

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

- APPLICATIONS** : The Chief Director, Human Resource Management & Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered To: The Chief Registry Clerk, 14th Floor North Tower, Natalia, 330 Langalibalele Street, Pietermaritzburg.
- FOR ATTENTION** : Mr LA Zulu
- CLOSING DATE** : 24 February 2023
- NOTE** : (Applications received after this date will not be accepted). The Department is an equal opportunity, affirmative action employer and is committed to empowering people with disability. Note to Applicants: Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV. The Department discourages applications sent by registered mail and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from State Security on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful. The post of Water Engineer is being re-advertised and replaced. All applicants who applied previously must re-apply if they wish their applications to be considered. The Department is an equal opportunity, affirmative action employer and is committed to empowering people with disability.

OTHER POSTS

- POST 04/225** : **DEPUTY DIRECTOR: TRADITIONAL GOVERNANCE REF NO: 3/2023 (TGCM)**
Chief Directorate: Traditional Governance and Conflict Management
Directorate: Traditional Governance and Anthropology
- SALARY** : R908 502 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Public Administration/ Social Sciences/ Arts or a related qualification coupled with 3 years' junior management experience within the traditional affairs / cultural or related academic environment and a valid code EB Driver's Licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Understanding and Interpretation of relevant legislation, Understanding of Traditional Leadership and institutional matters, Sound working knowledge of the PFMA, Ability to analyse policies and apply correctly, Comprehensive report writing skills, Presentation and financial management skills, Research and database management skills, Good communication skills (verbal & written), Computer literacy in MS Office.
- DUTIES** : The successful candidate will be required to ensure institutional governance compliance with the following key responsibilities: Establish and maintain strategies of Traditional Institutions, Manage the establishment and recognition of Traditional Institutions, Managing Traditional Institutional governance compliance, Manage the code of conduct of Traditional Institutions, Manage the resources of the Sub-Directorate.
- ENQUIRIES** : Ms KTB Ndlovu Tel No: 033 8975608
- POST 04/226** : **ENGINEER: WATER REF NO: 172023 (MID)**
Chief Directorate: Municipal Infrastructure
Directorate: Infrastructure Development
- SALARY** : R750 693 - R1 140 018 per annum, (OSD)

- CENTRE REQUIREMENTS** : Pietermaritzburg
 : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Civil Engineering coupled with 3 years post qualification engineering experience and a valid code 8 driving license. Registration with ECSA as a Professional Engineer is a prerequisite. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - A sound knowledge and understanding of policy analysis, Knowledge of legislation (MPRA, MFMA, Municipal Systems Act), Knowledge of engineering design and analysis, Knowledge of research and development, Knowledge of computer-aided engineering applications, Knowledge of legal compliance, Knowledge of technical report writing, Ability to create a high performance culture, Good professional judgement, Decision making and team leadership skills, Conflict management, problem solving and analysis skills, Planning, organising and presentation skills, Innovation, analytical and creativity skills, Self-management and financial management skills, Customer focus and responsiveness skills, People and change management skills, Programme and project management skills, Information management and reporting skills, Good communication skills (verbal & written), Computer literacy in MS Office.
- DUTIES** : The successful candidate will be required to perform all aspects of varied innovative and complex engineering and facilitate municipal infrastructure development programmes and projects with the following key responsibilities:
 - Design new systems to solve practical engineering challenges, Improve efficiency and enhance safety, Conduct research and development, Perform office administration and budget planning, Manage the effective utilization of resources.
- ENQUIRIES** : Ms C Jama Tel No: 033 8975672

DEPARTMENT OF HEALTH

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

OTHER POSTS

- POST 04/227** : **MEDICAL SPECIALIST: (GRADE 1, 2, 3) - VARIOUS DISCIPLINES REF NO. GS 10/23**
 (Multidisciplinary Adult Critical care)
 Component: Critical Care
 Re-Advertised
- SALARY** : Grade 1: R1 156 308 per annum
 Grade 2: R1 322 100 per annum
 Grade 3: R1 534 356 per annum
 All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually. Rural allowance 18% of basic salary (when posted at Edendale Hospital)
- CENTRE REQUIREMENTS** : Grey's Hospital- Pietermaritzburg
 : **Grade 1:** Experience: Not Applicable: - Registration with HPCSA as a Medical Specialist after Registration as a Medical specialist in Anaesthesia, Surgery, Emergency Medicine, Internal Medicine, or Obstetrics and Gynaecology
Grade 2: Experience: A Minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Anaesthesia, Surgery, Emergency Medicine, Internal Medicine or Obstetrics and Gynaecology
Grade 3: Experience: A minimum of 10 years' experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Anaesthesia, Surgery, Emergency Medicine, Internal Medicine or Obstetrics and Gynaecology Senior Certificate (Grade 12) or equivalent MBChB or equivalent Specialist qualification in either Anaesthesia, Surgery, Emergency Medicine, Internal Medicine or Obstetrics and Gynaecology
 Current registration with HPCSA as a "Specialist: in Anaesthesia, Surgery, Emergency Medicine, Internal Medicine or Obstetrics and Gynaecology (Only shortlisted candidates will be required to submit Proof of all documents) The Knowledge, Skills and Experience: Sound clinical knowledge within the relevant parent discipline Good communication and human relations Sound knowledge of clinical procedures and protocols within the parent discipline

DUTIES

Assessment and management of patients Behavioural Attributes Stress tolerance, ability to work as an integral part of a team, self-confidence, and the ability to build and maintain good relationships with colleagues, nursing staff, allied medical staff and clinicians from other disciplines.

: The incumbent would be required to work fulltime in the multidisciplinary Adult Critical Care Unit, including overtime duties To execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and to perform duties / functions that fall within the reasonable prescripts of acceptable legislation. To efficiently and appropriately assess and manage a broad spectrum of critically ill patients referred from the departments of Surgery, Orthopaedic Surgery, Surgical Specialties, Obstetrics & Gynaecology, and Internal Medicine. Assessing pre- and post-admission high-risk patients in the wards and providing clinical guidance to clinicians referring patients to the critical care units in Pietermaritzburg. Willingness to participate in the after-hours call system, with an undertaking to sign a contract to participate in 16 hours commuted overtime per week, is essential. Overtime work will encompass the three hospitals in the PMB metropole Actively participate in, and assist in the progressive development of, training programmes across the Metropolitan Anaesthesia and Critical Care system to facilitate postgraduate training in Anaesthesia and Critical Care for Medical Officers, and for Registrars specialising in other clinical disciplines Participating in the teaching programmes co-ordinated by the Pietermaritzburg Department of Anaesthesia, Critical Care and Pain Management for vocational, postgraduate and nursing staff. Liaise with other Metropolitan hospitals and Medical School as and when necessary, in consultation with the Head of Department. Supervision of postgraduate and undergraduate training Participating in outreach programmes for the development of Critical Care services in Area 2 of KwaZulu Natal Provide support to the Head of Department, in ensuring an efficient standard of patient care and services are maintained. Ensure the proper and economical use of equipment and other resource Co-ordinate participation in Quality Improvement measures by staff Undertaking appropriate clinical research and supporting the research efforts of junior staff in the Pietermaritzburg Department of Anaesthesia, Critical Care and Pain Management. This is a metropolitan post and the incumbent will be expected to be available for work at any of the metropolitan hospitals (Grey's, Northdale and Edendale) After achieving competency in critical care skills, the candidate will be afforded up to 20% of clinical time in their base discipline in order to maintain those skills Candidates must remain within 30 minutes of the relevant PMB Hospital during all periods of on call at that hospital The incumbent of this post will report to the Head Clinical Unit: Adult Critical Care in all aspects of their job description.

**ENQUIRIES
APPLICATIONS**

: Dr A Ramkilawan Tel No: 033 8973241
: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 17 February 2023

POST 04/228

: **CLINICAL MANAGER GRADE 1 REF NO: RIET 05/2023 (X2 POSTS)**
Component: Medical (HAST, O & G and Paediatrics)
Re Advertisement

SALARY

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

**CENTRE
REQUIREMENTS**

: Rietvlei Hospital
: Grade 1 Grade 12 (senior certificate)/ Standard 10. MB ChB or equivalent Degree Registration with the HPCSA as a Medical Practitioner .Current registration with HPCSA as a Medical Practitioner. A minimum of 3 years appropriate/ recognizable experience after registration with HPCSA as a Medical Practitioner. PLUS certificate of service endorsed by Human Resource Knowledge, Skills, Training and Competencies Required: Good knowledge of applicable legislation, regulations, national and provincial policies. HPCSA regulations. Internal and external policies. Provincial drainage area mapping. National norms and standards for relevant clinical results. Patient rights

responsibility Charter. Local regulations and rules regarding administrative duties. Institution's budget and PFMA. Regulatory framework of the institution. Labour Relations Act. Code of Conduct. National norms for relevant clinical results. Good interpersonal and communication skills. Interpersonal relations. Strong leadership, organizational, operational and contingency planning skills. Medical/clinical skills. Conflict management. Reporting. Administrative. Analytical and creative thinking. Independent decision-making and problem solving skills. Planning, organization and problem solving. Verbal and written communication.

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

ENQUIRIES : Dr N.T Dabata-Hlaneki at 0673555314

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

FOR ATTENTION : Miss Ntuzela

NOTE : The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work. Directions to candidates: The following documents must be submitted. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.kznhealth.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Failure to produce these documents will disqualify candidates. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. The reference number must be indicated in the column provided on the form (new z83) e.g. RIET 01/2022. Please note that due to the large number of applications received, applications will not be acknowledged. However all short-listed candidates will receive written responses. Due to budget constraints the institution is unable to fund S & T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Candidates who previously applied for the posts should re apply. 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 : 17 February 2023

POST 04/229 : **CLINICAL MANAGER GRADE 1 REF NO: OTH CHC 02/2023 (X1 POST)**

SALARY : R1 227 255 per annum. Other Benefits: 22% Rural Allowance of Basic Salary, Medical aid (optional) and housing allowance (employee must meet prescribed requirements)

CENTRE : Othobothini Community Health Centre (Jozini)

REQUIREMENTS : Senior certificate / Grade 12. MBCHB degree or an equivalent qualification. Valid driver's license code EB. A minimum of 6 years appropriate experience as Medical Officer after registration with HPCSA as Medical Practitioner NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required: Knowledge of legislative and policy framework as well as journals and papers informing the area of operation. Ability to prioritize issues and other work related matters and comply with the time frames. Team management skills. Good communication, leadership, problem solving, interpersonal, ethical and professional skills. Sound knowledge of Human Resource Management, information Management and Quality Assurance Programme. Knowledge of current Health and Public Service Legislations and policies.

DUTIES : Provide management, support, mentorship and supervision of all medical staff, pharmacy services and allied health professional services. Provide a 24hrs

coverage when services require such, in line with application commuted overtime policy. Provide quality care, quality assurance, quality improvement projects, morbidity and mortality reviews, monthly audits, development of clinical guidelines and policies. Pioneer the management of financial and Human Resources for medical and allied component. Ensure the provision of safe, ethical and high quality medical care. Provide, implement and review clinical management protocols, policies and procedures and ensure that they are in accordance with the current statutory regulations and guidelines. Lead and manage the overall functions of clinical audit and governance to meet the combined objectives of excellence in healthcare and upholding of the patient's Rights Charter. Assist clinical personnel in the Medical and Allied Health domains with quality assurance, quality assurance improvement projects, provision of quality obstetric services, morbidity and mortality reviews, monthly audits, risk management and development of clinical guidelines and policies. Ensure, early, correct and cost effective, investigation and follow up treatment of patients. Provide a holistic patient care, inclusive of examining and formulating of patient treatment plans. Maintain accurate health records in accordance with legal and ethical considerations. Implement and maintain Employee Performance Management and Development System.

**ENQUIRIES
APPLICATIONS**

: Ms. N.I Mthethwa Tel No: 035 572 9002
 : Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, Jozini, 3969 OR hand deliver to Othobothini CHC, HR Department.

NOTE

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

CLOSING DATE

: 24 February 2023

POST 04/230

: **DEPUTY DIRECTOR: HRM REF NO: DDHRM 1/2023**
 Component: Human Resource Services

SALARY

: R766 584 per annum (Level 11), (all-inclusive remuneration package). Benefits: 13th Cheque, Medical Aid (Optional) And Housing Allowance (Employee Must Meet Prescribed Requirements)

**CENTRE
REQUIREMENTS**

: Ladysmith Regional Hospital
 : An appropriate Degree/National Diploma in Human Resource Management / Public Administration or Public Management plus At least Five (5) years' experience in a Human Resource Component, of which a minimum of Three (3) years must be Managerial experience. Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Recommendations: Drivers Licence PERSAL Certificates Knowledge, training and competencies required: Broad knowledge and understanding of Human Resource Management. In-depth knowledge of relevant acts, policies and regulations in Human Resource Management. Sound knowledge of Human Resource Practices, Staff Relations and Training and Development matters. Computer Literacy (Only shortlisted Candidates should submit proof) Sound knowledge of PERSAL (Only shortlisted Candidates should submit proof). Sound decision making, planning and leadership skills. Good communication skills – verbal & written. Financial Management. Problem solving and conflict management skills.

DUTIES

: Manage all Human Resource components ie. Human Resource Practices, Human Resource Planning and Development, Staff Relations and Employee Wellness and ensure the provision of accessible and efficient services. Advise Managers on all aspects of Human Resource Management. Participate in the recruitment and selection of staff in different fields within the institution. Ensure adequate availability and efficient utilization of staff. Plan, monitor & control the use of budget and equipment allocated to the Human Resource Component

.Participate in the strategic and other planning processes within the institution. Develop Human Resource policies that are in line with Human Resource strategies of the department and ensure the implementation thereof. Maintain discipline and deal with Labour Relation issues in terms of laid down policies and procedures .Identifying training needs and ensure the implementation of suitable training programmes. Manage the day to day function of the HR Department in the institution to ensure the rendering of high quality HR services. Serve on various committees such as Cash Flow, HRD, Hospital Board etc Provide Human Resource Management services in line with the requirements of National Core Standards.

- ENQUIRIES** : Dr ME Pule Tel No: 036 637 2111
- APPLICATIONS** : Applications to be posted to: The Hospital CEO (applications) Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370 Or hand delivered to: 36 Malcolm Road, Hospital park, Ladysmith, 3370
- CLOSING DATE** : 24 February 2023
- POST 04/231** : **OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO: MURCH-IZING 04/2023 (X1 POST)**
(Re: Advertisement)
- 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-Izingolweni 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 In sight 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** : Mr LG Nyawo Tel No: 039-6877311 ext. 130

<u>APPLICATIONS</u>	:	All applications should be forwarded to: Chief Executive Officer P/Bag X701, Portshepstone, 4240 or Hand Delivered To: Human Resources Department Murchison Hospital
<u>NOTE</u>	:	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/ 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) 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.
<u>CLOSING DATE</u>	:	17 February 2023
<u>POST 04/232</u>	:	<u>ASSISTANT MANAGER (PLANNING, MONITORING AND EVALUATION)</u> <u>REF NO: UNTU 01/2023 (X1 POST)</u>
<u>SALARY</u>	:	R588 378 - R682 089 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) 8% Rural Allowance Housing Allowance: Employee must meet prescribed requirements. Component: The successful candidate will report directly to the office of the CEO
<u>CENTRE REQUIREMENTS</u>	:	Untunjambili Hospital Senior certificate STD 10/ (Grade 12), Diploma/Degree in General Nurse & Midwifery or equivalent qualification that allows registration SANC as a Professional Nurse. Current receipt with SANC to practice in (2023). A minimum of Eight years' appropriate/recognisable experience after registration with SANC in General Nursing. At least Three Years of the period referred to above must be appropriate/recognisable experience in the management level .Alternatively ten years (10) as a Professional of which six (6) must be experience as a Clinical Programme Co-ordinator. A valid driver's licence (code 8/10). Software applications: MS Office. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities Knowledge of the legislative, policy and Monitoring & Evaluation Framework informing health service delivery. Knowledge of hospital quality assurance and infection prevention control practices. Knowledge of hospital functions and operations. Understand HR Policies and practices and staff relations. Ability to critically analyse complex information and interpret that in relation to performance, health outcomes relevant to institution, and performance reports. Strong leadership. Planning and organizational skills. Advanced Project Management skills Financial Management skills. Decision making skills. Ability to work independently and under pressure. Problem solving. High level of communication skills, both written and verbal. Computer skills. Human Resource Management skills. Analytical skills and the ability to capture in concise reports. Advanced facilitation skills to manage consultation.
<u>DUTIES</u>	:	Co-ordinate development of the operational plan in the institution with the input from all departments in the facility. Ensure all plans for the departments are in place, facilitate and co-ordinate planning sessions. Monitor implementation of plans against determined objectives/targets. Ensure alignments of plans with

APP and DHP, Co-ordinate functions of HIT (Health Information Team). Ensure data is collected and analysed on a monthly basis and validated as per data management standard operational procedure. Provide reports to management and governance structure. Provide feedback to source of data generation. Adhere to reporting requirements of the district, compile monthly/quarterly/ad-hoc reports for stake holders. Co-ordinate and control activities of the component, provide training, advice and guidance to staff. Monitor audits inspection of investigation of quality & utilization of services. Monitor inspection process that is in keeping with the established quality assurance goals, which seek to ensure that patient care is maintained at an optimal level and delivered in a cost effective manner. Promote patient care practices and professional performance that is regularly assessed using valid and reliable criteria. Monitor implementation plans to promote clean audits, monitoring & evaluation to consolidate inspection reports. Ensure compliance to infection, prevention and control norms and standards. 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 hospital and governing laws. Monitor and ensure proper utilization of financial and physical resources .Assist in the implementation of priority programs to reduce morbidity and mortality rate, communicable and non-communicable diseases .Improve the facility efficiencies. Ensure accurate reliable statistics and reports are generated through the information management section. Ensure that units comply with National Core Standard –Ideal Clinic, Batho Pele principles to meet the needs and demands of the clients. Manage the Employee Performance Management Development System.

**ENQUIRIES
APPLICATIONS**

: Mrs CN Ndadane Tel No: 033-444 1707
: Applications should be forwarded to: Human resource Manager Private Bag X216, Kranskop, 3268

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za 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. 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. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.

CLOSING DATE

: 17 February 2023

POST 04/233

: **ASSISTANT NURSING MANAGER: (MONITORING AND EVALUATION)
REF NO: MBO 08/2023 (X1 POST)**

**SALARY
CENTRE**

: R588 378 – R682 089 per annum
: Mbongolwane District Hospital

REQUIREMENTS

: Grade 12/standard10 or Senior Certificate. Diploma/degree in General nursing that allows registration with SANC as a General Nurse. Current registration with South African Nursing Council as a Professional Nurse. A minimum of 8 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 3 years of the period referred to the above must be appropriate / recognisable experience at management level of clinical programme co-ordination. Computer literacy in Microsoft word and Excel. A Valid driver's Licence. Previous and current working experience endorsed by the Human Resource. Recommendations: A supporting qualification in monitoring and evaluation will be an added advantage Knowledge, Skills, Training and Competencies Required: Knowledge of Legislative, current public service and health related legislations and quality assurance Framework. 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 decisions. 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. Proficiency in the application of computer software packages (Ms. Word, Power Point, Excel ect). Ability to prioritize issues and other work related matters and 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. Planning and organizing skills. Project management skills.

DUTIES

: Co-ordinate to development of the operational plan in the institution with the input from all departments in the facility. Ensure all plans are for all departments are in place. Monitor implementation of plans against determined objective or targets. Facilitate and co-ordinate planning sessions. Ensure alignments of plans with APP and DHP. Co-ordinate functions of HIT (health information team). Ensure data is collected and analyzed on a monthly basis and is validated as per data management standard Operating procedure. Provide report to the management and governance structure. Provide feedback to source of data generation. Adhere to the reporting requirements of the district. Compile monthly / quarterly / ad-hoc reports for stakeholders. Co-ordinate and control activities of the component. Provide training, advice and guidance to staff. Monitor audits inspection or investigation of quality and utilization of services. Monitor inspection process that is in keeping with the established quality assurance goals, which seeks to ensure that patient care is maintained at an optimal level and delivered in a cost effective manner. Promote patient care practices and professional performance that is regularly assessed using valid and reliable criteria. Monitor implementation plans to promote clean audits. Monitoring and evaluation to consolidate inspection reports. Ensure compliance to infection prevention and control norms and standards.

**ENQUIRIES
APPLICATIONS**

: Mrs. SI Mkhwanazi Tel No: 035 4766 242 OR Ext 1008
: All applications should be posted to: The CEO, Private Bag X126, Kwa-Pett, 3280 or hand Delivered to Mbongolwane District Hospital

**FOR ATTENTION
NOTE**

: Human Resource Manager
: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks

(security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered. 17 February 2023

CLOSING DATE

:

POST 04/234

:

OPERATIONAL MANAGER NURSING (MATERNITY) REF NO: MBO 02/2023 (X1 POST)

Re-advert, Those who applied previously must re - apply

SALARY
CENTRE
REQUIREMENTS

:

R588 378 – R662 220 per annum
Mbongolwane District Hospital
National Senior Certificate / Grade12/ standard10. Degree/National Diploma in General Nursing with Midwifery. Current registration with South African Nursing Council as a Professional Nurse. A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General nursing. At least 5 years of the period referred to above must be appropriate or recognizable experience in maternity after obtaining the post basic qualification of advanced midwifery. Previous and current work experience /certificate of service endorsed by your Human resource department. Knowledge, Skills and Competences Required: Knowledge of nursing care policies and procedures, nursing statutory rules regulations, guidelines and other relevant legal framework. Knowledge of nursing care delivery approaches. Strong interpersonal relations, communication, verbal, report writing and facilitation 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. Insight into the public health sector strategies and priorities including nursing strategy, standard procedures and policies pertaining to nursing care. High level of accuracy, initiative and innovation. Good leadership, organization and decision making skills Knowledge of Human Resource and Financial policies and practices. Basic computer skills.

DUTIES

:

Provide effective management and professional leadership by ensuring that the ward is organized to provide quality. Ensure the implementation of the Essential Package of neonatal care. Strengthen the resuscitation services in the unit. Manage and supervise the efficient and effective use of resources in the unit. Ensure implementation and adhere to National Core Standards, Departmental policies, Guidelines and procedures. Ensure implementation, monitoring and evaluation of all maternal child and women healthcare programs, make proposals for improvement that is supported by a strong work ethics and maintain accurate records. Ensure implementation of Mother Baby Friendly initiatives. Maintain a constructive working relationship with multidisciplinary health care team and all other stakeholders in health promotion. Provide unit staff supervision and mentoring. Monitor and evaluate staff performance, EPMDS. Provide unit staff and therapeutic environment that allows for the practices of safe nursing care as laid down by the Occupational Health and Safety and all other applicable prescripts. Manage and ensure that performance standards remain adequate and that responsibilities are adhered to within the budget limits. Deal with grievances and discipline according to prescribed policies and procedures. Demonstrate concern for patient, promoting and advocating a proper treatment and care. Improve quality of care through reduction of patient complaints public complaints and waiting times. Ensure accurate reliable statics and reports are submitted timeously.

ENQUIRIES
APPLICATIONS

:

Mr NM Mhlongo Tel No: 035 4766242 or ext 1011
Applications to be forwarded to: The Human Resource Manager Mbongolwane Hospital Private Bag X 126 Kwa-Pett 3820

FOR ATTENTION
NOTE

:

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae Only, Therefore only shortlisted candidates will be required to submit certified document on or before

the day of the interview following communication from HR. The circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

<u>CLOSING DATE</u>	:	17 February 2023
<u>POST 04/235</u>	:	<u>OPERATIONAL MANAGER NURSING NIGHT DUTY SERVICES REF NO: OTH CHC 04/2023 (X1 POST)</u>
<u>SALARY</u>	:	R464 466 per annum. Other Benefits: 12% Rural Allowance, 13th cheque, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements)
<u>CENTRE REQUIREMENTS</u>	:	Othobothini Community Health Centre (Jozini) (Grade 12) Matric /Diploma / Degree in General Nursing and Midwifery. Registration with SANC in General Nursing, Science and Midwifery. Minimum of 7 years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse with SANC in General nursing and Midwife. Recommendation: Degree /Diploma in Nursing Services Management / Nursing Administration. Knowledge, Skills, Training and Competencies Required: Knowledge and insight into nursing processes and procedures. Knowledge of Nursing statutes and other relevant Public Service Acts/ legislations. Decision making & problem solving skills. Interpersonal skills in dealing with conflict management. Knowledge and implementation of Bathos Pele principles. Supervisory and analytical thinking skills. Stress tolerance, flexibility, empathy and the ability to communicate constructively at all leave.
<u>DUTIES</u>	:	Provide effective management and professional leadership ensuring that wards and units are organized. Co-ordinate provision of quality pt. care. Provide effective supervision of wards and units on night duty ensuring implementation of nursing standards, policies and procedures. Manage and direct efficient utilization of resources to enhance service delivery. Ensure implementation of clinical competence in all departments. Exercise control of discipline, grievance and any other labour related issues in terms of laid down procedures. Maintain client satisfaction through monitoring and setting of service standards. Implement and monitor National Core Standards and ideal clinic priorities .Implement EMPDS. Advocate for patients by facilitating proper treatment care, and adherence to Patients' Rights Charter and Batho Pele Principles. Ensure wards and units keep accurate records. Compile accurate daily patient care statistics and other patient care related care related reports.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N.I Mthethwa Tel No: 035 572 9002 Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X12, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.
<u>NOTE</u>	:	Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za . Curriculum Vitae (CV) only. Applicants are not required to submit copies of ID, Std 10 Certificate, educational qualifications, Certificate of service/Proof of experience signed by HR officer such Documents will be required only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.
<u>CLOSING DATE</u>	:	24 February 2023
<u>POST 04/236</u>	:	<u>CHIEF ARTISAN POST REF NO: CL 01/2023 (X1 POST)</u>
<u>SALARY</u>	:	R404 052 per annum
<u>CENTRE</u>	:	Clairwood Hospital

- REQUIREMENTS** : Senior Certificate (Grade 12), N3 or equivalent certificate Maintenance trade. Appropriate trade test certificate in (Electrical) in terms of section 13(2) (h) of the manpower Act of 1981 as amended PLUS10 years appropriate / recognizable as an Artisan / Artisan Foreman after obtaining the relevant trade test certificate. Valid code 8 driver's license. Recommendation: Basic knowledge of other trades (Plumbing, Mechanical, Building), Expertise in drawing up specifications in relation to bill of quantities. Sound knowledge of the occupational Health and Safety Act. Public Finance Management Act with Treasury Regulations and Practice Notes. Good communication skills, interpersonal skills and negotiation and planning. Technical and practical skills and experience of the trade. Good knowledge of technical design and analysis. Creativity and analytical thinking, problem solving and decision making skills. Sound knowledge of Project Management and team building. Computer literacy: MS Office software package and presentation skills. Production process knowledge and skills.
- DUTIES** : Manage technical services and support in conjunction with Technicians / Artisans and associates in field, workshop and technical office activities. Provide production services in the absence of Artisans or when there is a shortage of staff. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specification. Manage administrative and related functions. Control and monitor expenditure according to budget to ensure efficient cash flow management. 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 subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Continuous individual development to keep up with new technologies and procedures. Research / literature studies on technical / engineering technology to improve expertise. Liaise with relevant bodies / councils on technical / engineering – related matters.
- ENQUIRIES** : Mr. V.M Moodley Tel No: 031 451 5058
- APPLICATIONS** : Applications may be sent to: Clairwood Hospital, Private Bag X04, Mobeni, 4060 or Hand deliver: 1 Higginson Highway, Mobeni, 4060
- FOR ATTENTION** : Human Resource Department
- NOTE** : The contents of this Circular Minute must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal work place. Directions to candidates, the following documents must be submitted: Applications for employment are required to complete and submit Z83 form (Obtainable at any Government Department or from website – www.kzn.health.gov.za) and Curriculum Vitae (CV). Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. The reference number must be indicated in the column provided on the form Z83. Application for employment are not required to submit copies of qualification and other relevant documents on application but must submit Z83 form and detailed Curriculum Vitae (CV). The certified copies of qualification and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered. Please note that due to a large number of applications we envisage to receive, applications will not be acknowledged. However, should you not receive any response after two months of the closing date of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for this post. The appointment is subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).
- CLOSING DATE** : 17 February 2023

POST 04/237 : **CHIEF ARTISAN REF NO: UNTU 05/2023 (X1 POST)**
Component: Maintenance

SALARY : R404 052 - R461 973 per annum. Other benefits: 13th Cheque / Service Bonus, Medical Aid Optional, Home Owners, Housing, Allowances and 8% rural allowance

CENTRE : untunjambili Hospital

REQUIREMENTS : Grade 12 (senior certificate). Appropriate trade test certificate in all trades – Electrical, Building, Plumbing, Mechanical, and Fitter in terms of provision section 13(2) of the Manpower Training Act of 1981, as amended .Valid driver’s license code 08. Ten years (10) post qualification experience required as an Artisan/ Artisan foreman. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver’s License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities Project management .technical design and analysis knowledge. Computer – aided technical application. Knowledge of legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills. Problem solving and analysis. Decision –making .Change management. Financial management .Customer focus and responsiveness .Communication skills .Computer skill. Planning and organizing.

DUTIES : Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology and ensure quality assurance in line with specification .To provide technical advisory services to the planning upgrading and revitalizing components to develop specialised specification for major and minor development initiatives. Develop policy documents, norms and standardize for Department functions according to required standard. To investigate processes to determine reason for failure infrastructure, plant and specialized equipment in the delivery of health services. Ensure the effective utilization of all resources allocation to sub-components. Promote safety in line with statutory and regulatory requirements. To manage the executive of maintenance strategy through the provision of appropriate structural , systems and resources .Design and establish a system and collect data on the use of utilities by health facilities .To monitor maintenance efficiencies according to organization goals to direct or redirect maintenance service for project and requirements .To continuously monitor the exchange and protection of information between operations and individuals .Provide input into the budgeting process as required .Compile and submit reports as required .Ensure daily control of technical ,mechanical and plumbing personnel .Manage Human Resource effectively and efficiently and promote sound labour relations .Research/literature studies on technical/engineering technology to improve expertise and liaise with relevant bodies /councils on technical /engineering related matters .NB: The incumbent will be expected to work overtime and extended hours.

ENQUIRIES : Mr. L.R Dlamini Tel No: 033-444 1707

APPLICATIONS : Applications should be forwarded to: Human resource Manager Private Bag X216, Kranskop, 3268

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za 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.

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. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.

<u>CLOSING DATE</u>	:	17 February 2023
<u>POST 04/238</u>	:	<u>PROFESSIONAL NURSE: SPECIALTY (ADVANCED MIDWIFERY AND NEONATAL SCIENCE) REF NO: MBO 03/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R400 644 – R464 466 per annum Grade 2: R492 756 – R606 042 per annum
<u>CENTRE REQUIREMENTS</u>	:	Mbongolwane District Hospital Grade 1: Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in General nursing 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 Senior certificate or equivalent qualification. Degree / Diploma in General Nursing and Midwifery. A post basic nursing qualification with duration of at least one year accredited with SANC in advanced Midwifery. Current registration with SANC as general nurse, midwifery and advanced midwifery. Grade 1: A minimum of four (4) years appropriate or recognizable experience in nursing and of which at least one (1) year of the period referred to above must be appropriate experience after obtaining the 1 year post basic qualification in Advanced Midwifery. Grade 2: A minimum of fourteen (14) years appropriate or recognizable experience in nursing after registration as a professional nurse with the SANC in General nursing of which at least ten (10) years of the period referred to above must be appropriate experience after obtaining the (1) year post basic qualification in Advanced Midwifery. Knowledge, Skills, Training And Competencies Required: Knowledge of Public Service Policies. Knowledge of SANC rules and regulations. Good communication, leadership, interpersonal and problem solving skills. Computer literacy, Knowledge of Code of Conduct Labour relations, conflict management and negotiation skills. Ability to function well within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele principles and patient's rights charter. An updated knowledge of the priority programmes and the management thereof.
<u>DUTIES</u>	:	Assist with the implementation of the Un Millenium Development Goals e.g. reducing child mortality and the saving mothers' initiative. Demonstrate effective communication with patients, supervisors other Health Professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at supervisory, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper and nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate basic computer literacy as support tool to enhance service delivery. Oversee and co-ordinate the integration of MCWH. Assist in the monitoring of the implementation of EPMDS. Improve maternal and child health by initiating all the relevant programmes. Enhance the saving mothers programme. Assist with reduction of maternal and neonatal mortality and morbidity rates. Work as a team leader and oversee the maternity department in the absence of the Operational Manager or when the need arises. Knowledge of patient safety incidents and management thereof. Must be able to handle surgical and obstetrical emergencies. Take lead in peri-operative care delivery. Partake in the resuscitation and stabilizing of critically injured and ill patients. Participation in

implementation of national core standards. Demonstrate a basic understanding of HR and financial policies and practices. Participate in clinical audits and data management meetings. Ensure accurate record keeping. Able to manage own work, time and that of junior colleagues to ensure proper and nursing service in the unit. Ensure self and staff development through in service training.

**ENQUIRIES
APPLICATIONS**

: Mr NM Mhlongo Tel No: 035 4766 242 ext 1011
: All applications should be posted to: The Chief Executive Officer,
Mbongolwane Hospital, Private Bag X126, Kwa-Pett, 3280

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 17 February 2023

POST 04/239

: **PROFESSIONAL NURSE SPECIALTY (OPERATING THEATRE AND
CSSD) REF NO: HRM 04/2023 (X5 POSTS)**

**SALARY
CENTRE
REQUIREMENTS**

: Grade 1: R400 644 - R464 466 per annum, plus benefits
: King Edward VIII Hospital complex
: Matric/Senior Certificate or equivalent qualification, Degree / Diploma in General Nursing Registration with S.A.N.C. as a General Nurse and Specialty Nurse, One year Post basic registration Degree/ Diploma in relevant specialty plus 4 years appropriate / recognizable , Registration experience as a General Nurse, only shortlisted candidates will produce proof of current registration with SANC 2022/2023. Recommendation: Computer Literacy Knowledge, Skills, Training And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework, Good communication skills-verbal and written, Co-ordination and liaison skills, Problem solving skills.

DUTIES

: Assist in planning/organizing and monitoring of objectives of the specialized unit, Provide a therapeutic environment for staff, patients and public, Provide comprehensive, quality nursing care, Provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level, Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, Assist with allocation/change list, day and night duty rosters and inputs for leave, Assist in record keeping and provide statistical information on training and staffing, To assist in EPMDS evaluation of staff and implement EAP, Assist in orientation, induction and monitoring of all nursing staff, To complete patient related data and partake in research, Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty, To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift, To partake in overall specialized unit functions, i.e. team building, Effective and efficient management of all resources.

**ENQUIRIES
APPLICATIONS**

: Ms. N.E. Ndongeni Tel No: (031) 360 3025
: 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** : 17 February 2023
- POST 04/240** : **CLINICAL NURSE PRACTITIONER (X2 POSTS)**
Re Advertisement
- SALARY** : Grade 1: R400 644 per annum
Grade 2: R492 756 per annum
Benefits: 13th Cheque, Medical Aid (Optional) Housing Allowance (Conditional).
- CENTRE** : Ref No: Umzimkhulu Clinic: RIET 06/2023 (X1 Post)
Ref No: Umvoti Clinic 07/2023 (X1 Post)
- REQUIREMENTS** : **Grade 1:** Grade 12 (senior certificate)/ Standard 10. Degree/ Diploma in General Nursing or equivalent qualification that allows registration with SANC as a Professional nurse. A post- basic nursing qualification in Primary Health Care. Current registration with the SA Nursing Council (SANC). A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. PLUS certificate of service endorsed by Human Resource **Grade 2:** Grade 12 (senior certificate)/ Standard 10. Degree/ Diploma in General Nursing or equivalent qualification that allows registration with SANC as a Professional nurse. A post- basic nursing qualification in Primary Health Care. Current registration with the SA Nursing Council (SANC). A minimum of 14 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred above must be appropriate/ recognizable experience in the specific speciality after obtaining the one –year post-basic qualification in the relevant speciality. PLUS certificate of service endorsed by Human Resource. Recommendation :Valid driver's license code 10 Knowledge, Skills, Training And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as: Nursing Act, Health Act, Occupational Health and safety Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary code and Procedure, Grievance Procedure. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care.
- DUTIES** : Provide quality comprehensive Primary Health Care by promoting preventative, curative and rehabilitative services for the clients and community. Administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating

proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles. Promote Quality of nursing care as directed by Standards at Primary Health Care. Provide effective leadership in the Facility. Implement & Supervise community based Model Programme.

**ENQUIRIES
APPLICATIONS**

: Ms B. Dlikilili at 062 388 3138
: All applications must be directed to Rietvlei Hospital, and Private Bag X 501, Stafford's Post, Via Port Shepstone, 4686 or hand deliver to Rietvlei hospital Human Resource Component.

**FOR ATTENTION
NOTE**

: Miss Ntuzela
: The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work. Directions to Candidates: The following documents must be submitted. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.kznhealth.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Failure to produce these documents will disqualify candidates. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. The reference number must be indicated in the column provided on the form (new z83) e.g. RIET 01/2022. Please note that due to the large number of applications received, applications will not be acknowledged. However all short-listed candidates will receive written responses. Due to budget constraints the institution is unable to fund S & T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Candidates who previously applied for the posts should re apply. 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

: 17 February 2023

POST 04/241

: **CLINICAL NURSE PRACTITIONER (PHC) REF NO: EDU 01/2023 (X2 POSTS)**
Component: Friesgewaacht Clinic

SALARY

: Grade 1: R400 644 - R464 466 per annum
Grade 2: R492 756 - R606 042 per annum
Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13th Cheque and 12% rural allowance.

**CENTRE
REQUIREMENTS**

: Edumbe CHC
: An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Current registration with SANC for 2023. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing **Grade 2:** A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills, Training and Competences Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment .Report writing skill.

DUTIES

: Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and

standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of diverse intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery.

**ENQUIRIES
APPLICATIONS**

: Mrs LT Msibi Tel No: (034) 995 8500 EXT 8528
 : All applications should be forwarded to: Assistant Director: HRM, Private Bag X322, Paulpietersburg, 3180 or be hand delivered at 463 eDumbe Main Street, Paulpietersburg, 3180, HR office No: 46

**FOR ATTENTION
NOTE**

: Mrs EP Mdlalose
 : 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 (Form Z83), which is obtainable at any Government Department OR from the website (www.kznhealth.gov.za) issued by Minister of DPSA in line with regulation 10 of the Public Service Regulations 2016. Applicant must utilize the most recent Z83 form. The Z83 must be fully completed: Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV) and Please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of the interview. The reference number must be indicated in the column provided on the Z83 e.g. Ref EDU 23/2013. The post applied for must also be indicated clearly in the relevant section on the application form. People with disability should feel free to apply. Please note that due to large number of applications received, applications will not be acknowledged however only the shortlisted applicants will be advised with the outcome. Please note that no S&T will be paid to candidates that are invited for interviews. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) of the following: Security Clearance (Vetting), Criminal clearance, credit records, citizenship), and verification of Educational Qualifications by SAQA (Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representation in all occupational categories in the department). The post will be filled in terms of the Employment Equity Target. 17 February 2023

CLOSING DATE

: 17 February 2023

POST 04/242

: **PROFESSIONAL NURSE (SPECIALTY-ADVANCED MIDWIFE) REF NO: UNTU 02/2023 (X1 POST)**
 Component: Nursing

SALARY

: Grade 1: R400 644 - R464 466 per annum
 Grade 2: R492 756 – R606 042 per annum
 Other Benefits: 13th Cheque, Medical Aid (Optional) 8% rural allowance
 Housing Allowance (Employee must meet prescribed requirement)

**CENTRE
REQUIREMENTS**

: Nstitution: Untunjambili Hospital
 : Grade 1: National Senior Certificate Diploma/Degree in General nursing, plus 1 year post basic qualification in advanced midwife. Registration with SANC as a General Nurse and advanced midwifery .A minimum of 4 years appropriate/recognizable experience as a General Nurse. Grade 2: A minimum of 14 appropriate/recognizable nursing experience after registration as General Nurse with SANC of which 10 years must be appropriate/recognizable experience in speciality after obtaining one year post basic qualification in the relevant speciality. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities: Demonstration understanding of nursing legislation of nursing and ethical nursing practices. Demonstrate a basic understanding of HR and financial policies and practices. Good communications skills. Good interpersonal skills Team building and supervisory skills .Demonstrate knowledge of health related acts and legal prescripts. Knowledge of covid19 protocols.

DUTIES

: Provide comprehensive quality nursing care to patients/ clients in speciality units in a cost-effective and efficient manner. Assist in planning organising and monitoring of objectives of the specialized unit. Manage all resources within the units effectively and efficiently to ensure optimum service delivery .conduct ESMOE and HBB drills. Demonstrate compliance with Nursing Act and SANC regulations. Able to plan and recognize own work and that of support personnel to ensure proper nursing care. Display a concern for patients promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs requirements and expectations (Batho Pele).Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisor and other clinicians including report writing when required .Ensure compliance with all National, Provincial and Professional prescripts/legislation. Participate in the analysis and formulation of nursing policies and procedure. Assist in EPMDS evaluation of staff within the unit and give guidance .Order, monitor and control levels of consumables. Provide a safe therapeutic and hygienic environment .Work effectively and amicably at supervisory level with persons of diverse intellectual cultural racial or religious differences. Demonstrate understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient's records. Participate in teaching of staff and mothers/relatives and mentorship of junior staff and trainees. Implement plan of action in emergency situations according to protocols and guidelines. To attend monthly nursing and multidisciplinary meetings and implement actions plans. Ensure that MNCWH and MBFHI programmes are properly implemented. Conduct audits and implement quality improvement programmes. Uphold the Batho Pele Principles and Patient Rights Charter. Exercise control over discipline grievances and Labour Relation issues according to the laid down.

ENQUIRIES

: Mr. K.R Mthimkhu Tel No: 033 444 1707 Ext: 8134

APPLICATIONS

: Applications should be forwarded to: Human resource Manager Private Bag X216, Kranskop, 3268.

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za 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. 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. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.

CLOSING DATE

: 17 February 2023

<u>POST 04/243</u>	:	<u>CLINICAL NURSE PRACTITIONER REF NO: UNTU 03/2023</u>
<u>SALARY</u>	:	Grade 1: R400 644 per annum Grade 2: R492 756 per annum Other Benefits: 13 th Cheque, Home Owner's Allowance (Employee must meet prescribed) requirements), Medical Aid (Optional) and 8% Rural Allowance
<u>CENTRE REQUIREMENTS</u>	:	Untunjambili Hospital (Umphise Clinic-School Health) 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 Computer Literacy: MS Software. Driving. Grade 1: Grade 12 or Senior Certificate. A minimum of 4 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. One year Post Basic Qualification in Primary Health Care. 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 at least 10 years must be appropriate/ Recognizable experience after obtaining the one year post basic qualification in primary Health Care. One Year Post Basic Qualification in Primary Health Care. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities: School Health Policy and Guidelines. Health Promoting Schools. Relevant Health Programmes namely; HAST, MCWH, Healthy Lifestyle, Nutrition, Mental Health & Non-Communicable diseases .Sexual Education. Batho Pele Principles. Legislation that guides practice. 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.
<u>DUTIES</u>	:	Provide preventive and promote services that address the health needs of school-going children. Conduct full examination learners from head to toe to detect abnormalities. Conduct Learner Assessments & screen for diseases and illnesses. Conduct vision & hearing tests and refer if any complications. Provide immunization services advise the teachers and parents concerning the challenges detected from each child and the management thereof. Mobilize the resources and conduct capacity building for the implementation of the school health Policy. Supervise and support team accordingly. Provide training where necessary. Control the use of vehicle and other government resources. Support, involve and ensure sustainable coordination for the school community and multi-sectorial team in creating health promoting school. Identify schools with potential to be accredited as Health Promoting Schools. Establish School Health Forums where there are none & revive the existing Forums if they are not functioning properly. Organize and hold meetings with School Governing Bodies and School Health Forums. Update School Principal and Teachers about upcoming school health campaigns. Facilitate referrals to health other services where required. Prompt referral to the next level of care. Give full history of the child's problem in the referral letter. Explain to parents about abnormalities detected and advice continuity of care at home. Conduct follow ups where necessary. Monitor & evaluate the school health services rendered. That is collecting and validating school health data and reporting accordingly. Make use of data collected with the team. Display a concern for patients, needs & expectations according to Batho Pele Principles. Deputize the Operational Manager.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs NP Ngubane Tel No: 033-444 1707 Applications should be forwarded to: Human resource Manager Private Bag X216, Kranskop, 3268
<u>NOTE</u>	:	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. 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. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.

- CLOSING DATE** : 17 February 2023
- POST 04/244** : **CLINICAL NURSE PRACTITIONER REF NO: UNTU 04/2023**
- SALARY** : Grade 1: R400 644 per annum
Grade 2: R492 756 per annum
Other Benefits: 13th Cheque, Home Owner's Allowance (Employee must meet prescribed) requirements), Medical Aid (Optional) and 8% Rural Allowance
- CENTRE** : Untunjambili Hospital (Mobile Clinic)
- REQUIREMENTS** : 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 Computer Literacy: MS Software. Driving. **Grade 1:** Grade 12 or Senior Certificate. A minimum of 4 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. One year Post Basic Qualification in Primary Health Care. **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 at least 10 years must be appropriate/ Recognizable experience after obtaining the one year post basic qualification in primary Health Care. One Year Post Basic Qualification in Primary Health Care. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. 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 & procedures, nursing statues and relevant. Legal Framework such as Nursing Act, Health Act, OHSA, PSR etc. Interpersonal skills including public relations, negotiating, conflict handling and cancelling skills. Demonstrate a basic understanding of HR 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 cancelling to all clients. Perform a clinical nursing 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 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 patients, supervisors, and other clinicians including report writing when required. Work effectively co-operatively and amicably with persons of diverse intellectual cultural racial or religious difference. 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' Charter.

		Conduct the antenatal bookings, BANC plus and able refer high risk clients. Deputize the Operational Manager.
<u>ENQUIRIES</u>	:	Mrs NP Ngubane Tel No: 033-444 1707
<u>APPLICATIONS</u>	:	Applications should be forwarded to: Human resource Manager Private Bag X216, Kranskop, 3268
<u>NOTE</u>	:	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. 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. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.
<u>CLOSING DATE</u>	:	17 September 2021
<u>POST 04/245</u>	:	<u>PROFESSIONAL NURSE-SPECIALTY (ORTHOPAEDIC) REF NO: INA-ORTHO 01/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade1: R400 644 -R464 466 per annum Grade 2: R492 756 – R606 046 per annum Allowance (employee must meet prescribed requirements, Medical Aid (Optional) and 8%rural allowance.
<u>CENTRE REQUIREMENTS</u>	:	Inanda C Community Health Centre Senior certificate/Matric or equivalent plus, Degree/Diploma in general nursing, Current registration with SANC as a General Nurse. Current SANC receipt (2023). One year post basic qualification in Orthopedic Nursing Science. Previous work experience/certificate of service endorsed by your Human Resource Department. Experience: Grade1 minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing plus one year post basic qualification in Orthopedic Nursing Science. 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 appropriate/ recognizable experience after obtaining qualification in Orthopedic Nursing Science. Knowledge, skills and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant Legal frameworks i.e. Nursing Acts, Mental Act OH& S Act, Labor Relations Act Batho Pele and patient right Charter. Good insight of procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge. Computer skills on basic programs.

<u>DUTIES</u>	:	Application and removal of POP in all uncomplicated fractures. Health education to patients and staff on handling of complicated and uncomplicated fractures. Seeing new patients and assessing symptoms, monitoring existing patients (those with plaster cast). Providing follow up care to surgical patients. Help with wound dressing for recently injured as well as motion therapy with crutches. Work with doctors to perform treatment manipulation and reduction of displaced fractures as well as green stick fractures. Responsible for ensuring that patient is appropriately cared for e.g. taking care of external and internal fixation. Triage patients in outpatient department. Screen and manage complications. Refer patients to the next level of care when necessary. Work with other Stakeholders to maximize the level of health care. Compile and submit daily, monthly and quarterly statistics. Maintain infection, Prevention and control measures.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. ET Penman Tel No: 031 519 0455
<u>NOTE</u>	:	The Human Resource Manager OR Inanda C Community Health Centre, Private Bag X04, Phoenix, 4080. Hand delivered to: Human Resource Office, Inanda "C" Community Health Centre, Inanda Newtown, 4309 NB: The following documents must be submitted: Application for Employment form (Z83) which is obtainable at any Government Departments or from the 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 the shortlisted candidates. Z83 form must be completed in full manner that allows a selection committee to assess the quality of candidate based on the information provided on the form. Candidates in possession of foreign qualification will be requested to bring an evaluation certificate from South African Qualification Authority (SAQA) on the date of interview.
<u>CLOSING DATE</u>	:	17 February 2023
<u>POST 04/246</u>	:	<u>CLINICAL NURSE PRACTITIONER; MOBILE CLINIC GRADE 01/02 REF NO: PHO 7 /2023</u>
<u>SALARY</u>	:	Grade 1: R400 644 per annum Grade 2: R492 756 per annum Other Benefits: 13 th Cheque, Inhospitable Area Allowance of 8%, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Pholela CHC (Mobile 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-2023. 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>	:	Provision of quality comprehensive community health care. Demonstrate communication with patients, supervisor and other clinicians including report writing. Provision of administrative, educational and clinical services. Assist the Operational Manager with overall management and necessary support for effective functioning of the clinic. Conduct health education to the community. Work as part of multidisciplinary team to ensure good Nursing care. Implement and advocate for preventive, promotive, curative and rehabilitative health initiatives for clients and the community served by the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Implement health programmes within the PHC package in accordance with set guidelines, monitor performance and outcomes against the set targets and act on deviations. Refer patients promptly according to the set guidelines, protocols and policies. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of care. Participate in Employee Performance Management and Development System (EPMDS). Assist in Data management. Knowledge, Skills, Training and Competencies:

Knowledge of Nursing legislation and related legal and ethical nursing practices e.g. Nursing Act, Health Act etc. Communication skills, written and spoken. Interpersonal relations and diversity management skills. Planning, organizing and execution skills. Knowledge of SANC Rules and Regulations. Good communication, Leadership, Interpersonal and Problem solving skills. Basic understanding and knowledge of HR and Financial policies. Decision making and problem solving skills. Skills in organizing, planning and supervising. Sound Knowledge of scope of practice.

**ENQUIRIES
APPLICATIONS**

: Mrs. N Willie Tel No: 039-8329488/9491
: 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 08/2022. Failure to comply with the above instructions will lead to disqualification of applicants. Faxed and e-mailed applications will NOT be accepted. Please note that due to large number of applications we anticipate to receive, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. 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 representativity in all level of all occupational categories in the department. People with disabilities are encouraged to apply.

CLOSING DATE

: 17 February 2023

POST 04/247

: **CLINICAL NURSE PRACTITIONER GRADE 1 OR 2 REF NO: SAP 03/2023 (X2 POSTS)**

SALARY

: Grade 1: R400 644 – R464 466 per annum
Grade 2: R492 756 — R606 042 per annum
Other Benefits: Rural Allowance (12%), 13th Cheque, medical Aid (Optional), Homeowner's allowances employee must meet prescribed requirements)

**CENTRE
REQUIREMENTS**

: Siphamandla Clinic
: Senior Certificate/Grade 12 or equivalent qualification. Basic R424 qualification (ie. Degree/Diploma in Nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse Diploma / Degree in General Nursing & Midwifery plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Certificate of registration with SANC (General Nursing and relevant post basic qualification) proof of current registration with SANC (2022). Experience: **Grade:1** A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a professional Nurse with the SANC in General Nurse plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. **Grade 2:** A minimum of fourteen (14) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which at least ten (10) years of the period referred to above must be appropriate or recognizable experience in the specific speciality after obtaining 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Educational qualifications, certificates of service and professional registration certificates need not be

submitted as only shortlisted candidates will be requested to supply certified copies and proof of registration must be submitted together with your CV. Recommendations Computer Literacy Skills: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Ensure that the clinical nursing practice by the nursing team (area/facility) is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate an basic understanding of HR and financial policies and practices. Demonstrate a basic understanding of the legislative framework governing the public service

DUTIES : Strengthen health information systems. Develop specific M&E plan based on the district's M&E framework and strategic plan. Manage and support implementation of action plans as generated by the Institution. Able to manage own work and that of units reporting to the post, and to ensure appropriate interventions to enhance nursing services at are/ facility level. Able to developing and maintaining a nursing service environment that promotes the rights of patients, advocating and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Monitor and support implementation quality assurance programs. Demonstrate the required computer literacy to adequately manage information according to the requirements of the facility. Monitor and ensure proper utilisation of financial and physical resources.

ENQUIRIES APPLICATIONS : should be directed to Mr F Ntuli Tel No: 039/8339001-8
: Direct your application quoting the relevant reference number to: The Assistant Director, St. Apollinaris Hospital, thulani.dlamini@kznhealth .gov.za Or to be Hand delivered to Human Resource Section (St Apollinaris Hospital) Creighton on or before the closing date before 16:00.

FOR ATTENTION NOTE : Human Resources Section
: Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualifications and other relevant documents on application, certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application only when a candidate is shortlisted. Failure to comply will result in the application not being considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to 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. "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims. 20 February 2023

CLOSING DATE : 20 February 2023

POST 04/248 : **ASSISTANT DIRECTOR (SYSTEMS MANAGER) REF NO: INA/SYST 01/2023**

SALARY : R393 711 per annum. Other benefits: 13 Cheque, home owner's allowance and Medical aid optional

CENTRE : Nanda C Community Health Centre
REQUIREMENTS : (Employee must meet prescribed policy requirements. Minimum requirements for the post: Candidates must be in position of National Senior Certificate. An appropriate 3 year National Diploma/Bachelor's Degree in administration/management or equivalent PLUS at least 3 – 5 year's

appropriate supervisory/managerial experience in Hospital/CHC services. Recommendation: Valid driver's license. Knowledge, skills training and competencies required Knowledge of systems and contract management. Leadership, management, conflict management and supervisory skills. Ability to work under a multidisciplinary team setting. Good communication skills with co-workers, management and Head office officials. Ability to work and maintain meaningful relationship with a diverse community. Knowledge of Human Resource's, General and Financial Management. Knowledge of Public Service Legislation, Regulation and Policies. Ability to plan and organize own work time, and that of support personnel. Knowledge of PMDS, IDEAL clinic and National core Standards.

DUTIES : Maintain constructive working relationship with relevant stake holders. Monitor the provision of all CHC services and facilities by contractors in order to ensure contract adherence and highest level of quality. Manage and control support service namely: Cleaning service, Housekeeping, Security service, Equipment, Maintenance services, Patient administration services and Transport services. Manage the safety components of the CHC. Ensure that safety program requirements are adhered to by all staff. Implement and monitor effectiveness of policies and practices to ensure day to day operational efficiencies. Provide technical advices to the management team in respect to operations. Ensure that standby and emergency facilities are properly maintained. Ensure efficient and economical utilization of all resources allocated to the institution, including the development of staff. Ability to work under pressure and meet demands of short time lines.

ENQUIRIES APPLICATIONS : Dr. SCV Mncwango Tel No: 031 519 0455
 : The Human Resource Manager OR Inanda C Community Health Centre, Private Bag X04, Phoenix, 4080. Hand delivered to: Human Resource Office, Inanda "C" Community Health Centre, Inanda Newtown, 4309

NOTE : NB: The following documents must be submitted: Application for Employment form (Z83) which is obtainable at any Government Departments or from the 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 the shortlisted candidates. Z83 form must be completed in full manner that allows a selection committee to assess the quality of candidate based on the information provided on the form. Candidates in possession of foreign qualification will be requested to bring an evaluation certificate from South African Qualification Authority (SAQA) on the date of interview.

CLOSING DATE : 17 February 2023

POST 04/249 : **ASSISTANT DIRECTOR: DISTRICT ADHERENCE FACILITATOR (HAST)**
REF NO: ILE/01/2023 (X1 POST)
 Component: ILE: DIV: HIV AIDS, STI&ARV

SALARY : R393 711 per annum (Level 09). Benefit: 13thCheque, homeowner's allowance, and Medical aid optional (Employee must meet prescribed conditions)

CENTRE REQUIREMENTS : Ilembe Health District Office
 : Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate)
 A Bachelor's degree in Health or Social Sciences, or community advocacy and at least five – seven years' experience in public health or social services or community advocacy. Current registration with the relevant professional body. Computer literacy (MS Office programmes).Valid Driver's license (code 08/10). Recommendation: Public health sector experience in adherence to care and treatment and disclosure policies would be an advantage. Previous and current work experience (certificate/s of service) endorsed and stamped by HR office (will be requested only if shortlisted) NB all the above mentioned documents need not be attached on application, will be requested only if shortlisted. Coordination and Facilitation skills for coaching, training and development. Strong written and verbal communication skills; ability to design and implement client centered interventions/services. Ability to maintain a higher level /Professional confidentiality. Strong record-keeping, analytical and report writing skills. Knowledge of HIV Testing Services and Patient Literacy guidelines. Knowledge of community structures and local government structures. Sound knowledge of psycho-social support (on treatment) concepts. Sound knowledge of Monitoring and evaluation concepts.

DUTIES

: Act as the clients' advocate, explains the available options to the clients, keeps records of the services offered and work closely with the District HAST Coordinator. They shall be responsible to coordinate community mobilization for linkage and retention in care activities. Champion eLABS and Results for Action where applicable as well as viral load management in general .Be responsible for the supervision of all OTLs and other adherence cadres that are already operating whether from department or from social development partners and other stakeholders. Promote the delivery of services offered to different groups with the aim to enhance quality, efficiency and client satisfaction. The goal is to place the recipient of care at the centre of service delivery while maximizing health system efficiency. Coordinate and manage the communication of end user/customer deliveries, including scheduling, transportation, delivery equipment and labour. Ensure that the facility develop a system for tracking and tracing clients who do not attend their club meetings and follows up within seven - fourteen days to determine whether they have collected their medication. Ensure that the service needs of clients are met and linking them to the appropriate resources and providers. Develop a stakeholder directory of adherence care and support service agencies and providers for referral processes; ensure that health talks and health education in the facility's waiting room, informing patients of available options for Differentiated Care are conducted. Ensure that the club schedule is made available to the facility, and that club venues and dates are shared with decanting Clinicians for cohorting purposes .Ensure continuous utilization of adherence plan for the individuals and support groups. Ensure that monthly schedule of health talks/adherence classes for the facilities, club meetings, in line with the AGL SOPs is developed .Evaluate the quality of all adherence, care and support services and identifying areas that need improvements. Compile report to inform the coverage and uptake of patients (HIV, TB and NCDs) decanted to Facility Pick up Points (Fac Pups), Adherence Clubs and External Pick up Points (Ext PuPs).

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, I Lembe Health District Office, Private Bag X10620, KwaDukuza, 4450 OR Hand delivered to: 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza, 4450.

NOTE

: Directions to Candidates: The following documents must be submitted, The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. ILE/03/2022. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of 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

: 17 February 2023

POST 04/250 : **ASSISTANT DIRECTOR: RECORDS AND DOCUMENT MANAGEMENT SERVICES RE NO: G06/2023**
Cluster: Corporate Services and ISC

SALARY : R393 711 per annum
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Matric/ Grade 12. An appropriate B Degree or equivalent qualification PLUS Three (3) years' experience in supervisory capacity in record and document environment. Knowledge Skills and Competencies: Ability to assimilate knowledge of policies and practices and to demonstrate such knowledge in the performance of daily tasks. Ability to translate technical/professional knowledge and skills into the immediate work area and wider work environment. Computer literacy with proficiency in Ms Word, Spreadsheet, Presentation and search engine software/applications. A sound understanding of record and document Management and functions of the department in order to ensure that authoritative and reliable records are created and maintained in an accessible and usable manner so as to support the business and accountability of the Department. Ability to ensure protection of privacy and prevent the inappropriate disclosure of information. Good organisational skills in order to plan effectively. Good leadership i.e ability to motivate and control staff members. Willingness to accept responsibility. Commitment towards work i.e sound work ethic. Good report writing skills and the ability to communicate verbally. The ability to express ideas and facts in a clear and logical manner.

DUTIES : Assist in managing the development and facilitate the implementation of a decentralizes record and document management policy framework (both electronic and hard copy) in accordance with legislative and national policy imperative thereby enabling institutions to preserve valuable record, dispose of unnecessary documents and properly store current records for everyday use. Assist in monitoring and evaluation institutional compliance with Departmental policy frame work, facilitating appropriate intervention initiatives and ensuring the disposal of documents and information in terms of the defined disposal programme to ensure that only current material is filed for functional purpose. Assist to design implement and maintain a standarsed departmental records management index (filing system) to ensure efficient record and document management thereby making records accessible and promoting its use by officials within the Department. Assist in managing the utilized of the resources allocated to the component inclusive of staff.

ENQUIRIES : Mr S Mtshali Tel No: 033 395 2364
APPLICATIONS : All applications should be forwarded to: The Chief Director, Human Resource Management Services, KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 Or Hand Delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1: 1 North Tower.

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

CLOSING DATE : 17 February 2023

POST 04/251 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: G07/2023 (X12 POSTS)**
Cluster: Financial Management

SALARY CENTRE REQUIREMENTS : R393 711 per annum (Level 09)
: Head Office: Pietermaritzburg
: A relevant tertiary qualification at NQF level 7. At least 3 (three) year related asset management supervisory experience PLUS Unendorsed valid Code B driver's license (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills Training and Competencies Required: The incumbent of this post will report to the Deputy Director: Asset Management and will be responsible to co-ordinate, review and undertake the implementation of the physical asset management framework and policies, monitor assets through verification (physical condition, functionality, utilization and financial performance) evaluation and reporting. Proficiency in MS Word and Excel.

DUTIES : Monitor and review the capturing of all physical moveable assets in the physical asset registers: Receipt of all moveable assets. Perform quantity and quality control of asset registers. Allocation of barcodes to assets. Capturing of asset information in the relevant registers. Monitor and review the allocation of assets to asset custodians: Determination of the asset allocation according to furniture and equipment policy and procedures of the department. Capturing of asset information on the inventory list (room list) list to asset custodians. Issuing of asset and inventory list (room list) list to asset custodians. The delivery of assets to the asset custodians. Approval of the monitoring of assets in accordance with the relevant policy and procedures. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures: Monitoring assets for compliance with asset control prescripts. Monitoring assets for physical condition, utilisation, functionality and financial performance. Monitoring the performance of asset verification according to prescribed time frames. Compile reports on the states of assets. Promote correct implementation of sound asset management practices by: Informing, guiding and advising departmental employees on asset management matters. Contributing to the design and development of asset management systems, policies, strategic and annual physical asset management planning. Supervise employees to ensure sound physical asset management. This would inter alia, entail the following: General supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Address enquiries and provide advice and guidance on asset allocation and control.

ENQUIRIES APPLICATIONS : Mr T Ndlovu Tel No: 033 815 8331
: All applications should be forwarded to: The Chief Director, Human Resource Management Services, KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 Or Hand Delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1: 1 North Tower.

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

provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

- CLOSING DATE** : 17 February 2023
- POST 04/252** : **SYSTEMS MANAGER REF NO: RIET 04/2023 (X1 POST)**
Component: Systems Management Services
Re Advertisement
- SALARY** : R393 711 per annum. Benefits: 13th Cheque, Medical Aid (Optional) Housing Allowance (Conditional).
- CENTRE** : Rietvlei Hospital
- REQUIREMENTS** : Senior certificate (Grade 12). Degree/ Diploma in Public Management / Public Administration. Minimum of 03 years supervisory experience in Systems Management component. Valid Driver's License. Knowledge, Skills, Training and Competencies Required: Leadership, Organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counseling. Financial and budgetary knowledge. Human resource management and communication skills.
- DUTIES** : Manage the following auxiliary services to ensure optimal usage of resource and cost effectiveness: Transport Management, Laundry services, Telecommunication services, General Orderlies, Registry, Potting services. Staff residents. Catering services. Security services. Patient administration. Mortuary services. Cleaning and Grounds services. Maintenance services. Safety and waste Management services. Full implementation of Monitoring and Evaluation. Improve service delivery in line with National Core Standard. Ensure effective, efficient and economical utilization of resources. Develop and implement effective Departmental Policies. Ensure compliance with legislation and government policies. Contribute as a member of a multidisciplinary team toward the effective management of the CHC by participating in the following committees: IMLC, Cash flow, Adjudication committee, IHETD, Health and Safety, Loss and Damage. etc.
- ENQUIRIES** : Mr M.H Mbatha Tel No: 039 260 5200
- APPLICATIONS** : All applications must be directed to: Rietvlei Hospital, and Private Bag X501, Stafford's Post, Via Port Shepstone, 4686 or hand deliver to Rietvlei hospital, Human Resource Component.
- FOR ATTENTION** : Miss Ntuzela
- NOTE** : The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work. Directions to Candidates: The following documents must be submitted. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.kznhealth.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Failure to produce these documents will disqualify candidates. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. The reference number must be indicated in the column provided on the form (new z83) e.g. RIET 01/2022. Please note that due to the large number of applications received, applications will not be acknowledged. However all short-listed candidates will receive written responses. Due to budget constraints the institution is unable to fund S & T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Candidates who previously applied for the posts should re apply. 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** : 17 February 2023

<u>POST 04/253</u>	:	<u>DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: UNTU 06/2023 (X1 POST)</u> Component: X-Ray
<u>SALARY</u>	:	R332 427 - R378 818 per annum. Other benefits: 13 th cheque / Service Bonus, Medical Aid (Optional) Home Owner's allowance (Employee must meet the prescribed requirements 12% Rural Allowance
<u>CENTRE REQUIREMENTS</u>	:	Untunjambili Hospital Senior certificate / Grade 12. National Diploma / Degree in Radiographer (Diagnostic Radiographer). Appropriate qualification that allows registration with HPCSA as diagnostic Radiographer. No experience required. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities: Sound knowledge of Diagnostic Radiography procedures Computer Skills. Sound knowledge of radiography techniques and views. Knowledge of quality assurance tests. Knowledge of radiation control and safety regulation. Sound communication and problem solving skills. Good Interpersonal skills. Knowledge of relevant Health and Safety Acts. Willingness to work weekends, public holidays and overtime.
<u>DUTIES</u>	:	To provide good quality radiographic diagnostic services. Practise Occupational Health and Safety, Infection control and Radiation control. Strengthen record keeping and data collection. Promote Batho Pele principles in execution of duties for effective service delivery. Perform quality assurance tests. Participate in policy development. Execute all clinical procedures completely to avoid complications. Implement Core standards in execution of duties for effective service delivery. Participate in quality assurance and quality improvement programs. To provide 24 hours service. Give factual information to patients and clients on Radiography. Compile reports as required in the working environment. Educate patients on their conditions whilst ensuring that patient's rights are upheld. Contribute to overall work processes in the component.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr A Subrati Tel No: 033 444 1707 Applications should be forwarded to: Human resource Manager, Private Bag X216, Kranskop, 3268
<u>NOTE</u>	:	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. 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. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.
<u>CLOSING DATE</u>	:	17 February 2023

POST 04/254 : **SENIOR SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO: PHO 06/2023**

SALARY : R331 188 - R390 129 per annum (Level 08). Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

CENTRE REQUIREMENTS : Pholela Community Health Centre
: Senior certificate (Grade 12) or equivalent qualification plus. Bachelor's Degree or National Diploma in Supply Chain Management/Commerce/ Financial Management/ Public Management or equivalent qualification. Minimum of three [03] years' experience in Supply Chain Management component or department. At least one [01] year Supervisory experience working in Supply Chain Management component or department. Recommendation: Computer literacy, Ms Software Package (Ms Word, Ms PowerPoint, MS Excel and Ms Outlook etc. Knowledge of BAS accounts [budget and expenditure] reports. Knowledge, Skills training and competencies, knowledge of all SCM prescripts and practice notes applicable to your work environment. Proven knowledge of stores and warehouse management of public health facility. Knowledge of public finance management act and treasury regulations. Knowledge of human resource management prescripts related to your work environment. Computer literacy with proficiency in MS Office software applications. Knowledge of BAS reports [budget expenditure]. Ability to work pressure and meet deadlines. Good understanding of contracts management.

DUTIES : To ensure effective and efficient provision of demand, logistics, warehouse, acquisition and asset management services in SCM unit to support core service delivery. Ensure procurement plan is in place, synchronized from business plan. To ensure goods and services are procured in line with the procurement plan and adherence to budget allocations. Ensure management of assets as per prescripts. Ensure proper management of stock control system, recording stores and warehouse and RIDV. Develop and implement risk management plan as outlined on the institution risk plan and attend to audit queries timeously. Maintain effective and efficient utilization of all allocated resources. Ensure compliance with Employee Performance Management and Development System (EPMDS) in the SCM component.

ENQUIRIES APPLICATIONS : Mrs. LP Sibetha Tel No: 039-8329488/9491
: 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 08/2022.Failure to comply with the above instructions will lead to disqualification of applicants. Faxed and e-mailed applications will not be accepted. Please note that due to large number of applications we anticipate to receive, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. 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 representativity in all level of all occupational categories in the department. People with disabilities are encouraged to apply.

CLOSING DATE : 17 February 2023

POST 04/255 : **SENIOR FINANCE MANAGEMENT OFFICER REF NO: UNTU 07/2023**

SALARY : R331 188 - R390 129 per annum. Home Owner's allowance (Employee must meet the prescribed requirements. Other Benefits: 13th Cheque, Housing Allowance (applicant must meet prescribed requirement) Medical Aid (optional)

CENTRE REQUIREMENTS :
 : Untunjambili Hospital
 : Matric/senior certificate /Grade12. Degree /Diploma in Public Management or any u equivalent qualification. 3-5 years' experience in public service within financial administration component (budget & expenditure management, accounts payable, revenue, Asset and disposal, Procurement and stores, voucher control and reporting. Recommendations: Valid driver's license. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities: In depth knowledge of budgeting control and financial management area of operation and associated processes. Good knowledge of Public Finance Management as well as relevant Acts and Regulations. Interpersonal and problem solving skills. Departmental and transversal system (e.g. BAS, PERSAL & Vulindlela). Good organizational and planning skills and ability to make independent decision. Ability to plan, build team spirit and, meet deadlines. Knowledge of MS office Software applications.

DUTIES : Authorize commitments, payments, debts, receipts and journals on BAS. Draw, analyze and present financial reports. Manage suspense accounts and maintain debts file. Consolidate Financial and SCM monthly and quarterly reports. Identify risks and institute control measures to minimize financial risks in all departments. Monitor and Assess finance and SCM staff performance as per EPMS requirements. Oversee the reconciliation of transactions (interface) on PERSAL with BAS. Ensure fairness and transparency e.g. on procurement of goods and services in the institution. Ensure that 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 is minimized. Carry-out all responsibilities delegated by AD: Finance.

ENQUIRIES APPLICATIONS : Ms. M.C Jange Tel No: 033-444 1707
 : Applications should be forwarded to: Human Resource Manager Private Bag X216, Kranskop

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za 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. 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. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.

CLOSING DATE

: 17 February 2023

POST 04/256

: **SAFETY OFFICER REF NO: MBO 04/2023**

**SALARY
CENTRE
REQUIREMENTS**

: R331 088 – R390 129 per annum
Mbongolwane District Hospital
Grade 12 or Equivalent qualification, Appropriate Degree/ National Diploma in Environmental Health or Appropriate four years B. Tech, Degree/National Diploma in Safety Management. 3-5 year appropriate experience in safety management. Recommendations: Valid Code 08/EB Driver's license Knowledge, Skills, Training and Competencies Required: Legislation pertaining to Occupational Health and Safety. Identification, control elimination and monitoring of hazards. Health education and administration of the service. Computer Literacy. Accident investigation skills. Disaster management skills. Training skills. Report writing skills. Change management skills.

DUTIES

: Identification of potential situations that could lead to injury/disability/ death of staff members/visitor, property damage of loss, internal disasters. Medico-legal claim and reporting thereof to the Assistant Director: Facilities Management. To ensure the delegated management and administrative functions are carried out timely and correctly in order for health and safety to function in the hospital and all clinics. To ensure safety statistics are captured, analysed, interpreted and reported. To participate in safety investigations for the purpose of investigating all types of accident to patients, staff and visitors and design tools to prevent future accidents. Assisting in development and compilation of manuals, policies, and protocols that will be included in the rolling out of health and safety training, orientation and induction programs. Ensuring that safety audits are carried out for the institution in compliance certificates with the Occupational Health and Safety Act 85 of 1993. Ensuring that the buildings, construction, plants and machinery meet and maintain compliance certificates that are regulated by the Occupation Health and Safety Act 85 of 1993 and its regulations. To ensure quality management is in place for safety by participating in developing quality improvement plans as well as policies and procedures. Deputizing as the Systems Head in the absence of the Systems Manager.

**ENQUIRIES
APPLICATIONS**

: Mr. EB Nyele Tel No: 035 – 4766 242 Ext 1014
: All applications should be posted to: The CEO, Private Bag X126, Kwa-Pett, 3280 or hand Delivered to Mbongolwane District Hospital

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 17 February 2023

POST 04/257

: **EMPLOYEE ASSISTANCE PROGRAMME PRACTITIONER REF NO: MURCH-10/2023 (X1 POST)**

SALARY

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

<u>CENTRE REQUIREMENTS</u>	:	Murchison Hospital
	:	Senior Certificate / Matric / Grade 12 Degree / National Diploma in Social Science / Social Work / Employee Wellness/Human Sciences 2 – 5 years' experience in Employee Wellness field Current and previous experience endorsed and stamped by Human Resource (Employment History) on shortlisted candidates Recommendations: Be fluent in English, IsiZulu and isiXhosa Valid driver's License code (B) or above Knowledge, Skills And Competencies Knowledge of the Public Sector Sound knowledge on the Healthy lifestyle programme, HIV.AIDS, Sick leave, PILLIR and Stress Management, diversity and Change management Computer skills in basic programmes. Problem solving Crisis Management Analytical thinking Policy development Time Management Facilitation skills Presentation skills Project planning and Management Excellent report writing skills.
<u>DUTIES</u>	:	Coordinate and promote physical wellness and educational awareness programs Coordinate Psycho-social wellness through preventive and curative programs Promote organizational wellness through employee support Promote and support work-life balance Ensure effective and efficient functioning of wellness programme Conduct assessment, referrals, counseling, and intervention support to staff and, Conduct needs analysis for employee within the institution Conduct training for managers, supervisors and staff on their role on Employee Wellness Provide statistical information to the Assistant Director: HRMS, Chief Executive Officer, District Office and Head Office Aftercare services to employees at the institution based on relevant qualifications and experience Ensure the implementation and maintenance of policies and procedures that will address Employee Wellness Programme at institutional level Establish and facilitate Employee Wellness Programmes Monitor and evaluate Employee Wellness Programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr KM Mngadi 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
<u>NOTE</u>	:	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/ 10/2023 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.
<u>CLOSING DATE</u>	:	17 February 2023
<u>POST 04/258</u>	:	<u>ARTISAN FOREMAN (GRADE A) ELECTRICIAN REF NO: OTH CHC 07/2023 (X1 POST)</u>
<u>SALARY</u>	:	R318 090 per annum. 13 th Cheque/ service bonus, Medical aid optional, Home owners, housing, Allowances
<u>CENTRE</u>	:	Othobothini Community Health Centre (Jozini)

<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12. N3 equivalent certificate in electrical. Appropriate Trade Test Certificate in terms of section 13(2) (h) of the Manpower Act of 1981 as amended. Valid driver's license. Five (5) years post qualification experience required as an artisan in an appropriate field. Knowledge, Skills, Training and Competencies Required: Technical analysis knowledge. Computer aided applications. Technical report writing. Analytical skills. Conflict management. Planning and Organizing. Team leadership. Technical report writing. Creativity.
<u>DUTIES</u>	:	Provide technical services and support to Othobothini CHC including clinics and residential areas ensuring compliance with Occupational Health and Safety Act of 85 of 1993/1995. Produce objects with material and equipment according to job specification an recognized standards. Inspect equipment and/or facilities for technical faults. Repair and service equipment and facilities according to standards including air conditioners and refrigerators. Management technical service and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure adherence to safety standards, requirements and regulations. Perform standby duties over weekends and public holidays. Compile and submit reports as required and provide inputs to operational plan. Supervise and mentor staff. Repair equipment and/or facilities according to standards. Test repaired equipment and/or facilities according to schedule service plan. Quality assures serviced and maintained equipment or facilities. Perform and related functions. Update register of maintained and repaired faults. Obtain quotations and purchase order required equipment and material. Scheduling of work for subordinated and management of all resources allocated. Scheduling of work for subordinated and management of all resources allocated. Management of performance and behavioral conduct of subordinates. Deputise artisan chief. Management of performance and behavioural conduct of subordinates. Deputise artisan Chief perform standby.
<u>ENQUIRIES</u>	:	Ms. N.I Mthethwa Tel No: 035 572 9002
<u>APPLICATIONS</u>	:	Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, Jozini, 3969 OR hand deliver to Othobothini CHC, HR Department.
<u>NOTE</u>	:	Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za Curriculum Vitae (CV).applicants are not required to submit Copies of ID, Std 10 certificate, educational qualifications, certificate of service / proof of experience signed by HR office such documents will be requested only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful. The employment equity target for the post African male.
<u>CLOSING DATE</u>	:	24 February 2023
<u>POST 04/259</u>	:	<u>SUPPLY CHAIN CLERK SUPERVISOR REF NO: OTH CHC 08/2023 (X1 POST)</u>
<u>SALARY</u>	:	R269 214 per annum (Level 07). Other Benefits: 22% Rural Allowance of Basic Salary, Medical aid (optional) and housing allowance (employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Othobothini Community Health Centre (Jozini)
<u>REQUIREMENTS</u>	:	Matric / Grade 12. 3-5 years working experience in Supply Chain Management. Computer literacy; MS Office Software applications. Valid driver's license. Recommendation: Bachelor Degree/National Diploma in Financial Accounting /Financial Management/Commerce/Public Administration NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required: Possess in – depth knowledge of financial prescripts such as PFMA, Treasury Regulations and Practice notes. Possess in depth knowledge Supply Chain Management. Possess strong leadership, supervisory, communication and interpersonal Skills. Possess of Labour Relations and Disciplinary procedure. Have the ability to prioritise issues and other work related matters in order to comply with time frames set. Have the ability to analyse complex information and transform that into user-friendly processes to enable management to make informed decision. High

<u>DUTIES</u>	:	level of accuracy is required. Be computer literate with a proficiency in MS Office applications.
	:	Ensure assets are barcoded / Engraved. Verify Control Movement. Ensure assets are well maintained. Identify redundant, non-serviceable and absolute equipment for disposal. Ensure Investigation report on loss & damage assets and conduct BOS quarterly. Maintain the asset register of the CHC and Clinics. Ensure to meet deadlines. Supervise and render demand and acquisition clerical support. Supervise and undertake logistical support services. Supervise human resources/staff African Males are most welcome to apply.
<u>ENQUIRIES</u>	:	Ms. N.P Dube Tel No: 035 572 9002
<u>APPLICATIONS</u>	:	Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, Jozini, 3969 OR hand deliver to Othobothini CHC, HR Department.
<u>NOTE</u>	:	Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za . Curriculum Vitae (CV) only. Applicants are not required to submit copies of ID.Std 10 Certificate, educational qualifications, Certificate of service/Proof of experience signed by HR officer such Documents will be required only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.
<u>CLOSING DATE</u>	:	24 February 2023
<u>POST 04/260</u>	:	<u>ADMINISTRATIVE CLERK SUPERVISOR (GENERAL) REF NO: OTH CHC 06/2023 (X1 POST)</u>
<u>SALARY</u>	:	R269 214 per annum (Level 07). Other Benefits: 13th cheque, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements)
<u>CENTRE</u>	:	Othobothini Community Health Centre (Jozini)
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12. 3-5 years' experience in Patient Records Administration of a Healthy Facility. Only shortlisted candidates will be required to submit proof of experience/certificate endorsed by HR Department. Recommendation: Computer literacy. Knowledge, Skills, Training and Competencies Required: Knowledge of legislative prescripts governing the Public Service e.g. PFMA, Treasury Regulations, Archives Act, Labour Relations Act, Hospital Fees Manual, Practice Notes and any other related Acts. Knowledge of Uniform Patient Fees Schedule and ICD10 coding. Strong leadership qualities, good decision making, communication skills and problem solving skills. Excellent customer care and interpersonal and team building skills. Ability to work under pressure and meet deadlines. Computer literacy. Knowledge and ability to handle cash register machine. Must be driven, courteous and enthusiastic and demonstrate a high level of efficiency. Must be able to promote, practice and maintain confidentiality. Must display high level of planning and organizational skills.
<u>DUTIES</u>	:	Supervise the provision of a 24 hour Patient Administration service. Supervise the registration process of new patients servicing repeat patients, admission and discharge of all in patients. Ensure effective, efficient and economical utilization of resources allocated to Patient Administration and including the development of staff. Provide adequate mechanisms for safe and efficient maintenance of patient's medical records and other relevant records as per record management prescripts. Supervise and maintain an efficient filing system. Develop and implement risk management tools to prevent the loss of revenue, resources and patient medical records. Develop, implement and monitor measures designed to optimize the collection of fees from patient medical and medical aid schemes and other statutory bodies. Develop, implement and monitor measures aimed at reducing waiting times in Patient Administration. Receive, investigate and resolve all complains promptly and efficiently and provide the necessary feedback to all the relevant role players. Monitor and Assess staff performance as per Key Performance Areas outlined on EPMS and job description. Manage leave and absenteeism in accordance with Human Resource policies. Uphold the Principles of Batho Pele. Develop, implement and monitor Standard Operating Procedures and policies for

improved service delivery. Manage conflicts and grievances in an efficient and unbiased manner. Perform regular spot checks and after hour visits in Patient Administration. Supervise and assist in mortuary related duties after hours, weekends and public holidays. To ensure submission of correct, accurate and valid reports. Ensure reassessment of patients is done correctly, accurately and timeously in order to increase revenue collection. Ensure proper management of MVA patient files. Compilation and submission of monthly statistics. To ensure effective and efficient implementation, functioning of Health Electrical system for safe keeping of patient information.

- ENQUIRIES** : Mr. K. Dlamuka Tel No: 035 572 9002
- APPLICATIONS** : Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, Jozini, 3969 OR hand deliver to Othobothini CHC, HR Department.
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website-www.kzhealth.gov.za Curriculum Vitae (CV). Applicants are not required to submit Copies of ID, Std 10 certificate, educational qualifications, certificate of service / proof of experience signed by HR office such documents will be requested only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.
- CLOSING DATE** : 24 February 2023
- POST 04/261** : **FINANCE MANAGEMENT OFFICER (REVENUE) REF NO: MBO 01/2023 (X1 POST)**
- SALARY** : R269 214 - R317 127 per annum
- CENTRE** : Mbongolwane District Hospital
- REQUIREMENTS** : Senior Certificate / Grade 12. An Appropriate Bachelor's Degree or National Diploma in Accounting, National Diploma Financial Management, National Diploma in Cost Management & Accounting, National Diploma in Business Administration or equivalent qualification. One (01) year experience in revenue Knowledge, Skills, Training and Competencies Required: Knowledge of treasury regulations and Public Finance Management Act in respect of Revenue and financial management area of operation and associated process. Good knowledge of Public Finance Management Act as well as relevant Acts and Regulations. Interpersonal and problem solving skills. Good organizational and planning skills and ability to make independent decision. Knowledge of Departmental and transversal system. Ability to plan, organizes, build team spirit and meet deadlines. Knowledge of MS office Software applications.
- DUTIES** : Ensure effective management of patients accounts. Ensure that Medical aids do pay the accounts timeously. Ensure accuracy of information on the patients file and WCA form as it comes from Patients Administration section. Develop, implement and monitor measures designed to optimize the payments of accounts and the collection of fees. Monitor and Assess Revenue staff performance as per EPMDS requirements. Prepare, analyse and submit receipt vouchers to H/O voucher control. Consolidate monthly and quarterly and annual financial reports and CEO packs. Draw, analyse and present Revenue reports to cash flow meetings. Manage suspense account and maintain debt files.
- ENQUIRIES** : Mr ES Mgobhozi (Assistant Director: Finance) Tel No: 035 476 6242
- APPLICATIONS** : All applications should be posted to: The CEO, Private Bag X126, Kwa-Pett, 3280 or hand Delivered to Mbongolwane District Hospital
- NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number

must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered. 17 February 2023

CLOSING DATE

:

POST 04/262

:

HUMAN RESOURCE PRACTITIONER (HRD AND PLANNING) REF NO: MBO 07/2023 (X1 POST)

SALARY

:

R269 214 - R317 127 per annum

CENTRE

:

Mbongolwane District Hospital

REQUIREMENTS

:

Senior Certificate/ Grade 12. Degree / National Diploma in Human Resource Management / current and previous work experience endorsed and stamped by Human resource office. Recommendations: Valid Driver's license (code B or above). Knowledge, Skills, Training and Competencies Required: Knowledge of all relevant legislation, prescripts and white papers in Human Resource Management policies. Advanced knowledge of PERSAL Sound knowledge and understanding of Human Resource Management with emphasis on Human Resource Planning and Development. Ability to maintain high level of confidentiality. Adequate communication (verbal and written), interpersonal and problem solving skills.

DUTIES

:

Develop, implement and evaluate Human Resource Plan, Employment Equity plan and Workplace. Skills Plan. Manage and monitor the implementation of EPMS for all staff in the hospital and PHC Clinics and proper maintenance of EPMS records. Co-ordinate and Monitor the implementation of Human Resource Strategies and projects in the hospital Internship, Bursaries, workplace integrated learning, Learnership. Develop and maintain Database for Grade progression. Develop and Maintain database for HRD training program Compile-in-service training plan for the entire hospital and PHC clinics and monitor implementation. Co-ordinate and Facilitate training e.g. Induction and training and update Records for all training. Prepare and submit monthly, quarterly and annual reports.

ENQUIRIES

:

Ms. EN. Khwela Tel No: 035 – 4766 242

APPLICATIONS

:

All applications should be posted to: The CEO, Private Bag X126, Kwa-Pett, 3280 or hand Delivered to Mbongolwane District Hospital

FOR ATTENTION

:

Human Resource Manager

NOTE

:

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

CLOSING DATE

:

17 February 2023

POST 04/263

:

HUMAN RESOURCE OFFICER SUPERVISOR REF NO: HRM 01/2023 (X1 POST)

SALARY

:

R269 214 – R317 127 per annum, plus benefits - 13th Cheque, Medical aid (optional), housing allowance (employee must meet prescribed conditions)

**CENTRE
REQUIREMENTS**

: King Edward VIII Hospital Complex
: Senior/Grade 12 certificate or equivalent, minimum of 3 to 5 years appropriate/recognizable experience in Human Resource Practices, PERSAL Certificates, Certificate of Service from previous and current employer
: Recommendation: Computer Literacy, Driver's license, Diploma/degree in Human Resource, Management/Public Management Knowledge, Skills, Training And Competencies Required: In depth knowledge of Public Service Policies, Acts and Regulations as they relate to HR Practices, Thorough in depth knowledge of the PERSAL system, Computer literacy in Microsoft Office applications in particular MS Word, Excel and Outlook, Planning, organizational and problem solving skills, Good interpersonal human relations, sound negotiation, team building and communication skills, Ability to train and develop staff on HR Procedures and policies, Ability to maintain a high level of confidentiality, Ability to multi task and work under pressure.

DUTIES

: Immediate supervisor of the Human Resource Officers in the HR Practices component ensuring that a timeous and correct administrative service in respect of recruitment, exits, conditions of service and PERSAL Pay roll is provided for all staff employed by the hospital, which will include staff on the Joint Medical/Health establishment who are on Public Service conditions, Supervise and manage the day to day functioning of the HRO's and ensure that a high quality of service is being provide, Ensure the payment of all allowances and fringe benefits is done accurately, Responsible for leave matters and PILIR, Manage and maintain staff records on leave, personal, housing, IOD and department related matters. Both the electronic filing and manual filing of documents on these files needs to be kept up to date, Ensure the correctness of all PERSAL transactions and minimize risk. Check, approve and disapprove PERSAL transactions and Draw and analyze PERSAL reports, Supervise and check the processing of payments of exit benefits for the staff leaving the Public Service, Co-ordination of board and lodging, which includes the Employee Housing Committee, parking and requests for remunerated overtime, Co-ordination of commuted overtime, You will be responsible for Performance management, PMDS and supervision of staff in HR Practices, Responsible for the identification of training gaps within the area of functioning and ensure the implementation of in service training., Ensure that all salaries are updated when changes occur and all new policy directives are implemented timeously, Ensure tasks that need to be performed on an annual basis are co-ordinated and completed timeously eg. audit of leave files, session doctors renewal of appointment and update of salary, work permits, Ensure that required returns are submitted to Head Office.

**ENQUIRIES
APPLICATIONS**

: Mr. G. Govender Tel No: 031 360 3002
: 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, candidate may be subjected to a computer literacy and or written test during the shortlisting process).

CLOSING DATE

: 17 February 2023

POST 04/264 : **SUPPLY CHAIN MANAGEMENT (ASSET) REF NO: UNTU 08/2023 (X1 POST)**
Component: Finance

SALARY : R269 214 - R317 127 per annum (Level 07). Other benefits: 13th Cheque / Service Bonus, Medical Aid Optional, Home Owner's allowance (Employee must meet the prescribed requirements).

CENTRE REQUIREMENTS :
: Untunjambili Hospital
: Senior Certificate/Grade12. A minimum of 03-05 years' work experience in Supply Chain Management Environment. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Recommendations: A valid driver's licence (code 8/10). Computer literacy: MS Word, Excel, Power point and MS outlook. Knowledge of assert Management Policy. Good verbal and written communication skills.

DUTIES :
: Oversee the proper management of assert from the compliance of the assets register and compilation of the assets register and proper barcoding of assert .Conduct internal audit and risk management on regular basis .Conduct stocktaking and verify asset on quarterly basis and compile report as per requirement .Co-ordinate in-service training in order to promote service delivery .Management of face value books and inventories within the institution and clinics. Capture assets procured by the institution on FAR, do assets additions and journals. Update the disposal plan with the specific details of items that are to be disposed .Capture all obsolete and condemned assert on a disposal plan for submission to supervisor. Manage services and repairs of medical equipment through Health Technology Services. Deals with disciplinary and grievance matters including monitoring and managing absenteeism. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS).

ENQUIRIES APPLICATIONS :
: Ms. M.C Jange Tel No: 033-444 1707
: should be forwarded to: Human resource Manager, Private Bag X216, Kranskop, 3268

NOTE :
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za 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. 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. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.

CLOSING DATE : 17 February 2023

POST 04/265 : **HRD PRACTITIONER REF NO: MURCH-09/2023 (X1 POST)**

SALARY : R269 214 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 / Matric or equivalent qualification PLUS Degree/ Diploma in Human Resource Management or Public Management/Labour Relations PLUS A minimum of 3 years recognizable experience in Human Resource Development Section PLUS Current and previous work experience endorsed and stamped by HR Office. Recommendations: PERSAL Certificate and other HR related Courses. Computer literacy, MS Office software Valid Driver's license Knowledge, Skills and Competencies Good Communication skills (written and verbal). Computer Literacy. Ability to plan, prioritize and execute duties in order of importance. Ability to maintain high level of confidentiality. Knowledge of Personnel Salary System (PERSAL) Problem solving skills. Broad knowledge and understanding of Human Resource Management Legislations i.e. Labour; Relations act, Basic Condition of Employment Act, Grievance and Disciplinary ETC. Sound knowledge and understanding of Human Resource Management with emphasis on Human Resource Planning and Development.

DUTIES : Supervise day to day functions in Human Resource Development Section. Assist with formulation of Human Resource Development Policies and Strategies. Supervise Maintenance of various HRD registers and training database. Supervise Administration of PMDS. Manage training needs analysis and development of training plans in respect of human resources. Implement and monitor, employment equity and workplace skills plan. Prepare reports for management on staff development Arrange and coordinate training, orientation and re-orientation programmes.

ENQUIRIES : Mr KM Mngadi 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/ 09/2023 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 : 17 February 2023

POST 04/266 : **HRO SUPERVISOR REF NO: MURCH-08/2023 (X1 POST)**

SALARY : R269 214.per annum. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional)

CENTRE : Murchison Hospital

REQUIREMENTS

: Senior/Grade 12 certificate or equivalent Minimum of 3 to 5 years appropriate/recognizable experience in Human Resource Practices PERSAL Certificates Proof of Current and Previous work experience endorsed and stamped by HR Department (only shortlisted candidates will submit). Certificate of Service from previous and current employer. Recommendations: PERSAL Certificate and other HR related Courses. Computer literacy, MS Office software Valid Driver's license Knowledge, Skills and Competencies Good Communication skills (written and verbal). Computer Literacy. Ability to plan, prioritize and execute duties in order of importance. Ability to maintain high level of confidentiality. Knowledge of Personnel Salary System (PERSAL) Problem solving skills. Broad knowledge and understanding of Human Resource Management Legislations i.e. Labour; Relations act, Basic Condition of Employment Act, Grievance and Disciplinary ETC. Sound knowledge and understanding of Human Resource Management with emphasis on Human Resource Planning and Development.

DUTIES

: Immediate supervisor of the Human Resource Officers in the HR Practices component ensuring that a timeous and correct administrative service in respect of recruitment, exits, conditions of service and PERSAL Pay roll is provided for all staff employed by the hospital, which will include staff on the Joint Medical/Health establishment who are on Public Service conditions. Supervise and manage the day to day functioning of the HRO's and ensure that a high quality of service is being provided. Ensure the payment of all allowances and fringe benefits is done accurately. Responsible for leave matters and PILIR Manage and maintain staff records on leave, personal, housing, IOD and department related matters. Both the electronic filing and manual filing of documents on these files needs to be kept up to date. Ensure the correctness of all PERSAL transactions and minimize risk. Check, approve and disapprove PERSAL transactions and Draw and analyze PERSAL reports Supervise and check the processing of payments of exit benefits for the staff leaving the Public Service. Co-ordination of board and lodging, which includes the Employee Housing Committee, parking and requests for remunerated overtime. Co-ordination of commuted overtime. You will be responsible for Performance management, PMDS and supervision of staff in HR Practices. Responsible for the identification of training gaps within the area of functioning and ensure the implementation of in service training. Ensure that all salaries are updated when changes occur and all new policy directives are implemented timeously.

ENQUIRIES

APPLICATIONS

Mr KM Mngadi 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/ 08/2023 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.
17 February 2023

CLOSING DATE

POST 04/267

FINANCE MANAGEMENT OFFICER (BUDGET & EXPENDITURE) REF NO: MURCH-11/2023

SALARY

R269 214 per annum. Other Benefits 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional)

CENTRE

Murchison Hospital-Finance

REQUIREMENTS

Senior Certificate /Grade 12 or equivalent Three (03) to Five (05) years' experience in Budget and Expenditure. Proof of current and previous working experience endorsed by Human Resource Department (Certificate of service), only shortlisted candidates will submit. Unendorsed valid Code B driver's license (Code 8/10 Knowledge, Skills And Competencies In depth of budgeting control and financial management are of operation and associated processes. Good knowledge of Public Finance Management as well as relevant Acts and Regulations Interpersonal and problem solving skills and ability to make independent decision. Knowledge of departmental and transversal systems e.g. (BAS and Vulindlela) Ability to plan, organize, builds team spirit and meet deadlines. Knowledge of MS office Software Applications.

DUTIES

Provide effective and efficient expenditure management with the hospital. Monitor expenditure performance and prepare cash flow projections. Responsible for authorization of all BAS transactions. Investigate and follow up on long outstanding orders. Management and processing of accruals/commitments. Ensure payments are processed within 30 days of receipt of invoice. Draw expenditure report, read, analyse and interpret. Implement sound financial management control to ensure that the hospital remain within its allocated budget. Prepare and submit outstanding payments scheduled monthly. Management of suspense accounts Form part of internal control unit for the hospital Correction of budget misallocation. Render budget support service to AD management accounting. Collate CEO management pack report form various units and prepare accurate report for AD-Finance Supervise and maintain human resources/staff. Carry out all responsibilities as delegated by supervisor.

ENQUIRIES

Mr MI Mpisi Tel No: 039-6877311 ext. 126

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/ 08/2023 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

17 February 2023

POST 04/268 : **FINANCE MANAGEMENT OFFICER (BUDGET & EXPENDITURE) REF NO: UNTU 09/2023 (X1 POST)**
Component: Finance

SALARY : R269 214 - R317 127 per annum. Other benefits: 13th Cheque / Service Bonus, Medical Aid Optional Home Owner's allowance (Employee must meet the prescribed requirements)

CENTRE REQUIREMENTS :
: Untunjambili Hospital
: Matric/ senior certificate/grade 12. A minimum of 3-5 years' experience of clerical /administration in Finance Component. Recommendations: A valid driver's licence (code 8/10). Computer literacy: MS Office Software Applications & MS Outlook. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted.

DUTIES : Monitor expenditure and report thereon to the Cash Flow Committee. Monitor and analyse spending trends within the institution and ensure corrective measures. Ensure payment made within 30 days of invoice received. Conduct inspection, identify high risk areas and deviation, draw regular reports and facilitate corrective action with a view to mitigate financial risk. Draw, analyse and present financial reports (BAS and Vulindlela) reports and submit findings to Management. Manage and control all face value books used within the institution. Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff. Authorize commitments, payments, receipts and journals on BAS. Manage suspense accounts and maintain debt file. Consolidate and submit financial reports on monthly and quarterly basis. Conduct internal auditing and risk management activities. Supervise, train and develop staff in line with EPMSD and segregation of duties in order to improve service delivery.

ENQUIRIES APPLICATIONS : Ms. M.C Jange Tel No: 033-444 1707
: Applications should be forwarded to: Human resource Manager Private Bag X216, Kranskop, 3268

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za 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. 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. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.

CLOSING DATE : 17 February 2023

POST 04/269 : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: UNTU 10/2023 (X1 POST)**
Component: Finance

SALARY : R269 214 - R317 127 per annum (Level 07). Homeowners Allowance: Employee must meet the prescribed requirements.

CENTRE : Untunjambili Hospital

REQUIREMENTS : Standard 10 or Grade 12. 3 to 5 years' experience in Supply Chain Management environment. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Recommendations: A valid driver's licence (code 8/10). Computer literacy: MS Word, Excel, Power point and MS outlook Knowledge, Skills, Attributes and Abilities Knowledge of and understanding of the operational framework and the lineage thereof with the financial system of the department. Ability to apply technical professional knowledge and skills in immediate work area. Treasury regulations and practice notes. Management and organizational skills. Sound communication. Knowledge of current health and public service legislation and policies. Computer literacy. Planning organizing decision making and conflict management skills. Decision making and problem solving.

DUTIES : Manager stores or warehouse where all stocks are kept. Verify all received goods for quality and quantity against ordering document and make a follow up if the delivery conditions reflected on the order form are not compiled with. Ensure that all stocktaking of all assets in stock is conducted. Ensure effective and efficient utilization of resources allocated to the unit as well as staff development. Compile detailed bidding document with adequate information for prospective bidder to prepare goods and service to be provided. Receive and analyse request for required goods and place order for items which are not held in stock. Ensure that proper contract documents are signed. Monitor the procurement planning process and compliance to SCM policies. In-depth knowledge of all Monthly SCM Report (RIDV Template). Evaluate bids to ensure that they are in accordance with the set criteria. Establish database of suppliers when obtain quotations. Provide need assessment to ensure that required goods and services are in compliance with departmental SCM policy framework, practice notes and Treasury Regulations. Determine clear specification for the quality of goods and services required. Ensure that the requirements are linked to budget and analyse the supplying industry for compliance. Respond promptly, courteously and efficiently to suggestions and complaints. Carry-out all responsibilities delegated by AD: Finance.

ENQUIRIES : Ms. M.C Jange Tel No: 033-444 1707

APPLICATIONS : Applications should be forwarded to: Human resource Manager Private Bag X216, Kranskop, 3268

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za 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. 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. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.

CLOSING DATE

: 17 February 2023

POST 04/270

: **FACILITY INFORMATION OFFICER REF NO: PCHC 04/2023**

SALARY

: R269 214 per annum. Benefits: 13th Cheque, home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)

CENTRE

: KZN Health -Phoenix Community Health Centre

REQUIREMENTS

: Grade 12 / Senior Certificate or equivalent ,National Diploma/Degree in Information Technology / Management Information Systems Statistics/ Computer Science, Proof of current & previous work experience endorsed and stamped by Human Resource will be requested by shortlisted candidates. Knowledge, Skills, Attributes and Abilities required: In depth knowledge and technical skills in Information Health System and Data Management ,Computer Literacy skills in basic programmes, Ability and skill to compile presentation and/or graphic presentation of facility health information/statistics, Ability to work under pressure and meet reporting deadlines Good communication, interpersonal relations and problem solving skills. Data Management, data research and understand Regional /District health systems (incl. Health and Management Information Systems), Sound public Health knowledge, Capturing skills and ability to operate office equipment e.g. Photocopiers ,fax machine etc Have Values/Attributes: Autonomy, Initiative, Collaboration, Achievement, Leadership, Creativity, Influence and Interpersonal skills.

DUTIES

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

ENQUIRIES

: Dr BC Badripersad (Chief Executive Officer) Tel No: 031-538 0806

APPLICATIONS

: Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag X007, Mt Edgecombe 4300.

FOR ATTENTION

: Mr V.S Mtshali

NOTE

: 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, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 02/2023. 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 Male are encouraged to apply.

CLOSING DATE

: 17 February 2023

<u>POST 04/271</u>	:	<u>FOOD SERVICES MANAGER REF NO: NMH/FSM02/2023 (X1 POST)</u>
<u>SALARY</u>	:	R218 064 per annum (Level 06). Other Benefits: 13 th Cheque/ Service Bonus, Medical Aid (Optional), Homeowners Allowance: Employee must meet prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Niemeyer Memorial Hospital Standard 10 or Grade 12. Degree/ National Diploma in Food Services Management, Food and Beverage Management or Catering Management. Knowledge, Skills, Training And Competences Required: Operation of food services systems, Stock control procedures and production management, Food services equipment and kitchen floor layout, Nutrition, menu planning and recipe development, Kitchen Hygiene Principles and Risk Management, Food safety and HACCP principles, Computer literacy, Accounting and presentation, training and coaching, decision making and problem solving.
<u>DUTIES</u>	:	Manage and control the food services budget utilization, Provide effective catering services at the hospital, Ensure compliance with government prescripts, Compile and implement operational plans, policies and procedures that will enhance provision of quality services, Ensure acceptance and nutritiously balanced diets that will enhance optimal health status of patients are provided, Ensure the safe, efficient, effective and economical utilisation of resources allocated to the sub component including the developmental of staff, Make inputs in the planning and upgrading of floor layout and equipment of the unit to achieve service efficiency.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. NB Jiyane Tel No: 034-331 3011 Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private BAG X1004, Utrecht, 2980.
<u>NOTE</u>	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant document on applications but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the interview following communication from HR. The reference number must be indicated in the column provided on the form Z83 e.g NMH/FSM02/2023. Persons with disabilities should feel free to apply for the post. Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that no S&T payments will be considered for payment to candidates that are invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). NB: Employment equity target African male.
<u>CLOSING DATE</u>	:	17 February 2023
<u>POST 04/272</u>	:	<u>ARTISAN PRODUCTION - ELECTRICAL REF NO: MONT 01/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade A: R199 317 per annum Grade B: R234 780 per annum
<u>CENTRE REQUIREMENTS</u>	:	Montebello Hospital Appropriate Trade Test Certificate in terms of section 13(2) (h) of the Manpower Act of 1981 as amended. Valid Code 8 driver's license. Experience: Grade A: 0 - 2 Years' experience. Grade B: At least 14 years appropriate/recognizable experience in an area after obtaining the relevant trade certificate.
<u>DUTIES</u>	:	Perform operational and maintenance functions within the institution and designated clinics. Assume overall responsibility for ensuring that unplanned maintenance and repairs is carried out timeously. Compile reports and motivations for new work, personnel, services etc. and for the improvement of

existing service. Undertake technical and other such investigations as required by the Artisan Foreman / Maintenance Manager. Assume overall control and responsibility for the supervision and guidance of all subordinates in the Electrical Division. Be responsible to ensure cleaning of workplace/workshop is carried out properly. Exercise control of Tradesman Aid and Handyman. Exercise control over equipment/tools and keep them in good working. Keep up to date and current equipment register. Be responsible for materials issued and completing of jobs. 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. To perform standby duties and after hours calls outs. These duties at times can include the duties associated with other trades such as the fitter, plumber and carpenter. Working overtime with remuneration when considered and with the approval of the Maintenance Supervisor. Be prepared to visit primary health care clinic to perform maintenance duties when required (This is an essential part of the conditions of employment).

- ENQUIRIES** : Mr M.I. Gwala Tel No: 033- 506 7000
- APPLICATIONS** : All applications should be forwarded to: The Chief Executive Officer: Montebello Hospital, P/Bag X506, Dalton, 3236
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.
- CLOSING DATE** : 17 February 2023
- POST 04/273** : **ARTISAN PLUMBER REF NO: OTH CHC 03/2023 (X1 POST)**
- SALARY** : R199 317 per annum. Other Benefits: 13TH Cheque, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements)
- CENTRE** : Othobothini Community Health Centre
- REQUIREMENTS** : Grade 12 or Equivalent qualification, Minimum of 0-2 years' experience, trade test as per terms of section 13(2) (h0 of the Manpower and, Computer Literacy and A valid driver's license Recommendation: Understanding of the hospital and clinics setup. Knowledge, Skills, Attributes and Abilities Legislative framework governing the Public Service. Basic knowledge of the use of hand held tools and power driven tools and machinery. Knowledge of basic maintenance and repair of broken pipes. Knowledge of safety systems of work. Ability to work independently.
- DUTIES** : Installation, repairs and maintenance of high pressure and low pressure and geysers. Installation and repairs to toilets, annals and other ablution facilities such as showers and baths etc. Installation and repairs to sewerage and water reticulation systems. Clear blocked drains, gutters, down pipes, waste water lines and branch lines. Take and record water supply readings daily. Maintenance on fire hose main supply lines, fire hoses and fire hydrants. Daily reporting of faults, job progress and daily completion of job cards / time sheets as per auditor's instruction. Be prepared to visit primary health clinics to perform maintenance duties when required. Installation of gutters and down pipes asbestos and galvanized pipes. Compile and submit report, provide

inputs on the compilation of technical reports. Deputize as Section head in the absence of Chief Artisan. Form part of multidisciplinary team doing rounds in the hospital and clinics: and take necessary step to fix all identified shortfalls.

**ENQUIRIES
APPLICATIONS**

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

NOTE

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

CLOSING DATE

: 24 February 2023

POST 04/274

: **ARTISAN PRODUCTION - MECHANICAL REF NO: MONT 02/2023 (X1 POST)**

SALARY

: Grade A: R199 317 per annum
Grade B: R234 780 per annum

**CENTRE
REQUIREMENTS**

: Montebello Hospital
: Appropriate Trade Test Certificate in terms of section 13(2)(h) of the Manpower Act of 1981 as amended. Valid Code 8 driver's license. Experience: **Grade A:** 0 - 2 Years' experience. **Grade B:** At least 14 years appropriate/recognizable experience in an area after obtaining the relevant trade certificate.

DUTIES

: Perform operational and maintenance functions within the institution and designated clinics. Assume overall responsibility for ensuring that unplanned maintenance and repairs is carried out timeously. Compile reports and motivations for new work, personnel, services etc. and for the improvement of existing service. Undertake technical and other such investigations as required by the Artisan Foreman / Maintenance Manager. Assume overall control and responsibility for the supervision and guidance of all subordinates in the Electrical Division. Be responsible to ensure cleaning of workplace/workshop is carried out properly. Exercise control of Tradesman Aid and Handyman. Exercise control over equipment/tools and keep them in good working. Keep up to date and current equipment register. Be responsible for materials issued and completing of jobs. 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. To perform standby duties and after hours calls outs. These duties at times can include the duties associated with other trades such as the fitter, plumber and carpenter. Working overtime with remuneration when considered and with the approval of the Maintenance Supervisor. Be prepared to visit primary health care clinic to perform maintenance duties when required (This is an essential part of the conditions of employment).

**ENQUIRIES
APPLICATIONS**

: Mr M.I. Gwala Tel No: 033- 506 7000
: All applications should be forwarded to: The Chief Executive Officer: Montebello Hospital, P/Bag X506, Dalton, 3236.

**FOR ATTENTION
NOTE**

: Human Resource Manager
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview

following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE

:

17 February 2023