mtshali Tel No: 035 901 7298 / 7224
- APPLICATIONS** : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni, 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880
- FOR ATTENTION** : Mr MP Zungu
- NOTE** : Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
- CLOSING DATE** : 10 February 2023
- POST 03/267** : **CLINICAL NURSE PRACTITIONER GRADE 1, 2 REF NO: NGWE 20/2023**
Department: Mobile
- SALARY** : R400 644 – R464 466 per annum

R492 756 – R606 042 per annum

Other Benefits: 8% Rural Allowance. 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional).

**CENTRE
REQUIREMENTS**

: Ngwelezana Tertiary Hospital
: Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with the SANC as Professional Nurse. 1 Year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as Professional Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. A minimum of 14 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current SANC receipt. At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care. Knowledge, Skills, Attributes and Abilities Leadership, organizational, decision-making and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge of nursing care processes and procedures, nursing statutes and other relevant Legal framework such as Nursing Act, Health Act, OHSA, PSR etc. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Demonstrate a basic understanding of H.R and financial policies. Insight into procedures and policies pertaining nursing care, computer skills in basic programs.

DUTIES

: Provision of an integrated quality and comprehensive primary health care services by promoting health, prevention of diseases, curative services to the clients and community. Provide PICT, UTT and adherence counselling to all clients. Perform a clinical nursing practice in accordance with scope of practice and nursing standards as determined for a primary health care facility. Work as part of the multi-disciplinary team to ensure good nursing care at PHC level. Provide primary prevention strategies and management of communicable and non-communicable diseases. Conduct regular visits to Mobile points and ensure patients compliance. Manage and monitor proper utilization of human, financial, physical and material resources. Ensure data management is implemented and monitored. Demonstrate effective communication with patient, supervisors, and other clinicians including report writing when required. Work effectively co-operatively and amicably with persons of diverse intellectual cultural racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles and patients' Rights charter. Conduct the antenatal bookings, BANC plus and able refer high risk clients. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observations of patients in the clinic. Ensure proper utilisation and safe keeping of basic medical surgical pharmaceutical and stock suppliers. Supervision of patients and provision of basic patient needs, e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic using EDL guidelines. Ensure the implementation of community based model. Ability to assess, diagnose, treat and refer the patients with clinical problems above PHC scope. Ensure compliance with all indicators for DOH Programmes. Supervise junior Employee and Ward based outreach teams

**ENQUIRIES
APPLICATIONS**

: Mr. S Mtshali Tel No: 035 901 7298 / 7224
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

**FOR ATTENTION
NOTE**

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

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

- CLOSING DATE** : 10 February 2023
- POST 03/268** : **CLINICAL NURSE PRACTITIONER GRADE 1, 2 REF NO: NGWE 21/2023**
Department: HAST
- SALARY** : R400 644 – R464 466 per annum
R492 756 – R606 042 per annum
Other Benefits: 8% Rural Allowance. 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional).
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with the SANC as Professional Nurse. 1 Year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as Professional Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. A minimum of 14 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current SANC receipt. At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care. Knowledge, Skills, Attributes and Abilities Appropriate Specialist procedures and protocols within field of expertise. Understanding of basic HR matters including Labour Relations. Control of budget, monitoring expenditure and project management. Knowledge of legislative prescripts governing the public service. Assessment, diagnosis and management of patient within the field of expertise. Managerial and financial management skills. Computer skills. Problem solving and project management. Concerns of excellence. Courtesy and Interpersonal skills. Stress tolerance skills and innovation and drive. Awareness of cross-cultural differences.
- DUTIES** : Implement programs within the HAST unit, monitor performance and outcomes against set standards and act on deviation. Provide comprehensive health care for clients in HAST unit, not limited to TB & HIV management ,cervical screening, family planning, MMC, outreach services. Planning and organizing own work and that of support personnel to ensure proper nursing care. Participate in the formulation, analysis, implementation and monitoring of clinic objectives, policies, and procedures. Compile Nerve Centre data. Ensure that the clinic complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles. Provide safe and therapeutic environment for patients, staff

and public. Supervise other junior employees Participate in staff development using EPMS System and other work related programmes and training. Assist Operational Manager in overall management of HAST unit. Maintain accreditation standards by ensuring compliance with National Norms and Standards.

**ENQUIRIES
APPLICATIONS**

: Ms. RM Sithole Tel No: 035 901 7258
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

**FOR ATTENTION
NOTE**

: Mr MP Zungu
: Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. A detailed Curriculum Vitae must accompany the application form (Z83). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
: 10 February 2023

CLOSING DATE

POST 03/269

: **PROFESSIONAL NURSE SPECIALTY GRADE 1, 2 REF NO: NGWE
22/2023**
Department: ICU

SALARY

: R400 644 – R464 466 per annum
R492 756 – R606 042 per annum
Other Benefits: 8% Rural Allowance. 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional).

**CENTRE
REQUIREMENTS**

: Ngwelezana Tertiary Hospital
: **Grade 1:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. One year post basic qualification in Critical Care Nursing /Trauma. Registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as Professional Nurse. One year post basic qualification in Critical Care Nursing /Trauma. Registration with SANC as Professional Nurse. Current SANC receipt. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate / recognizable experience in a specific field after obtaining post basic qualification in that specialized field. Knowledge, Skills, Attributes and Abilities Strong interpersonal, communication and presentation skills. Ability to make

		independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.
<u>DUTIES</u>	:	Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Norms and Standards. Co-ordinate clinical activities of the unit. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Advocate for quality care of patients. Participate in staff development using EPMDS System and other work related programmes and training. Ensure that equipment and machinery is available and functional at all time. Report and challenges and deficiencies within the unit. Attend to meetings, workshops and training programs as assigned by the supervisor.
<u>ENQUIRIES</u>	:	Ms. RM Sithole Tel No: 035 901 7258
<u>APPLICATIONS</u>	:	Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880
<u>FOR ATTENTION</u>	:	Mr MP Zungu
<u>NOTE</u>	:	Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
<u>CLOSING DATE</u>	:	10 February 2023
<u>POST 03/270</u>	:	<u>PROFESSIONAL NURSE SPECIALTY GRADE 1, 2 REF NO: NGWE 23/2023</u> Department: Operating Theatre
<u>SALARY</u>	:	R400 644 – R464 466 per annum R492 756 – R606 042 per annum Other Benefits: 8% Rural Allowance. 13 th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional).
<u>CENTRE</u>	:	Ngwelezana Tertiary Hospital
<u>REQUIREMENTS</u>	:	Grade 1: Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. One year post basic qualification in Operating Theatre Nursing Science. Registration with the

SANC as a Professional Nurse. Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as Professional Nurse. One year post basic qualification in Operating Theatre Nursing Science. Registration with SANC as Professional Nurse. Current SANC receipt. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate / recognizable experience in a specific field after obtaining post basic qualification in that specialized field. Knowledge, Skills, Attributes and Abilities Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.

DUTIES

: Executive professional nurses duties and functions with proficiency in support of the strategic objectives and operational plan of the Institution. Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs. Advocate for quality care of patients. Maintain accurate and complete patient records. Do meaningful rounds and monitor client satisfaction by communicating with patients and relatives. Assist the Operational manager with overall management and necessary support for the effective functioning of the unit. Train and supervise junior staff and student nurses. Strengthen ethics and professionalism. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure effective and efficient management of resources and availability of essential equipment. Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital programmes. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Participate in staff development using EPMDS System and other work related programmes and training.

**ENQUIRIES
APPLICATIONS**

: Ms. RM Sithole Tel No: 035 901 7258
 : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

**FOR ATTENTION
NOTE**

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

S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. 10 February 2023

CLOSING DATE

:

POST 03/271

:

PROFESSIONAL NURSE SPECIALTY GRADE 1, 2

SALARY

:

R400 644 – R464 466 per annum
R492 756 – R606 042 per annum
Other Benefits: 8% Rural Allowance. 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional).

CENTRE

:

Ngwelezana Tertiary Hospital
Thokozani Clinic: Ref No: NGWE 24/2023
Ngwelezana Clinic: Ref No: NGWE 25/2023
Buchanana Clinic: Ref No: NGWE 26/2023
Khandisa Clinic: Ref No: NGWE 27/2023

REQUIREMENTS

:

Grade 1: Senior Certificate / Grade 12. Diploma / Degree in General nursing that allow registration with SANC as a Professional Nurse. A post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as Professional Nurse. A post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience in a specific field after obtaining post basic qualification in that specialized field. Registration with the SANC as a Professional Nurse. Current SANC receipt. Knowledge, Skills, Attributes and Abilities Knowledge SANC rules and regulations. Knowledge of Nursing procedures, relevant Acts and policies. Knowledge of Batho Pele principles and Patient's Right Charter. Knowledge of Code of Conduct and labour relations. Good communication and interpersonal skills. Decision making and problem solving. Basic Financial management.

DUTIES

:

Implement the activities that are aimed at the reduction of infant, under five and maternal mortality. Implement activities aimed at the improvement 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 ;KING; Helping Babies to breath and ensure IMCI programmes are properly implemented. Implement BANC and other Antenatal care programmes to enhance antenatal care to all pregnant women accessing care to the facility. Ensure that there is proper management and integration of HAST programmes within the maternity unit. Manage the utilization and supervision of the resources. Coordinate the provision of effective training and research, focusing on the programmes aimed at the improvement of the maternal and child health. Instill discipline, professionalism and work ethics among employees. Ensure compliance to quality, infection prevention and control (IPC) programmes e.g. IDEAL Clinic realization and maintenance (ICRM) and Norms and Standards (N&S). Maintain a constructive working with the multi-disciplinary team members. Provide effective support to Nursing service e.g. assist with relief duties to nursing management.

ENQUIRIES

:

Ms. RM Sithole Tel No: 035 901 7258

APPLICATIONS

:

Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

FOR ATTENTION

:

Mr MP Zungu

NOTE

:

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

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

- CLOSING DATE** : 10 February 2023
- POST 03/272** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: UTHUK 01/2023 (X1 POST)**
- SALARY** : R393 711 – R463 764 per annum. Other Benefits: 13th Cheque, Home Owner’s Allowance (Conditional), Medical Aid (Optional)
- CENTRE** : Uthukela District Office
- REQUIREMENTS** : Senior Certificate (Grade 12). Plus Degree/National Diploma in Financial Accounting/ Cost and Management Accounting/Public. Management/Business Management / Supply Chain Management. 3-5 years Supply Chain Management Supervisory Experience. Valid Code B driver’s license (code 8) Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department. The ideal candidate must have Possess technical knowledge of SCM practices. Possess knowledge of the legislative and policy framework informing the areas of operation. Be able to provide inputs in terms of policy analysis and system development. Research and Analysis, Report writing and general writing. Possess high level of integrity and professionalism. Be computer literate with a proficiency in MS Office software application. Possess good conflict resolution skills. Ability to work under pressure and meet the required deadlines. Knowledge of PFMA.
- DUTIES** : Develop and implement a Procurement Plan for the District office. Oversee the effective management of assets including warehousing, stock and equipment utilization and Disposal where necessary. Ensure that acquisition of goods, services, quotations, tenders and adjudication activities are in accordance with the Institutional Business and Procurement Plan and in line with the budget. Ensure invitation of quotations from suppliers’ are in accordance with SCM policy delegations. Co-ordinate and compile the procurement planning process and compliance to SCM policies. Ensure the effective, efficient and economical management of allocated resources of the division as well as staff development. Manage, evaluate and direct performance of SCM. Ensure compliance with Departmental SCM Policy Framework, Practice Notes and Treasury Regulations and SOPs’. Conduct internal auditing and risk management within the area of responsibility and ensure compliance with departmental policies and guidelines. Manage, train and develop staff in line with EPMDs and segregation of duties in order to improve service delivery. Ensure relevant SCM committees are in place. Ensure timeous monthly submissions of reporting. Ensure stock levels are adequate for service delivery. Ensure stocktaking is conducted on a quarterly basis. Performance assessment of contract management and have monthly meetings.
- ENQUIRIES** : Mr. N.G Marais Tel No: 036 631 2202 (Ext 143)
- APPLICATIONS** : All applications should be forwarded to: The Human Resources Manager Uthukela Health District office, Private Bag X 9958, Ladysmith, 3370, OR Hand Delivered to HR Officer (Room 20) 32 Lyell Streets, Ladysmith, 3370.
- FOR ATTENTION** : Ms. P.P Mnguni

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

CLOSING DATE : 10 February 2023

POST 03/273 : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: UTHUK 02/2023 (X1 POST)**

SALARY : R393 711 – R463 764 per annum (Level 09). Other Benefits: 13th Cheque, Home Owner's Allowance (Conditional), Medical Aid (Optional)

CENTRE : Uthukela District Office

REQUIREMENTS : Grade 12 (National /Senior Certificate). Bachelor's Degree/ National Diploma in Human Resource Management/Human Resource Development /Training and Development or Public Management or equivalent qualification. At least 3 years supervisory experience in Human Resource Development Component. A valid code 8 driver's license or above. Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department. The ideal candidate must have Sound knowledge of Human Resource management with emphasis on Human Resource Planning and Development. In- depth knowledge of legislative Prescript. Good verbal and communication skills and report writing skills. Computer literacy with knowledge of PERSAL system. Sound analytical thinking, good interpersonal, problem solving and decision making skills.

DUTIES : Manage the function of HR Development and Planning in District to ensure the provision of high quality service. Participate in the formulation of HRD policies and strategies to ensure that current policies used are in line with the latest Acts and Regulations. Develop and maintain a database for HRD training programmes. Compile and monitor the utilization of budget allocation to HRD Development and planning for the District. Participate in the development, implementation, monitoring and reviewing of skills development and learner-ship programmes. Evaluate the effectiveness of training in relation to performance of staff and cost. Compiling of statistics in respect of training undertaken. Implementing HR planning policies in relation to: Employment Equity, Workplace Skills Plan and Succession planning.

ENQUIRIES : Ms. P.P Mnguni Tel No: 036 631 2202 (Ext 128)

APPLICATIONS : All applications should be forwarded to: The Human Resources Manager Uthukela Health District office, Private Bag X 9958, Ladysmith, 3370, OR Hand Delivered to HR Officer (Room 20) 32 Lyell Streets, Ladysmith, 3370.

FOR ATTENTION : Ms. P.P Mnguni

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

CLOSING DATE : 10 February 2023

POST 03/274 : **DIAGNOSTIC RADIOGRAPHER REF NO: RIET 03/2023**
Component: Radiology Department

SALARY : Grade 1: R332 427 per annum
Grade 2: R389 754 per annum
Grade 3: R459 126 per annum
Benefits: 13th Cheque, Medical Aid (Optional) Housing Allowance (Conditional)
Rural allowance 17%.

CENTRE REQUIREMENTS : Rietvlei Hospital
: Senior Certificate/Grade12 or equivalent. National Diploma / Degree in Diagnostic Radiography. Registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Current registration with HPCSA for 2022/2023 as a diagnostic radiographer (Independent Practice). NB! Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. **Grade 1:** No experience required after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. One year experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 2:** Minimum of 10 years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of eleven years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** Minimum of 20 years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of 21 years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Recommendation. Knowledge, Skills, Training and Competencies Sound knowledge of diagnostic radiography procedures and equipment PACS/RIS applications. Good communication, interpersonal relations and problem solving skills. Knowledge of radiation control regulations and safety measures. Ability to perform and record quality assurance tests as stipulated by the Radiation Control Directorate .Computer Literacy.

DUTIES : Provide high quality diagnostic radiographic service observing safe radiation protection standards. Participate in after hours and standby duties which include nights, weekends and Public Holidays. Provide assistance and training to junior staff and student radiographers. Promote good health practices and ensure optimal care of the patient. Perform reception and administrative duties as required. Participate in Quality Assurance and Quality Improvement programmes, In-service training, National Core Standards and Ideal Hospital Realisation Maintenance Framework. Inspect and utilize equipment professionally to ensure that it complies with safety standards and ensure health and safety rules and regulations are adhered to.

ENQUIRIES APPLICATIONS : Dr N.T Dabata-Hlaneki Tel No: 0673555314
: All applications must be directed to: Attention: Miss Ntuzela, Rietvlei Hospital, and Private Bag x 501, Stafford's Post ,Via Port Shepstone, 4686 or hand deliver to Rietvlei hospital, Human Resource Component

NOTE : The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work. Directions to Candidates: The following documents must be submitted. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.kznhealth.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Failure to produce these documents will disqualify candidates. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. The reference number must be indicated in the column provided on the form (new z83) e.g. RIET 03/2023. 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** : 10 February 2023
- POST 03/275** : **DIAGNOSTIC RADIOGRAPHER GRADE1/2/3 REF NO: NGWE 28/2023**
- SALARY** : Grade 1: R332 427 – R378 318 per annum
Grade 2: R389 754 – R445 665 per annum
Grade 3: R459 126 – R557 184 per annum
Other Benefits: 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional.), 12% Inhospitable allowance
- CENTRE REQUIREMENTS** : Senior Certificate / Grade 12. Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Diagnostic / Ultrasound Radiographer. Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic / Ultrasound Radiographer. **Grade 01:** No experience required after registration with the Health Professional Council of South Africa (HPCSA) as Diagnostic / Ultrasound Radiographer in respect of RSA qualified employees who performed Community Service, as required in South Africa. One-year experience after registration with the Health Professional Council of South Africa as a Diagnostic / Ultrasound Radiographer in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. **Grade 02:** A minimum of ten (10) years relevant experience after registration with the Health Professional Council (HPCSA) as a Diagnostic / Ultrasound Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. A minimum of eleven (11) years relevant experience after registration with the Health Professional Council (HPCSA) as a Diagnostic / Ultrasound Radiographer in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 03:** A minimum of twenty (20) years relevant experience after registration with the Health Professional Council (HPCSA) as a Diagnostic / Ultrasound Radiographer in respect of RSA qualified employees who performed Community Service, as required in South Africa. A minimum of twenty one (21) years relevant experience after registration with the Health Professional Council (HPCSA) as a Diagnostic / Ultrasound Radiographer in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills, Attributes and Abilities Sound knowledge of radiation control and safety measures. Sound knowledge of Diagnostic/Ultrasound Radiography procedures Computer Skills. Knowledge of relevant Health and Safety Acts. Ability to perform basic quality assurance tests. Problem solving skill.
- DUTIES** : To provide high quality Diagnostic / Ultrasound Radiographic service according to patient's needs. To promote good health practices and ensures optimal care of patients. To execute all clinical procedures competently to prevent complications. To provide a 24 hour radiographic service including weekends and public holidays. To perform reception and/ or clerical duties as required. To compile reports as required in working environment. To comply with safe radiation protection standards. To contribute to the overall work process in the component. To comply with and promote Batho Pele principles. To inspect and utilize equipment professionally and thus ensure compliances with safety regulations. Participate in quality assurance and quality improvement projects. Participate and comply with National Core Standards.
- ENQUIRIES APPLICATIONS** : Mrs. NP Ntengenyane Tel No: 035 901 7115
Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.
- FOR ATTENTION** : Mr MP Zungu

NOTE

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

CLOSING DATE

: 10 February 2023

POST 03/276

: **CLINICAL TECHNOLOGIST (CARDIOLOGY) GRADE 1/2/3 REF NO: NGWE 29/2023**

SALARY

: R332 427 – R378 318 per annum
R389 754 – R445 665 per annum
: R459 126 – R557 184 per annum
Other Benefits: 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional.)

CENTRE REQUIREMENTS

: Ngwelezana Tertiary Hospital
: Senior Certificate / Grade 12. Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Clinical Technologist (Cardiology). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist (Cardiology). **Grade 01:** No experience required after registration with the Health Professional Council of South Africa (HPCSA) as Clinical Technologist in respect of RSA qualified employees who performed Community Service, as required in South Africa. One-year experience after registration with the Health Professional Council of South Africa as a Clinical Technologist in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. **Grade 02:** A minimum of ten (10) years relevant experience after registration with the Health Professional Council (HPCSA) as a Clinical Technologist in respect of RSA qualified employees who performed Community Service as required in South Africa. A minimum of eleven (11) years relevant experience after registration with the Health Professional Council (HPCSA) as a Clinical Technologist in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 03:** A minimum of twenty (20) years relevant experience after registration with the Health Professional Council (HPCSA) as a Clinical Technologist in respect of RSA qualified employees who performed Community Service, as required in South Africa. A minimum of twenty one (21) years relevant experience after registration with the Health Professional Council (HPCSA) as a Clinical Technologist in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills, Attributes and Abilities Sound knowledge of echocardiology. Knowledge of general medical equipment. Good

<u>DUTIES</u>	:	verbal and written communication skills. Interpersonal and team building skills. Ability to work under pressure and independently.
	:	Render quality echocardiology services to patients. Perform stress ECG's, carotid Doppler and holter monitoring. Perform any other duties relevant to the work situation which may be allocated by the Supervisor. Provide relief duties as and when required and 24 hour coverage for emergencies. Participate in the teaching programme for all personnel within the department. Maintain accurate records and statistics of patients attended to.
<u>ENQUIRIES</u>	:	Dr. RS Moeketsi Tel No: 035 901 7260
<u>APPLICATIONS</u>	:	Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.
<u>FOR ATTENTION</u>	:	Mr MP Zungu
<u>NOTE</u>	:	Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
<u>CLOSING DATE</u>	:	10 February 2023
<u>POST 03/277</u>	:	<u>SENIOR HUMAN RESOURCE PRACTITIONER (HRD AND PLANNING)</u> <u>REF NO: ILE/02/2023 (X1 POST)</u> Component: Career Management & PMDS
<u>SALARY</u>	:	R331 188 per annum. Office Benefits: 13thCheque, homeowner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
<u>CENTRE</u>	:	Ilembe Health District
<u>REQUIREMENTS</u>	:	Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate). National Diploma / Degree in Human Resource Management/Public Management or Public Administration or relevant equivalent qualifications.3-5 year's appropriate experience in Human Resource Development. Computer Literacy certificate e.g. Ms Office Software. Current and previous experience endorsed and stamped by Human Resource (Employment History) need not be attached on application will only be requested if shortlisted. Recommendations: Possession of driver's license code 8 (B) or 10 (C1).PERSAL Certificate/s. NB all the above mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge and understanding of Human Resource Management with emphasis of Human Resource Planning and Development. Adequate communication (Verbal and Written) interpersonal and problem solving skills. Ability to maintain high level of confidentiality. Ability to plan and prioritize in the execution of daily tasks.

		Knowledge of PERSAL. Computer literacy, MS Software applications. Problem solving skills. Broad knowledge and understanding of Human Resource Management Legislation i.e. Labour Relation Act, Basic Condition of Employment Act, Grievance and Disciplinary procedures, etc.
<u>DUTIES</u>	:	Develop, implement and evaluate Human Resource Plan, Employment Equity plan and Workplace Skills plan. Coordinate and monitor the implementation of the Human Resource Development Strategies (HRD) and projects in the District Office: Internship, Bursaries, Workplace integrated learning, Learn ship. Conduct training and manage training needs analysis. Manage the functioning of HRD and planning component in the institution in order to ensure the provisions of high quality services. Develop and maintain a database for HRD training programmes. Compile In-service Training Plan for the District Office and monitor implementation. Develop, implement and maintain Database for Grade progression. Facilitate the development, implementation, monitoring and reviewing of skills development and leadership programmes. Manage and monitor the implementation of EPMDS for all staff in the institution. Coordinate & Facilitate the orientation and induction of employees. Coordinate and Monitor the development Employment Equity & HR Plan. Prepare and submit monthly, quarterly and annual training reports. Facilitate the logistics for institution Health Education Training and Development Committee meetings (IHETDC) other meeting pertaining to the scope of work.
<u>ENQUIRIES</u>	:	Mr SB Mabika: ILembe Health District Office Tel No: 032 4373500
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620, KwaDukuza, 4450 OR Hand delivered to: 1 King Shaka Street, King Shaka Centre, KwaDukuza, 4450.
<u>FOR ATTENTION</u>	:	Human Resources Management Department
<u>NOTE</u>	:	Directions to Candidates: The following documents must be submitted, The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za , The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. ILE/03/2022. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents on application only Z83 and CV required. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s).Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)
<u>CLOSING DATE</u>	:	10 February 2023
<u>POST 03/278</u>	:	<u>SENIOR HUMAN RESOURCE PRACTITIONER –LABOUR RELATIONS)</u> <u>REF NO: UTHUK 03/2023 (X1 POST)</u>
<u>SALARY</u>	:	R331 188 – R390 190 per annum (Level 08). Other Benefits: 13th Cheque, Home Owner's Allowance (Conditional), Medical Aid (Optional)
<u>CENTRE</u>	:	Uthukela District Office
<u>REQUIREMENTS</u>	:	Grade 12 (National/Senior Certificate).B/Degree/National Diploma in Human Resource Management/Human Science or Administration. A minimum of three to five (3-5) appropriate operational experience in a Labour Relations environment. Valid Driver's License. Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR

Department. Recommendation: Knowledge of PERSAL will be an added advantage. Investigating and Presiding Officers Certificate. The ideal candidate must have Knowledge of the legislation and policies governing the area of operation. Ability to mediate and negotiate. Presentation / Facilitation skills. Good conflict management skills. Ability to maintain a high level of confidentiality. Ability to make independent decisions. Good verbal and written communication skills. Strong interpersonal and communication skills.

DUTIES : Deal with Grievances, Discipline and misconduct cases in terms of the laid down policies and procedures. Effective implementation and management of the Labour Relations Act within the Institution. Ensure the effective running of Institutional Management and Labour Committee meetings. Participate in the development of Staff Relations strategies and policies. Investigate and preside over disciplinary enquiries. Prepare reports to the Management on staff relations matters. Provide expert advice to managers on the implementation of disciplinary and grievance procedures and other Labour related matters. Represent the employer in Conciliation and Arbitration proceedings. Co-ordinate disciplinary hearings, Labour Relations meetings and workshops. Provide secretarial duties in Labour Relations meetings. Collection, consolidation, capturing and submission of Labour Relations statistics.

ENQUIRIES : Ms. Mnguni P.P Tel No: 036 631 2202 (Ext 128)
APPLICATIONS : All applications should be forwarded to: The Human Resources Manager Uthukela Health District office, Private Bag X 9958, Ladysmith, 3370, OR Hand Delivered to HR Officer (Room 20) 32 Lyell Streets, Ladysmith, 3370.

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

CLOSING DATE : 10 February 2023

POST 03/279 : **SAFETY OFFICER REF NO: MURCH- 07/2023**

SALARY : R331 188 per annum. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional)

CENTRE : Murchison Hospital
REQUIREMENTS : Senior certificate/Grade 12/Standard 10 or equivalent qualification Appropriate Degree/Diploma in Environmental Health or Safety Management 3-5 years' experience in Safety Environment. Current and previous experience endorsed and stamped by Human Resource (Employment History) to be submitted when the applicant is shortlisted. Recommendation: Possession of driver's license code 8 or 10. Knowledge, Skills and Competencies 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 Skills 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 disasters, medico – legal claim and reporting thereof to the Assistant Director: Systems. To ensure the delegated management and administrative functions are carried out timeously and correctly in order for health and safety to function in the hospital and clinics To ensure safety statistics are captured, analyzed, interpreted and reported To participate in safety investigations for the purpose of investigating all types of accident to patients, staff and visitors and to design tools to prevent future accidents 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 institutions in compliance with Occupational Health and Safety Act 85 of 1993 Ensuring that the buildings, construction, plants and machinery meet and maintain compliance certificates that are regulated by 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.

- ENQUIRIES** : Mr Ramharakh Tel No: 039-6877311 ext. 127
- APPLICATIONS** : All applications should be forwarded to: Chief Executive Officer P/Bag X701, Portshepstone, 4240 Or Hand delivered to: Human Resources Department, Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV). The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR on or before the day of the interview. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 07/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) only when the applicant is shortlisted. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof when the applicant is shortlisted. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.
- CLOSING DATE** : 10 February 2023
- POST 03/280** : **SENIOR FINANCE MANAGEMENT OFFICER REF NO: VRH 09/2023**
- SALARY** : R331 188 per annum (Level 08), plus 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
- CENTRE** : Vryheid District Hospital
- REQUIREMENTS** : Senior Certificate / Matric grade 12. Degree / Diploma in Financial Management / Cost and Management Accounting / Financial Accounting / accounting Science / relevant qualification. At least 3-5 years' experience in Public Service within financial administration component (budget & expenditure management / SCM Recommendation: 2 years supervisory experience in Budget & Expenditure / SCM. Valid driver's license Knowledge, Skills, Training and Competencies Required: In depth knowledge of budgeting control and financial management area of operation and associated processes. Good knowledge of Public Financial as well relevant acts and regulations. Interpersonal and problem solving skills. Departmental and transversal system (e.g. BAS, PERSAL & Vulindlela). Good organizational and planning skills ability to make independent decision. Ability to plan, build team spirit and meet deadlines. Knowledge of MS Office Software applications.
- DUTIES** : Authorize commitments, payments and debt, receipts and journals on BAS. Draw, analyse and present financial reports in Cash Flow. Manage suspense accounts and maintain debt files. Consolidate Financial and SCM monthly and quarterly reports. Identify risks and institute control measures to minimize financial risks in all departments. Monitor and Assess finance and SCM monthly and quarterly reports. Oversee the reconciliation of transactions (interface) on PERSAL with BAS. Ensure fairness and transparency e.g. procurement of goods and services in the institution. Ensure safeguarding of

all face value documents. Ensure that sufficient internal controls are in place and are implemented to ensure that all goods received are in line with goods that are ordered. Ensure that irregular, wasteful, fruitless and unauthorized expenditure are minimized. Attend relevant workshops and in-service training and give feedback to relevant staff members. Develop, implement and monitor measures designed to optimize the collection of revenue. Control and manage record of all asset at the hospital and clinics.

- ENQUIRIES** : Ms S. Nkonyane Tel No: 034 9822111 Ext 5918
- APPLICATIONS** : All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag X9371, Vryheid, 3100
- FOR ATTENTION** : Mr SP Nene
- NOTE** : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be completed in full and accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. African Males are encouraged to apply due to employment equity target. Please note that due to financial constraint no resettlement fees will be considered for payment to the candidates who are offered the positions.
- CLOSING DATE** : 10 February 2023
- POST 03/281** : **HUMAN RESOURCE OFFICER SUPERVISOR REF NO: EMS/01/2023**
Re: advertisement – applicants who previously applied need to re-applied
- SALARY** : R269 214 – R317 127 per annum (other benefits: Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements)
- CENTRE** : Emmaus Hospital
- REQUIREMENTS** : Senior certificate or equivalent. A minimum of 3 -5 years' Experience in Human Resource Department. Certificate of service of previous and current experience obtainable and endorsed by Human Resource Management. NB: certificate of service from previous employers is compulsory when shortlisted. Please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management (only when shortlisted). Recommendation: PERSAL knowledge. Computer literacy in MS Word package. Knowledge & Skills sound knowledge in Human Resource Management. Knowledge of health and public, Service legislation, regulations and policies. In depth knowledge of computerized Personnel Administration System (PERSAL). Strong supervisory skills and interpersonal relations skills. Communication skills, written and spoken. Computer skills inclusive PERSAL System.
- DUTIES** : Manage day to day functioning of HR practices section and ensure high quality of service is being provided. Implemented policies and procedures relating to Human Resources. Responsible for all Human Resource Practices such appointments, retirements and resignation procedures, staff establishment, housing scheme, allowances, deductions and leave management. Assist with orientation and induction of staff Practices. Manage performance management and development for HR officer. Ensure effective depth management for in-service and out service staff. Approval of transaction on PERSAL timeously

	:	.Ensure effective utilization of resource in Human Resource component. Assist with Human Resource Management activities as assigned by Assistant Director: HRM.
<u>ENQUIRES APPLICATIONS</u>	:	Mr. T.B.Khumalo Tel No: 036 488 1570 EXT 8206
	:	Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager
	:	Application should be submitted on the most recent form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling, Resettlement allowance will be paid for interview attendance.
<u>CLOSING DATE</u>	:	10 February 2023 @ 16:00
<u>POST 03/282</u>	:	<u>SUPPLY CHAIN CLERK / SUPERVISOR (ACQUISITION & DEMAND) REF NO: UTHUK 04/2023 (X1 POST)</u>
<u>SALARY</u>	:	R269 214 – R317 127 per annum. Other Benefits: 13th Cheque, Home Owner's Allowance (Conditional), Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	Uthukela District Office
	:	Matric (National Senior Certificate). 3-5 Clerical/Administration experience in Supply Chain Management. Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department. The ideal candidate must have Possess technical knowledge of SCM practices. Possess knowledge of the legislative and policy framework informing the areas of operation. Be able to provide inputs in terms of policy analysis and system development. Possess high level of integrity and professionalism. Be computer literate with a proficiency in MS Office software application. Possess good conflict resolution skills. Ability to work under pressure and meet the required deadlines. Knowledge of PFMA.
<u>DUTIES</u>	:	Responsible for the provision of Demand management services. Ensure that acquisition of goods, services, quotations, tenders and adjudication activities are in accordance with the Institutional Business and Procurement Plan and in line with the budget. Ensure invitation of quotations from suppliers' are in accordance with SCM policy delegations. Co-ordinate and compile the procurement planning process and compliance to SCM policies. Ensure the effective, efficient and economical management of allocated resources of the division as well as staff development. Manage, evaluate and direct performance of SCM. Ensure compliance with Departmental SCM Policy Framework, Practice Notes and Treasury Regulations and SOPs'. Conduct internal auditing and risk management within the area of responsibility and ensure compliance with departmental policies and guidelines. Supervise, train and develop staff in line with EPMDS and segregation of duties in order to improve service delivery. Provide assistance with the analysis of the trends of the demands for goods and services. Provide assistance to end users 'with the development of specifications for goods and services. Ensure relevant SCM committees are in place.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. Govinder F Tel No: 036 631 2202 (Ext 104)
	:	All applications should be forwarded to: The Human Resources Manager Uthukela Health District office, Private Bag X 9958, Ladysmith, 3370, OR Hand Delivered to HR Officer (Room 20) 32 Lyell Streets, Ladysmith 3370.
<u>FOR ATTENTION NOTE</u>	:	Ms. P.P Mnguni
	:	Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidate will be

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

- CLOSING DATE** : 10 February 2023
- POST 03/283** : **PROFESSIONAL NURSE GENERAL GRADE 1, 2, 3 REF NO: NGWE 30/2023**
Department: Nursing
- SALARY** : Grade 1: R268 584 – R311 361 per annum
: Grade 2: R330 320 – R379 356 per annum
: Grade 3: R400 644 – R507 540 per annum
Other Benefits: 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional), 8% inhospitable allowance
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
: Senior Certificate / Grade 12. Diploma / Degree in General Nursing, Psychiatry, Community Health and Midwifery that allows registration with SANC as General Nurse. Registration with SANC as General Nurse. Current SANC receipt. **Grade 1:** No experience required after registration with SANC as Professional Nurse. **Grade 2:** A minimum of ten (10) years appropriate / recognisable experience after registration as Professional Nurse with SANC in General Nursing. **Grade 03:** A minimum of ten (10) years appropriate / recognisable experience after registration as Professional Nurse with SANC in General Nursing. Knowledge, Skills, Attributes and Abilities Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.
- DUTIES** : Executive professional nurses duties and functions with proficiency in support of the strategic objectives and operational plan of the Institution. Assist the Operational manager with overall management and necessary support for the effective functioning of the unit. Relieve the unit Operational manager in her absence and provide reports during her absence. Ensure self-development and motivate human resource development of c-workers. Provide nursing care that leads to improved service delivery. Do meaningful rounds and monitor client satisfaction by communications with patients and relatives. Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital. Co-ordinate clinical activities of the unit. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Advocate for quality care of patients Participate in staff development using EPMDS System and other work related programs and training. Maintain accurate and complete patient records. Ensure that equipment and machinery is available and functional at all time. Report challenges and deficiencies within the unit. Perform administrative functions as assigned by the Supervisor. Attend to meetings, workshops and training programs as assigned by the supervisor.
- ENQUIRIES APPLICATIONS** : Ms. RM Sithole Tel No: 035-901 7258
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880
- FOR ATTENTION** : Mr MP Zungu

- NOTE** : Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. A detailed Curriculum Vitae must accompany the application form (Z83). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
- CLOSING DATE** : 10 February 2023
- POST 03/284** : **HEAD OF DEPARTMENT: CHIEF SPECIALIST/ PROFESSOR/ASSOCIATE PROFESSOR/SENIORLECTURER/LECTURE REF NO: M01/2023**
Cluster: School of Medicine: Discipline of Urology
- SALARY CENTRE REQUIREMENTS** : R259 651 per annum, (OSD)
: College of Health Sciences
: Registration/ registrable with Health Professional Council of South Africa in General Urology. Three (3) years' experience after registration /registrability with the HPCSA in General Urology. Masters' degree for appointment at Lecturer level. Appointment at Senior Lecturer level and above should have PhD; Experience in clinical management; Evidence of quality teaching and learning practice; Evidence of management and administrative skills; Computer literacy and a valid driver's licence. All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. The Department of Health and the University of KwaZulu-Natal College of Health Science share a common vision of developing the province as a centre of excellence in equitable and effective health service delivery, undergraduate and postgraduate education, and research.
- DUTIES** : We wish to appoint a talented Head of Department who: on the academic side, will lead their discipline and strengthen our focus area in research and implement innovative and effective methods of teaching and research supervision. On the clinical side, the incumbent will manage clinical services in an extended area of the province which promotes the provision of clinical services beyond the major metropolitan centres. The incumbent would be expected to apportion their time and energy appropriately between major centres in the envisaged teaching/service platform (Durban, Pietermaritzburg, Newcastle, Empangeni, and Port Shepstone). The incumbent will also develop research initiatives that focus on the enhancement of service delivery in the context of the burden of disease. Through this, we will increase equality of service delivery, and enhance the development of our decentralized training platform in line with the needs arising from the National Development Plan. The successful candidate without a PhD will be expected to obtain it within five years from the date of assumption of duty.
- ENQUIRIES** : Professor Nc Dlova Tel No: 031 260 4216

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

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

CLOSING DATE : 10 February 2023

POST 03/285 : **LAUNDRY MANAGER REF NO: MURCH- 06/2023 (X1 POST)**

SALARY : R218 064 per annum. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional)

CENTRE : Murchison Hospital

REQUIREMENTS : Senior certificate / Grade 12 / Standard 10 1 – 2 years' experience in Clerical /Administrative Current and previous experience endorsed and stamped by Human Resource (Employment History to be submitted when the applicant is shortlisted).Recommendation: Laundry supervisory experience in the health care facility Possession of driver's License code 8 (B) or 10 (C1) Computer literacy certificate. Knowledge, Skills and Competencies: Good communication and interpersonal relations. Ability to work under pressure. Knowledge of the procedures, regulations and relevant prescripts applicable to the area of operation Applicable public service policies, legislation and procedures. Knowledge of office procedures, practices Report writing/planning and organizing skills/ Decision making skills and Problem solving skills Staff supervision/ concern for excellence/ courtesy/ drive and enthusiasm.

DUTIES : Manage the Linen Bank as well as all linen staff Perform basic Human Resource Management for Linen staff (dealing with staff grievance, discipline and performance assessment) Manage laundry procedures and provide staff training Repair and marking of linen Maintain hygiene, cleanliness and infection control measures Liaise with service providers Safekeeping of equipment, supplies and linen Contribute towards meeting Ideal Hospital Realization and Management Maintain a healthy and safe environment Maintain adequate Linen supplies and stock control Develop and maintain Policies and procedures and Quality Improvement Programmes Apply inventory control Maintain Hospital Linen and clothing in a good state of repairs Monitor the quality of service delivery Manage the use of resources effectively Main effective communication channels so that information is properly disseminated Control, monitor levels of supplies and control supply orders to wards and departments Active team members of Quality Improvement, Infection Control and other programmes.

ENQUIRIES APPLICATIONS : Mr R Ramharakh Tel No: 039-6877311 ext. 124
 : All applications should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital

NOTE

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

CLOSING DATE

: 10 February 2023

POST 03/286

: **ARTISAN PRODUCTION GRADE A (ELECTRICIAN) REF NO: POM 03/2023**

SALARY

: R199 317 - R221 214 per annum, Plus 12% rural allowance and other benefits: 13th Cheque. Medical aid (Optional). Home Owner`s allowance: Employee must meet prescribed requirements.

CENTRE

: Pomeroy CHC (Maintenance).

REQUIREMENTS

: Grade A: Minimum Requirements for the Post: Valid driver`s license. Trade test certificate in Electrical as per terms of section 13 (2) of the Manpower training Act 1998 as amended. Knowledge; Skills; Training and Competencies Required: Project management. Use of tools and electrical equipment, including power machines. Ability to read relevant drawings and equipment. Identification of spares and equipment. Ability to carry out faulty findings. Occupational Health & Safety. Problem solving analysis Teamwork and creativity. Customer focus and responsiveness. Good communication skills, international skills, negotiation, and planning.

DUTIES

: Assume overall control and responsibility for the supervision and guidance of all subordinates in Electrical Division. Compile and submit reports; Provide inputs on the compilation of technical reports. Keep and maintain job record and other registers. Produce designs specification and within limits of production capability. Inspect and monitor outsourced services at CHC and clinics. Perform operational and maintain functions within the institution and designated clinics. Provide condemning certificate for repairable equipment. Assume overall responsibility for ensuring that planned and unplanned maintenance and repairs is carried out timeously. Compile reports and motivation for new work, personal, services etc. and for the improvement of existing service. Be responsible to ensure cleaning of work place/work is carried out properly. Exercise control of tradesman`s Aid. Exercise control over equipment / tools and keep in good working order. Keep up to date and current equipment register. Do replenishment of all equipment and material used at CHC and clinics. Be responsible for material issued and completing job. Always adhere to safe working practice (in according to the O.H & S. Act 85/1993). Attend safety and practical orientated training courses and lectures. Be prepared to visit primary health care clinic to perform maintenance duties when required. (This is an essential part of the conditions of employment). Must be prepared in times of crisis such as strike, floods etc. to perform other essential

		services. Take responsibility for in-house training and advancement of subordinates.
<u>ENQUIRIES</u>	:	Mr. SL Majozi Tel No: (034) 662 3318
<u>APPLICATIONS</u>	:	All applications should be posted on: Human Resource Manager; Pomeroy CHC; Private Bag X529; Pomeroy; 3020. OR Hand Deliver at Pomeroy CHC Human Resource Management Offices; Office Number 16-114.
<u>NOTE</u>	:	The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: Applications must be submitted on the prescribed most recent Application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must be originally signed and dated. Detailed Curriculum Vitae must accompany the application form (Z83) form. 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 03/2023). 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). NB: Please note that due to financial constraints, there will be no payment of S&T and resettlement payment for attending interviews. Accommodation will only be allocated when it is available otherwise successful candidate must arrange their private accommodation prior to assumption of duty. No interim accommodation in a form of bed and breakfast or hotel accommodation Department of Health
<u>CLOSING DATE</u>	:	10 February 2023
<u>POST 03/287</u>	:	<u>ARTISAN PRODUCTION GRADE A (CARPENTRY) REF NO: POM 04/2023</u>
<u>SALARY</u>	:	R199 317 – R221 214 per annum, plus 12% rural allowance and other benefits: 13 th Cheque. Medical aid (Optional). Home Owner's allowance: Employee must meet prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Pomeroy CHC (Maintanance) Grade A: Appropriate Trade Test Certificate in terms of section 13(2)(h) of the Manpower Act of 1998 as amended. Valid Driver Licence. Grade 10 / STD 8 or higher. Shortlisted candidates will submit proof of experience. Knowledge; Skills; Training And Competencies Required: Conflict Management Skills. Knowledge of OHS Act 85 of 1993. Computer Literacy e.g. MS Office. Commitment Skills. Organizational Skills. Team Work. Problem Skills. Time Management Skills. Batho Pele.
<u>DUTIES</u>	:	Produce designs specification and within limits of production capability. Inspect and monitor outsourced services at CHC and clinics. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Monitor compliant of building, and provide recommendation. Repair equipment and facilities according to standards. Test repaired equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Update register of maintained and repaired faults. Provide condemning certificate for unrepeatabe equipment. Do replenishment for required equipment and materials at the facility. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical to improve expertise.
<u>ENQUIRIES</u>	:	Mr. SL Majozi Tel No: (034) 662 3318

- 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. Detailed Curriculum Vitae must accompany the application form (Z83) form. 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 04/2023). 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).NB: Please note that due to financial constraints, there will be no payment of S&T and resettlement payment for attending interviews. Accommodation will only be allocated when it is available otherwise successful candidate must arrange their private accommodation prior to assumption of duty. No Interim Accommodation in a form of bed and breakfast or hotel accommodation.
- CLOSING DATE** : 10 February 2023

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : Direct or hand deliver applications for all advertised posts to the address as indicated below: - Head Office: Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg, 3200.
- FOR ATTENTION** : Ms B Mchunu
- CLOSING DATE** : 10 February 2023
- NOTE** : Reference is made to DPSA Circular No. 05 of 2022. The content of this circular must without delay be brought to the attention of all potential applicants. Applications must be forwarded to the relevant address. Applications must indicate the reference number of the post applied for and the Centre using a new Z83 form (which must be completed in a manner that allows a selection committee to assess the quality of the candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and the form must be signed noting the importance of the declaration) which is effective from 01 January 2021 obtainable from any Public Service Department and should be accompanied by a detailed/comprehensive Curriculum Vitae. NB: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed Z83 and a detailed curriculum vita. Only shortlisted candidates will be required to submit certified documents on or before the date of the interview following communication from Human Resources. Under no circumstances will faxed or e-mailed applications be accepted. The Department is an Equal Opportunity Affirmative Action employer and is committed to empowering people with disability. 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). The employment is subject to signing of the employment contract and annual performance agreement. The successful candidates will be required to undergo security clearance, competency-based assessment, technical assessment, and to disclose financial interests in accordance with relevant prescripts. Candidates will be assessed and selected in accordance with the relevant measures that apply to

employment in the Public Service. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his / her application was not successful.

MANAGEMENT ECHELON

- POST 03/288** : **DISTRICT DIRECTORS (X5 POSTS)**
- SALARY CENTRE** : R1 105 383 per annum (Level 13), (all-inclusive remuneration package)
: uMgungundlovu, UMkhanyakude, UMzinyathi, UThukela and uGu District
Ref No: DSD01/01/2023UMGU
Ref No: DSD02/01/2023UMKHA
Ref No: DSD03/01/2023UMZI
Ref No: DSD04/01/2023UTHUK
Ref No: DSD05/01/2023UGU
- REQUIREMENTS** : Qualifications: Bachelor's Degree in Social Work, Registration with the South African Council for Social Services Profession as a Social Worker, Current Registration with the South African Council for Social Service Professions as a Social Worker, SMS Pre-entry certificate for the Senior Management Service (Nyukela Certificate), A valid Driver's License; 5 years of experience in middle/senior managerial level. Knowledge: Constitution of the Republic of South Africa; Public Service Act; Public Service Regulations; Labour Registrations Act; Public Finance Management Act; Treasury Regulations; Fraud Prevention Strategies; Welfare Laws; Non-Profit Organizations Act; Basic Conditions of Employment Act; Employee Performance Management and Development System; Public Participation; Service Delivery Frameworks; Social Dynamics of KwaZulu-Natal Communities; Provincial Growth and Development Plan. Skills: Strategic Capability and Leadership; People management and empowerment; Financial management; Change management; Programme and project management; Knowledge management; Service delivery innovation; Problem solving and analysis; Client orientation and customer focus; Communication; Research; Presentation; Facilitation; Language; Computer literacy; Numeracy and Driving.
- DUTIES** : Manage the provision of social welfare services. Manage the provision of services to children and families. Manage the provision of restorative services. Manage and facilitate the provision of community development. Manage the provision of quality assurance. Manage the provision of corporate services. Provide leadership and strategic direction to the District and inputs to the Department Strategy. Manage resources of the District and provide inputs to Policies.
- ENQUIRIES** : Ms NJ Mzizi (UMgungundlovu & UGu) Tel No: 033 341 7906
Mr BM Gumede (uMkhanyakude) Tel No: 035 874 8705
Mr ST Mphuthi (uMzinyathi & uThukela) Tel No: 036 634 6600

OTHER POSTS

- POST 03/289** : **SERVICE OFFICE MANAGERS (X26 POSTS)**
- SALARY CENTRE** : R908 502 per annum (Level 12), (all-inclusive remuneration package)
: Babanango; Mahlabathini; KwaNgwanase; Ingwavuma; Bergville; Ekuvukeni; Kranskop; Greytown; Inanda; Chartsworth; KwaDukuza; Mpumalanga; Pietermaritzburg; Richmond; Mpofana; Umshwati; Umuziwabantu; Ezingolweni; Port Shepstone; Umdoni; Umzumbe; Phungashe; Greater Kokstad; uMzimkhulu; Hlanganani and Umfolozi Service Office
Ref No: DSD06/01/2023BABANA
Ref No: DSD07/01/2023MAHLA
Ref No: DSD08/01/2023NGWA
Ref No: DSD09/01/2023INGWAV
Ref No: DSD10/01/2023BERG
Ref No: DSD13/01/2023EKUV
Ref No: DSD14/01/2023KRANS
Ref No: DSD15/01/2023GREY
Ref No: DSD16/01/2023INAND
Ref No: DSD17/01/2023CHARTS
Ref No: DSD18/01/2023KWADUK
Ref No: DSD19/01/2023MPUM

Ref No: DSD20/01/2023PMB
 Ref No: DSD21/01/2023RICH
 Ref No: DSD22/01/2023MPOF
 Ref No: DSD23/01/2023UMSHW
 Ref No: DSD24/01/2023UMUZ
 Ref No: DSD25/01/2023EZING
 Ref No: DSD26/01/2023PORT
 Ref No: DSD27/01/2023UMDN
 Ref No: DSD28/01/2023UMZUM
 Ref No: DSD29/01/2023PHUNGA
 Ref No: DSD30/01/2023KOK
 Ref No: DSD31/01/2023UMZIM
 Ref No: DSD32/01/2023HLANG
 Ref No: DSD33/01/2023UMFO

REQUIREMENTS : Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker; Current Registration with the South African Council for Social Services Profession as a Social Worker; A valid driver's license; 3 to 5 years' junior managerial experience in Social Work after registration as a Social Worker with the SACSSP. Knowledge: Constitution of the Republic of South Africa; Public Service Act; Public Service Regulations; Public Finance Management Act; Treasury Regulations; Legislation pertaining to Social Welfare service delivery; Understanding of SASSA functions; Social dynamics of KwaZulu-Natal communities; Human Resource Management; Labour Relations Act; Service Delivery frameworks; Public Participation; Community outreach; Employee Performance Management and Development System. Skills: Communications; Interpersonal relations; Report writing; Financial management; Change management; Time management; Project management; Leadership; Diversity management; Decision Making; Counselling; Service delivery innovation; Client orientation and customer focus; Presentation; Facilitation; Problem Solving and analysis; Conflict Resolution; Interviewing; Computer literacy; Numeracy and Language skills.

DUTIES : Manage comprehensive integrated social developmental services within a Local Municipal area. Ensure the provision of Social Welfare Services. Ensure the provision of Community Development Services. Ensure the provision of Corporate Support Services. Ensure the implementation of Departmental policies and other relevant legislations in the day to day running of the service office. Manage the resources of the Service Office.

ENQUIRIES : Ms SH Mfeka (Babanango & Mahlabathini) Tel No: 035 874 8706
 Ms DN Mbonambi (KwaNgwanase & Ingwavuma) Tel No: 035 794 5018
 Ms MN Memela (Bergville & Ekuvukeni) Tel No: 036 634 66 00
 Mr TC Khanyile (Kranskop & Greytown) Tel No: 034 299 7578
 Ms RM Ntombela (Inanda) Tel No: 031 336 8704
 Ms NC Gebashe (Chartsworth & Mpumalanga) Tel No: 031 336 8700
 Ms NW Dlodla (KwaDukuza) Tel No: 031 336 8843
 Ms NND Nondabula (Pietermaritzburg, Richmond, Mpofana & Umshwati) Tel No: 033 341 7904
 Ms BE Zulu (Umuziwabantu, Ezingolweni, Port Shepstone, Umdoni, Umzombe & Phungashe) Tel No: 039 682 7506
 Ms SM Sikhakhane (Greater- Kokstad, uMzimkhulu & Hlanganani) Tel No: 039 259 7043
 Mr ND Mchunu (UMfolozi) Tel No: 035 794 5018

POST 03/290 : **FACILITY MANAGERS (X4 POSTS)**

SALARY CENTRE : R908 502 per annum (Level 12), (all-inclusive remuneration package)
 : Madadeni Substance Abuse Treatment and Rehabilitation Centre, Khanyani Treatment Centre for Children; Princess Mkabayi Child and Youth Care Centre; Ngwelezane Child and Youth Care Centre
 Ref No: DSD34/01/2023MAD
 Ref No: DSD35/01/2023KHANY
 Ref No: DSD36/01/2023PRINC
 Ref No: DSD37/01/2023NGWE

REQUIREMENTS : Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker; Current Registration with the South African Council for Social Services Profession as a Social Worker, A valid Driver's License; 3-5 years' junior managerial

- experience as a social worker with the SACSSP. Knowledge: Constitution of the Republic of South Africa; Public Service Act; Public Service Regulations; Public Finance Management Act; Treasury Regulations; Legislation pertaining to Social Welfare service delivery; Understanding of SASSA functions; Social dynamics of KwaZulu-Natal communities; Human Resource Management; Labour Relations Act; Service Delivery frameworks; Public Participation; Community outreach; Employee Performance Management and Development System. Skills: Communications; Interpersonal relations; Report writing; Financial management; Change management; Time management; Project management; Leadership; Diversity management; Decision Making; Counselling; Service delivery innovation; Client orientation and customer focus; Presentation; Facilitation; Problem Solving and analysis; Conflict Resolution; Interviewing; Computer literacy; Numeracy and Language skills.
- DUTIES** : Coordination the delivery of social welfare services. Manage care and support services. Manage paramedical and support services. Ensure effective and efficient provision of corporate support services. Provide advice, guidance and inputs to policies. Manage resources of the Facility.
- ENQUIRIES** : Ms ZB Mdlalose (Madadeni & Khanyani Treatment Centres) at 017 735 3822
Mr TC Khanyile (Princess Mkabayi CYCC) Tel No: 034 299 7578
Mr ND Mchunu (Ngwelezane CYCC) Tel No: 035 794 5018
- POST 03/291** : **SOCIAL WORK MANAGER: SOCIAL WELFARE SERVICES GRADE 1 (X5 POSTS)**
- SALARY CENTRE** : R831 015 per annum, (all-inclusive remuneration package)
: Harry Gwala; UMkhanyakude; UThukela and Zululand Districts (X2 posts)
Ref No: DSD38/01/2023HARRY
Ref No: DSD39/01/2023UMKH
Ref No: DSD40/01/2023UTHUK
Ref No: DSD41/01/2023ZUL
Ref No: DSD42/01/2023ZUL
- REQUIREMENTS** : Qualifications: Bachelor's Degree in Social Work Registration with the South African Council for Social Services Professions as a Social Worker, Current Registration with the South African Council for Social Service Professions as a Social Worker, A valid Driver's License; A minimum of ten (10) years' experience in Social Work after registration as Social Worker with the SACSSP. Knowledge: Expert skills to challenge structural source of poverty, inequality, oppression, discrimination, and exclusion; Expert knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The understanding and ability to provide complex social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. The ability and competence to assist and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources effectively in cases where expert knowledge is required. Skills: Communication; Listening; Interpersonal; Computer, Research; Problem solving; Advance Report writing; Conflict management; Time Management, Advanced welfare counselling; Analytical thinking; Presentation; Financial management; Leadership and Driving.
- DUTIES** : Provide a social work service of the highest, most advanced and specialized nature within (a) defined area (s) of specialization with regard to the care, support, protection and development of vulnerable individuals, group, families and communities through the relevant programmes in partnership with stakeholders. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilization of financial resources. Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilization of human resources. Keep up to date with new developments in the social work field to enhance service delivery. Plan and ensure that social work research and development are undertaken. Perform and/or ensure that all the administrative functions required in the unit are performed.
- ENQUIRIES** : Ms SM Sikhakhane (Harry Gwala) Tel No: 039 259 7043
Ms DN Mbonambi (uMkhanyakude) Tel No: 035 571 1001
Ms MN Memela (uThukela) Tel No: 036 634 66 00
Ms SH Mfeka (Zululand) Tel No: 035 874 8506

<u>POST 03/292</u>	:	<u>MANAGER: COMMUNITY DEVELOPMENT: GRADE 1 (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R831 015 per annum, (all-inclusive remuneration package) Harry Gwala; uMzinyathi and uThukela District Ref No. DSD43/01/2023HG Ref No: DSD44/01/2023UMZI Ref No: DSD45/01/2023UTHUK
<u>REQUIREMENTS</u>	:	Qualifications: A Bachelor's Degree in Community Development/ Development studies; A minimum of 10 years' experience recognized experience in Community Development after obtaining the required Qualification; A valid driver's license. Knowledge: Extensive knowledge on theories and systems, skills, attitudes and values in community development to guide employees on its application. Knowledge and understanding of individual and group behaviour, its inter- relations within community structures, dynamics of the community and current legislation to enable interventions. The ability and competence to manage community development structures and projects. The ability to influence individuals and groups to participate in their own self-empowerment ventures. Knowledge of Public Service Management Framework, i.e PFMA and Labour Relations, Skills; Communication; presentation; Problem solving; complex research; Financial management; Project Management; Computer literacy; Policy formulation and implementation; Complex reports writing and Driving.
<u>DUTIES</u>	:	Manage the identification, facilitation and implementation of integrated development interventions (Youth and Women Development, Institutional Capacity Building and Support for NPOs, Poverty Alleviation, Sustainable Livelihood and Community Mobilization) in partnership with the community and other relevant stakeholders through the efficient, effective and economical utilization of resources by the unit/sub directorate. Monitor, interpret and review legislation and policies to determine whether the legislation and policies are still relevant and comply with current requirements. Develop proposals to amend/ maintain the relevant acts and policies and develop new policies where required. Manage a community development unit/sub-directorate to ensure that an efficient and effective community development service is delivered through the proper utilization of human, financial and physical resources. Keep up to date with new developments in the community development and management fields to enhance service delivery. Plan and ensure that research on community development is undertaken.
<u>ENQUIRIES</u>	:	Ms SM Sikhakhane (Harry Gwala) Tel No: 039 259 7043 Mr TC Khanyile (uMzinyathi) Tel No: 034 299 7578 Ms MN Memela (uThukela) Tel No: 036 634 66 00
<u>POST 03/293</u>	:	<u>COMMUNITY DEVELOPMENT PRACTITIONER: GRADE 1 (X15 POSTS)</u>
<u>SALARY CENTRE</u>	:	Grade 1: R227 550 per annum, (all-inclusive remuneration package) Richmond; Vulindlela; Umzumbe; Umuziwabantu; Phungashe; Hlanganani; Ubuhlebezwe; Durban; Inanda; KwaDukuza; EMadlangeni; Nquthu; Nkandla; Umfolozi and Phongola Service office Ref No: DSD46/01/2023RICH Ref No: DSD47/01/2023VUL Ref No: DSD48/01/2023UMZU Ref No: DSD49/01/2023UMUZ Ref No: DSD50/01/2023PHUNG Ref No: DSD51/01/2023INGWE Ref No: DSD52/01/2023UBUHLE Ref No: DSD53/01/2023DBN Ref No: DSD54/01/2023INAD Ref No: DSD55/01/2023KWAD Ref No: DSD56/01/2023EMADLA Ref No: DSD57/01/2023NQU Ref No: DSD58/01/2023NKAN Ref No: DSD59/01/2023UMFO Ref No: DSD60/01/2023PHONG
<u>REQUIREMENTS</u>	:	Qualifications: A Bachelor's Degree in Community Development/ Development studies; A valid driver's license. Knowledge: Public Service Act, Public Service Regulations, Batho Pele Principles, Knowledge and understanding of human behaviours and social system and legislation to assist with intervention at the

point where people interact with their environment in order to promote self-empowerment, Community development work, skills, attitude and values of communities; Ability and competence to co-ordinate community development structures, and ability to manage projects; Ability to influence individuals and groups to participate in their own self-empowerment. Knowledge and understanding of human behaviour and Social systems, legislation; understanding of social dynamics of communities, Employee performance Management and Development System. Skills; Computer literacy, Planning and organizing, Communication; Financial management; Interpersonal, Presentation and Facilitation, Monitoring and Evaluation, Project Management, Research, report writing, Problem solving, Numeracy, Language, Driving.

DUTIES : Identify and facilitate the implementation of integrated community development interventions (Youth and Women Development, Institutional Capacity Building and Support for NPOs, Poverty Alleviation, Sustainable Livelihood and Community Mobilization) in partnership with the community and other relevant stakeholders. Liaise and Coordinate with all relevant role players, internal and external (in Departments/Provinces, NGOs, Local Community Structures and Faith Based Organizations). To facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community. Support communities and perform administrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery.

ENQUIRIES : Ms PP Khuzwayo (Richmond Service Office) Tel No: 033 212 2266
 Ms NP Mthethwa (Vulindlela Service Office) Tel No: 033 505 0087
 Ms BA Mathaba (Umzuzwabantu Service Office) Tel No: 039 433 1010
 Ms P Ngesi (Umzumbi Service Office) Tel No: 039 972 1434
 Ms CM Mnguni (Phungashe Service Office) Tel No: 039 835 7251/3
 Ms T Ngcobo (Ubuhlebezwe Service Office) Tel No: 039 834 1176
 Ms H Ndobe (Hlanganani Service Office) Tel No: 039 832 0017
 Ms P Moodley (Durban Service Office) Tel No: 031 360 5400
 Ms CT Mntambo (Inanda) Tel No: 031 510 1569
 Ms NKN Khuluse (KwaDukuza Service Office) Tel No: 032 552 5246
 Ms PN Mthethwa (Emadlangeni Service Office) Tel No: 034 331 4456
 Ms NNN Hadebe (Nguthu Service Office) Tel No: 034 237 1192
 Ms IZ Msomi (Nkandla Service Office) Tel No: 035 833 7700
 Ms BT Mbuyazi (Umfolozu Service Office) Tel No: 035 787 6340
 Ms HJ Mthembu (Phongola) Tel No: 034 413 1093

POST 03/294 : **REGISTRY CLERK REF NO: DSD61/01/2023HO**

SALARY CENTRE REQUIREMENTS : R181 599 per annum (Level 05)
 : Head Office
 : Qualifications: Grade 12/ Senior Certificate. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Service Delivery Framework, Archives Act, Promotion of Access to Information, Records Management Prescripts. Skills: Computer literacy, Writing, Numeracy, Language, Communication; Interpersonal relations; Organizing.

DUTIES : Provide registry counter services, Handle incoming and outgoing correspondence, Provide and effective filing and record management service, Operate office machines in relation to the registry function, Process documents for archiving and/disposal.

ENQUIRIES : Mr KC Kheswa Tel No: 033 264 5406

POST 03/295 : **DRIVER/ MESSENGER REF NO: DSD62/02/2023HO**

SALARY CENTRE REQUIREMENTS : R151 884 per annum (Level 04)
 : Head Office
 : Qualifications: Grade 10, 7-12 months experience in driving. Knowledge:- Knowledge of the procedure to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks of the motor vehicle, to obtain consumables (e.g petrol) and obtain basic services (e.g. fixing flat tyre); Knowledge of the prescripts for the correct utilization of the motor vehicle e.g. how and for what purpose can the motor vehicle be utilized, what is the requirements for the storage of the vehicle; knowledge of the procedures to ensure that the motor vehicle is maintain properly; Knowledge of the procedures to perform messenger functions and routine office support

functions like registry functions and the making of photocopies; knowledge of the Cities in which the functions will be performed. Skills Language; Writing; Computer Literacy; Driving; Communications; Interpersonal; Planning; Organizing.

DUTIES

: Drive light and medium vehicles to transport passengers and deliver other items (mail and documents) Do routine maintenance on the allocated vehicle and report defects timely; complete all the required and prescribed records and logs books with regard to the vehicle and goods handled. Render a clerical support/ messenger service in the office.

ENQUIRIES

: Mr KC Kheswa Tel No: 033 264 5406