

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

OTHER POSTS

- POST 05/309** : **MEDICAL SPECIALIST: RADIOLOGY (GRADE 1, 2, 3) REF NO: GS 12/23 (X1 POST)**
Component: Radiology Department
Re-Advertised
- SALARY** : Grade 1: R1 156 308 per annum
Grade 2: R1 322 100 per annum
Grade 3: R1 534 356 per annum
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.
- CENTRE REQUIREMENTS** : Grey's Hospital- Pietermaritzburg
: **Grade 1:** Experience: Not Applicable-Registration with HPCSA as a Medical Specialist **Grade 2:** Experience: A Minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. **Grade 3:** Experience: A Minimum of 10 years experience after registration with the HPCSA as a Medical Specialist in the relevant Discipline. Senior Certificate (Grade 12) or equivalent MBCHB Degree or equivalent qualification PLUS FCRAD (Diag.) SA and MMed Degree in Diagnostic Radiology or equivalent. Registration with the Health Professions Council of South Africa as a Specialist Radiologist. Current registration with Health Professions Council of South Africa as a Specialist in Radiology. NB! Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. Recommendation Experience with teaching registrars in preparation for the Radiology College Exams. Experience with the MMed supervision process. Additional qualification or experience in a subspecialist field of Radiology. Knowledge, Skills and Experience: Diagnostic Radiology skills including MRI, Mammography and basic Interventional procedures. Experience in working in a PACS environment. Understanding of the MMed research process appropriate to supervisory role Good verbal and written communication skills. Sound knowledge of radiation safety regulations. Sound knowledge of current Health and Public Service legislation, regulations and policies and medical ethics. Ability to work with multidisciplinary team.
- DUTIES** : Provision of Tertiary and Regional Radiological services, including CT, MRI, Mammography and Interventional procedures, at Greys Hospital and its drainage area. Participation in Radiology after-hours services in the PMB metropolitan region. Participation in Outreach Programs and Clinical Support to facilities referring to Pietermaritzburg hospitals, including Tele-radiology services. Participation in Clinical Research in the PMB metropolitan complex, including supervision of MMed theses for Radiology registrars. Rotation to Harry Gwala Regional Hospital when required Participation in the development and provision of under- and post-graduate teaching of Radiology in the PMB Metropolitan Complex Liaison with Radiography, Radiology and Nursing colleagues, the Head Clinical Unit, and the Head Department in Radiology at Greys Hospital. Active participation in quality improvement programmes including clinical audits and CME activities.
- ENQUIRIES APPLICATIONS** : Dr MNR Memela/Mrs K Govender Tel No: 033-897 3204
: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
- FOR ATTENTION NOTE** : Mrs M Chandulal
: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, African Female or Coloured Male
- CLOSING DATE** : 24 February 2023

POST 05/310 : **CLINICAL MANAGER REF NO: CTH03/2023 (X1 POST)**

SALARY : R1 227 255 per annum, (inclusive package), plus Rural Allowance (22%), plus Committed Overtime.

CENTRE : Ceza-Thulasizwe District Hospital (PHC)

REQUIREMENTS : Senior Certificate/Matric or Grade 12, MBCHB Degree or equivalent, Current Registration Certificate with HCPSA as a Medical Practitioner, a minimum of 3 years' experience after registration with HPCSA as a Medical Practitioner, Only shortlisted candidates will submit proof of registration/foreign qualifications/current and previous working experience. Recommendation Diploma in Child Health, Diploma in Family Medicine, Diploma in Anaesthesia. Knowledge, Skills, Training And Competencies Required. Knowledge of current health and public service legislation and policies, Supervisory management capacity, Excellent human relations, communication skills, leadership and team building skills, Ability to develop policies, Computer literacy, Sound negotiation, planning, organizing, decision making and conflict management skills, Sound knowledge and clinical skills in medical disciplines and management, Knowledge and experience in District Health Systems.

DUTIES : Provide the management support, mentorship and supervision to all medical staff , Provide expert advice of professional management nature, Develop protocols, policies and procedures for Paediatrics, Maternity, High Care and Theatre to ensure that they are in accordance with current statutory regulations and guidelines, Ensure the provision of protocols and guidelines to doctors, Provision of quality care, assisting team members with quality assurance, quality improvement projects, morbidity, and mortality reviews, monthly audits, development of clinical guidelines and policies, Participate on quality improvement programmes and research services, Ensure ongoing training programs for medical, Assist the hospital to achieve the district level package of service, Ensure the provision of outreach services, Formulate strategic plans in keeping with the requirements of the hospital, Drive the procurement process for the medical equipment, Assist in realization of ideal hospital, Provide support to PHC services and Outreach Programme.

ENQUIRIES : Dr BI Gebashe: Medical Manager at 0724245420

APPLICATIONS : Direct your application quoting the relevant reference number to: The Chief Executive Officer, Ceza Hospital, Private Bag X200, Ceza, 3866. Hand delivered applications may be submitted to Chibini Main Road, Human Resource Section, and Ceza Hospital, before 16H 00 on or before the closing date.

FOR ATTENTION : Mr. E.S. Mazibuko

NOTE : Applications should 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 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 the driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities and African males are encouraged to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE : 24 February 2023

POST 05/311 : **CLINICAL MANAGER: MEDICAL (HAST) REF NO: NSEL 03/2023 (X1 POST)**

SALARY : R1 227 255 - R1 362 063 per annum, (inclusive package which consists of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules), 18% inhospitable area allowance of basic salary PLUS Commuted overtime.

CENTRE REQUIREMENTS : Nseleni Community Health Centre
Grade 12/ Senior Certificate, MBCHB Degree/ Equivalent qualification plus post graduate Diploma in HIV/ AIDS Management. Current Registration with HPCSA as a Medical Practitioner. Current receipt (2023). A minimum of three (03) years' experience after registration with HPCSA as a Medical Practitioner. A valid code EB driver's licence. Sound knowledge of Clinical and surgical skills associated with practice at CHC level including management of advanced HIV/AIDS, MDR TB as well as MMC, covid-19 and emergency resuscitation. Knowledge of health legislation and policies at public institution. Excellent human, team building, problem solving, communication, negotiation, planning, decision making, leadership and conflict management skills. Knowledge of medical disciplines and management principles. Knowledge and experience in District Health System.

DUTIES : Supervision and participation in male medical circumcision as part of strategies for prevention and reduction of HIV/ AIDS. Provision of a holistic patient care inclusive of preventive measures and rehabilitation in the CHC satellite clinics. Management of HIV/ AIDS, MDR TB Clinic offering advance clinical care to patients in Nseleni CHC catchment area and satellite clinics. Provide management support and co-supervision to all Medical Officers and Interns on rotation to the CHC. Support continuous development by information seminars and scheduling internal meetings for in-service training of staff. Ensure provision of protocols and guidelines to clinicians, provide an after hour emergency service. Participate in Quality Improvement Programmes. Participate in academic activities of the institution and teaching junior staff. Participate and supervise the running of HAST and medical services in the community referral clinics (satellite clinics outreach programme). Participate and chair some of the institution governing committees. Participate in any CHC service assigned to you by supervisor as found appropriate.

ENQUIRIES APPLICATIONS : Dr SNT Vilakazi Tel No: 035 795 1124
All applications should be forwarded to: The Assistant Director: HRM Nseleni Community Health Centre, Private Bag X 1031, Richards Bay, 3900 or Hand delivered to: 645 Ubhejane Road, Nseleni Township between (7H30-16H00)
The Assistant Director: HRM

FOR ATTENTION NOTE : Directions to candidates: The following documents must be submitted: Shortlisted applicants must submit a confirmation letter of relevant experience signed by their supervisor in an official letterhead/ applicants from outside public service to submit certificate/s of service. Applications for employment form (the new amended Z.83 form must be used) which is obtainable from any government Department or from website –www.kznhealth.gov.za Applications must be submitted on the prescribed application for employment fully completed (Z83) form and accompanied by a detailed Curriculum Vitae (CV) only, stating applicants training, qualifications, competencies, knowledge and experience. Documents as per minimum requirements of the post will be requested from shortlisted candidates only on/before the date of interviews. The Reference Number must be indicated in column (Part A) provided thereon on the Z83 form .NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance vetting) criminal clearance ,credit records, citizenship) verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the company Intellectual Property Commission (CIPC) . Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Shortlisted applicants in possession of foreign qualification must attach a certificate from the South Africa Qualifications Authority (SAQA) to their applications. Shortlisted non-RSA Citizens/Permanent residents/ work permit holders must submit documentary proof together with their applications. Due to large number of applications anticipated receipt of applications will not be acknowledged. However

correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to candidates that are invited for interviews.

- CLOSING DATE** : 24 February 2023
- POST 05/312** : **CLINICAL MANAGER O&G AND PEDIATRICS (EMMAUS HOSPITAL) REF NO: EMS/04/2023**
- SALARY** : R1 227 255 per annum, (other benefits: Medical Aid (Optional), 13th Cheque Plus 18% rural allowance, Housing allowance.
- CENTRE REQUIREMENTS** :
Emmaus Hospital
Senior Certificate (Grade 12). MBCHB degree or equivalent qualification. Current registration certificate with HPCSA as Medical Practitioner. At-least (06) six years experience as a Medical Officer after registration as Medical Practitioner with HPCSA. Diploma in O&G or Pediatrics or higher qualification will be an added advantage. Valid drivers license code EB as minimum requirement (applicants are not submitting copies/attachments/proof/certificates/ID/Driver license/qualifications on application, only when shortlisted. Knowledge & Skills Knowledge of health legislation and policies at public institution. Excellent human, communication and leadership skills. Sound knowledge and clinical skills. Ability to develop policies. Sound knowledge of clinical scope as applicable to district hospital. Computer literacy. Sound negotiation, planning, decision making and conflict management skills. Good team building and problem solving skills. Knowledge of medical disciplines and management skills in obstetrics and paediatrics. Knowledge and experience in District Health System.
- DUTIES** : Provide the management, support, mentorship and supervision of all medical staff, Pharmacy services and Allied health professional services. Provide expert advice of a professional management nature, particularly in the Management of all common obstetrics and pediatric conditions as required for a district level of care. Formulate protocols, policies and procedure for mother and child services and ensure that they are in accordance with current statutory regulations and guidelines. Ensure the provision of protocols and guidelines/SOP, s to doctors / multidisciplinary team and PHC. Provision of quality care, assisting team members with quality improvement projects, morbidity and mortality/perinatal reviews and monthly audits. Ensure ongoing training/teaching programme for medical, nursing, and allied health professionals. Assist and participate in ensuring that the hospital achieves the district level package of services for general pediatrics' and maternal care. Ensure the provision and support of outreach/ PHC services, particularly the pediatric and obstetric services. Drive the procurement process for the medical equipment in these components. Formulate hospital strategic plans in keeping with the requirements as guided by the National and Provincial department of health.
- ENQUIRES APPLICATIONS** : Dr HB Nkuna Tel No: 036 488 1570 EXT 8205
: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.
- FOR ATTENTION NOTE** : Human Resource Manager
: Application should be submitted on the most recent form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidates will be required to submit certified copies of qualifications.ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling, Resettlement allowance will be paid for interview attendance.
- CLOSING DATE** : 24 February 2023 at 16:00

POST 05/313 : **DEPUTY DIRECTOR: RADIOGRAPHY GRADE 1 REF NO: GS 2/23**
Component: Radiology Department

SALARY : R896 535 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules

CENTRE : Grey's Hospital- Pietermaritzburg

REQUIREMENTS : Senior Certificate or equivalent National Diploma / BTech/BRad Degree in Diagnostic Radiography Current Registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer (Independent Practice) Minimum of 3 years appropriate experience after registration with HPCSA as a diagnostic radiographer NB! Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. Knowledge, Skills and Experience: Extensive knowledge of Radiography principles, system and procedures. Sound knowledge of radiation safety regulations. Sound knowledge of Public Service Act and Regulations, Labour relations Act, Health and Safety Act, Public Finance Management Act and other acts applicable in executing the duties. Problem solving, decision making, negotiation and conflict resolution skills. Knowledge of health care system and health professional ethics. Excellent communication and leadership skills Computer Literacy.

DUTIES : Overall management of various radiology sub-departments and supervision of Assistant Directors in Radiography. Provide a comprehensive strategic and operational leadership and management of Radiography services through development, review and implementation of strategic and operational plans. Ensure radiation equipment complies with Radiation Control Directorate licencing requirements and complies with Quality Assurance tests. Register radiation workers with SABS Radiation Protection Services and ensure effective dosimetry service/monitor radiation dose levels and liaise with Radiation Control Directorate when overexposure occurs. Ensure adherence of Infection Control policies, Health and Safety policies, Disaster Management policies and Radiation Control regulations. Budget and Expenditure control in compliance with PFMA. Ensure equitable distribution of resources to achieve optimal service delivery. Manage allocated resources, equipment and avoid wasteful expenditure. Ensure procurement of consumables by leading, controlling and monitoring the replenishment of stock levels. Liaison with internal and external stakeholders (i.e vendors, radiology technicians, representatives) Conduct internal audits and inspections (i.e clinical audits, Patient Satisfaction Surveys, Patient waiting times etc). Monitor and Evaluate departmental employee performance management and development system for radiographers and administrative staff. Responsible for retention, recruitment and selection of radiographers and administrative staff while ensuring that the policies laid down by Department of Health are complied with. Provide HPCSA accredited environment conducive for student radiography training and sub-speciality training for radiographers. Conduct quality Assurance and quality improvement programmes, in-service training and ensure compliance with National Core Standards and clinical governance. Participate in activities within the multidisciplinary committees and ensure representation of Diagnostic Imaging Department in various committees. Ensure effective and efficient utilization of radiography personnel to provide continuous 24 hour service.

ENQUIRIES : Dr MNR Memela Tel No: 033 897 3756

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION : Mrs M Chandulal

NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, Indian Male, White Male

CLOSING DATE : 24 February 2023

POST 05/314 : **MEDICAL OFFICER: (GRADE1, 2, 3) REF NO: GS 11/23**
Component: General Surgery

SALARY : Grade 1: R858 528 per annum
Grade 2: R981 639 per annum
Grade 3: R1 139 217 per annum

**CENTRE
REQUIREMENTS**

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.

: Grey's Hospital- Metropolitan Hospitals Complex- Pietermaritzburg
: **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: 10 years experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Senior Certificate (Grade 12) or equivalent MBCHB Degree or equivalent qualification PLUS Current Registration with the Health Professions Council of South Africa as a Medical Practitioner with Independent Practice (Only shortlisted candidates will be required to submit Proof of all documents). Recommendation Experience in General Surgery in an accredited training facility Post graduate qualification in Surgery Knowledge, Skills and Experience: Basic diagnostic, clinical, investigative surgical skills. Must be service delivery orientated: Program planning, implementation and evaluation. Information management. Human resource management Quality assurance programs. Current Health and Public Service legislation, regulations and policy. Medical ethics, epidemiology and statistics.

DUTIES

: Incumbent to provide services in the Pietermaritzburg Metropolitan Hospitals Complex which includes Grey's and Harry Gwala Regional hospitals. Participate in the delivery of a 24-hour in-patient and out-patient surgical care within the Pietermaritzburg Metropolitan Hospitals Complex; Assist with the administration and management of surgical wards / clinics (SOPD, PSOPD) Development, monitoring and support of Surgical Services in the drainage area of the Pietermaritzburg Hospitals Complex. Participate in the development and ongoing provision of under and post-graduate teaching. Participation in clinical support and outreach to facilities referring to Pietermaritzburg hospitals. Participation in Clinical Research in the Pietermaritzburg Metropolitan Complex to maintain moral and ethics at all costs. To ensure that Batho Pele principles are upheld.

**ENQUIRIES
APPLICATIONS**

: Dr V Govindasamy Tel No: 033-8973379
: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 24 February 2023

POST 05/315

: **MEDICAL OFFICER (GRADE 1 ONLY) REF NO: GS 13/23**
Component: Anaesthesia and Critical Care

SALARY

: Grade 1: R858 528 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 is payable for periods of time working at Harry Gwala Hospital only.

**CENTRE
REQUIREMENTS**

: Grey's, Harry Gwala or Northdale Hospital- Pietermaritzburg
: **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Incumbents will be expected to work in the Department of Anaesthesia in Pietermaritzburg for at least one year. During which time they will receive appropriate training to pass

the Diploma in Anaesthesia, (if this qualification is not already held). Anaesthetic Medical Officers will also be able to apply for a three-month rotation through Intensive Care during this year. In subsequent years it is anticipated that appropriate candidates will either commence specialising in anaesthesia or proceed to work in district and other regional hospitals providing high quality Medical Officer Anaesthesia. Senior Certificate (Grade 12) or equivalent MBCHB Degree or equivalent qualification PLUS Current Registration with the Health Professions Council of South Africa as a Medical Practitioner NB! Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. Priority will be applied to incumbent/s that are available immediately in order to maintain clinical services. Pietermaritzburg is only able to employ South African citizens and permanent residents into these medical officer posts. NB Those candidates who are still in their community service year may apply for the post on the understanding that appointment to the post can only be made after they have received registration from the HPCSA as a medical practitioner. NB Those candidates who hold a bursary that requires them to work outside of Pietermaritzburg must supply a letter from the Institution/District Office that holds their service obligation indicating that the bursary holder will be released to come to Pietermaritzburg for training. Bursary holders who are unable to supply this authority will not be shortlisted. NB: Certified copies of qualifications and other relevant documents will be requested from the shortlisted candidates only which must be submitted to on the day of the interview (ID copy, Driver's license, educational qualifications, professional registration certificates, proof of current registrations etc. Knowledge, Skills, Attributes And Abilities Participation in the After Hours call system is essential Medical Practice as appropriate at post Community Service level Information management Current Health and Public service legislation, regulations and policy Medical ethics, epidemiology and statistics Recommendations: DA will be an advantage ATLS, APLS, and ACLS. Diploma in Anaesthesia (DA) Other relevant CMSA diplomas: Dip PEC(SA), DCH, Dip Obs Fellowship of Anaesthesia examinations or portions thereof. Anaesthetic work experience in a large regional or tertiary hospital and/or in a registrar program.

DUTIES

: Clinical responsibility including examine, investigate diagnose and oversee treatment of patients The incumbent will be part of the Pietermaritzburg Metropolitan Group of hospitals and will be expected to rotate through all hospitals in Pietermaritzburg To perform appropriate preoperative examination and optimisation of patients for planned surgery To provide safe and appropriate anaesthesia during surgery To participate in post-operative care of patients. Anaesthetists must be prepared for early starts to the working day (07:15) and late, unpredictable finishes to the normal working day. The nature of anaesthesia means that frequent weekend shifts are required inside the commuted overtime package The incumbent will be part of the Pietermaritzburg Metropolitan Group of hospitals and will be expected to rotate through all hospitals in Pietermaritzburg Assist with human resource development for medical staff Conduct Orientation and Induction Programme for new Medical staff Provide guidance and advice to junior medical staff (interns/CSOs) Assist with the development of training programmes Participate in relevant training programmes Maintain accurate and appropriate health records in accordance with the legal/ethical considerations and continuity of patient care Undertake continuing medical education and professional development and study professional literature e.g. Medical journals To identify health care needs and communicate these to seniors so that new ideas could be developed on policies/methods/techniques and procedures. To participate in audit and quality control programs to improve the standard of patient care. To participate in departmental administration by ensuring compliance with all departmental rules and regulations with regard to leave, call rosters and rotations To participate in Outreach services in the drainage area of Harry Gwala hospital as appropriate to their grade of qualification and experience To maintain a logbook of clinical duties.

ENQUIRIES

APPLICATIONS

FOR ATTENTION

NOTE

: Dr Z Farina Tel No: 033 897 3414
 : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
 : Mrs M Chandulal
 : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the

		Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, African Female or Coloured Male
<u>CLOSING DATE</u>	:	24February 2023
<u>POST 05/316</u>	:	<u>MEDICAL OFFICER GRADE 1, 2 OR 3 REF NO: UGU 02/2023</u>
<u>SALARY</u>	:	Grade 1: R858 528 per annum, (all-inclusive package) Grade 2: R981 639 per annum, (all-inclusive package) Grade 3: R1 139 217 per annum, (all-inclusive package) Other Benefits: Rural allowance (claim basis) Commuted overtime (optional) Park Rynie MLM
<u>CENTRE REQUIREMENTS</u>	:	Grade 1: Senior certificate/matric or Grade 12, MBCHB degree plus registration with HPCSA as a Medical Practitioner. Grade 2: requires appropriate qualification, registration certificate plus 5 years' experience after registration as a Medical Practitioner. Grade 3: requires appropriate qualification, registration certificate plus 10 years' experience after registration as a Medical Practitioner. Valid code EB driver's license (code 8). Non-South African citizen applicants – a valid work permit in accordance with HR Circular 49/2008 obtainable from any government department. Knowledge: Knowledge of access to information act & relevant procedures. Knowledge of mortuary and its operation. High level of integrity & confidentiality. Knowledge of Inquest Act. Knowledge of National Health Act. Knowledge of Births and Deaths Registration Act. Knowledge of Health Professionals Act. Knowledge of post mortems and procedures. Knowledge of the Criminal Justice System. Knowledge of court etiquette and rules of trial. Knowledge of crime scene procedures. Report writing skills. Excellent communication skills Computer literacy. Knowledge of Occupational Health & Safety Act and Infection Prevention Control Guidelines. Ability to work under traumatic and stressful environment.
<u>DUTIES</u>	:	Detailed external examination of corpses and careful documentation of findings. Supervision of the protection of a body. Dissection of the viscera. Dictation of findings pertaining to the pathology as well as trauma noted during the dissection. Collection of relevant specimens for evidentiary material. Maintenance of the chain of custody of report and specimens taken. Preparation of draft report and review of final autopsy report. Maintain compliance to the turnaround time of post mortem reports. Oral testimony in Court. Participate in CPD activities of the services. Required to perform overtime and shift duties. Develop appropriate skills and competencies to Forensic Pathology Officers. Improve governance including regulatory framework and policies. Supervise staff assisting with post mortem examination
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. S Ntsele Tel No: 033 940 2405
	:	Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240
<u>FOR ATTENTION NOTE</u>	:	Mr. J.L. Majola
	:	Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae only. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and emailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Non-RSA Citizens/Permanent Residents/Work Permit holders will be required to submit documentary proof only when shortlisted.
<u>CLOSING DATE</u>	:	24 February 2023
<u>POST 05/317</u>	:	<u>PHARMACY SUPERVISOR REF NO: CTH04/2023 (X1 POST)</u>
<u>SALARY</u>	:	R858 528 per annum, (inclusive package), 17% Rural Allowance

<u>CENTRE REQUIREMENTS</u>	: Ceza-Thulasizwe District Hospital : Senior Certificate/Matric or Grade 12, Bachelor's degree in Pharmacy, Current registration with SAPC as a Pharmacist, A minimum of 3 years' experience after registration with SAPC as a Pharmacist, Valid driver's license Code (B). Recommendation: Experience in PHC Pharmaceutical services: Knowledge, Skills, Training and Competencies Required. Knowledge of pharmaceutical services, policies, procedures and legislations including Essential Drug List and National Drug Policy, Knowledge of Public Service Acts, policies and procedures pertaining to stock control, Good knowledge of the ARV treatment programme, Appropriate clinical and theoretical knowledge, Project and time management, Ability to manage work under pressure, Ability to supervise staff and manage conflict and apply discipline, Ability to manage and co-ordinate productivity to improve the service delivery, To generate and maintain team spirit, Committed to serve excellent with good supervisor skills, sound decision making, ethical and innovative, Good communication skills both verbal and written and interpersonal skills, Good computer skills.
<u>DUTIES</u>	: Direct supervision of all clinics under the hospital and ensure compliance with legislation, Do clinic support visits and train community service pharmacists and clinic staff on gaps identified, Implementation and maintenance of Rx Solution at clinics, C-ordinate Medicine Supply Meeting for PHC, Manage the SVS and CCMMD at PHC, Assist with the formulation and implementation of standard operating procedures for pharmaceutical services and ensure they are in line with current statutory regulations and policy guidelines, Provide leadership, management and support to all staff under your supervision, Ensure rational use of resources (Human and Finance), Provide and supervise training programs, Assist in co-ordination of Pharmacy and Therapeutics Committee including Antimicrobial Stewardship Program, Have knowledge of implementation of Rx solution and direct delivery system, Implementation of Quality Improvement Programs, Provide pharmaceutical services to wards and all clinics attached to the hospital, Ensure adherence to Good Pharmacy Practice by all pharmacy personnel according to scope of practice as laid down by the South African Pharmacy Council, Provide a comprehensive in-patient and OPD pharmaceutical services, To manage the pharmacy in the absence of the Pharmacy Manager.
<u>ENQUIRIES APPLICATIONS</u>	: Ms F Sithole Pharmacy Manager Tel No: 0634257109 : Direct your application quoting the relevant reference number to: The Chief Executive Officer, Ceza Hospital, Private Bag X200, Ceza, 3866. Hand delivered applications may be submitted to Chibini Main Road, Human Resource Section, and Ceza Hospital, before 16H 00 on or before the closing date.
<u>FOR ATTENTION NOTE</u>	: Mr. E.S. Mazibuko : Applications should 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 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 the driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required), Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities and African males are encouraged to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
<u>CLOSING DATE</u>	: 24 February 2023

POST 05/318 : **OPERATIONAL MANAGER NURSING –BERGVILLE CLINIC REF NO: EMS/05/2023**

SALARY : R588 378 - R662 22 per annum, (other benefits: Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements) plus 8% Rural allowance.

CENTRE REQUIREMENTS : Emmaus Hospital
: Matric/Senior certificate/Grade 12.Degree/Diploma in General Nursing midwifery. Plus 1 year post basic qualification in Primary Health Care As per R212 SANC Regulation. Current Registration with SANC as Professional Nurse and Primary Health Care Nurse/ Community Health Nurse with specialization in Clinical Nursing Science, Health Assessment, Treatment and Care A minimum of 9 years appropriate/ recognizable experience in nursing as a Professional Nurse with SANC in general nursing of which at least 5 years must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Primary Health Care Nurse/ Community Health Assessment, Treatment and care. Certificate of service endorsed by H.R. Knowledge & Skills: Knowledge of nursing care processed and procedures and other relevant legal framework such as Nursing Act, Mental Health Act, OH&s Act, Batho-Pele and Patients Right Charter, Labour Relation Act, Grievance Procedures, etc. Leadership, organizational decision making and problem solving abilities. Interpersonal skills including public relations, team building, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resource under management. Computer skills in basic programs. Knowledge of SANC rules and regular scope of practice, Labour relations and departmental policies.

DUTIES : Implementation of the following programs FP, YFS, BANC, NIMART, HAST, PMTCT, IMCI, IPC, Q/A, HPRS, appointment system and health and safety. Provision of all services according to guideline and standards. Effective implementation of ICDM and ensure that ICDM status is met and maintained. Establishment of at least 1 chronic clubs and or adherence clubs in the community. Effective implementation of rationalization of registers in the facility Effective implementation of CCMDD and ensure that set targets of 40% NCDs and 60% ARTs are met. Participating in operation Sukuma sakhe through monthly attendance and fully participation in war room meetings Effective support of community care giver with evidence of weekly meetings held e.g attendance registers. Hold monthly meetings with the clinic committee and have evidence of these meetings. Ensure that all services are provided at the facility according to the level of the clinic. Ensure that all client are attended to and are provided with required services or referred according to their need. Establish effective relationship with traditional health practitioner in the area to ensure collaboration in patient care by ensuring that there is at least one member of clinic committee is a traditional. Fully own and support Philamntwana centers. Conduct monthly outreach campaign to ensure that services is made accessible to all clients in the hard to reach areas. Establish maintain good working relationship with the supporting partners/NGOs. Effective implementation of covid 19 guidelines and support for outreach teams. Ensure that all staff members, visitors and clients entering the facility are screened to exclude covid 19 and testing is done for appropriate people. Identify isolation room and staff for the management of covid 19 symptomatic clients

ENQUIRES APPLICATIONS : Ms. D.Z Hlongwane Tel No: 036 488 1570 (EXT 8312)
: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.

FOR ATTENTION NOTE : Human Resource Manager
: Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling Allowance will be paid for interview attendance.

CLOSING DATE : 24 February 2023 at 16:00

POST 05/319 : **OPERATIONAL MANAGER NURSING (SPECIALTY) – ADVANCED MIDWIFERY AND NEONATAL NURSING SCIENCE REF NO: GS 14/23 (X1 POST)**
Component: Nursing

SALARY : Grade 1: R588 378 per annum, Plus 13th cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement)

CENTRE REQUIREMENTS : Greys Hospital, Pietermaritzburg
Matric/ Senior Certificate or equivalent qualification Degree/Diploma in General Nursing and Midwifery 1 Year Post–basic Nursing qualification in Advanced Midwifery and Neonatology Nursing Science Current registration with the South African Nursing Council A minimum of 9 years appropriate experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing of which 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in the relevant specialty NB! Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. Knowledge, Skills and Experience: Knowledge of Nursing Care, Process and Procedures, nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving, Co-ordination, Liaisons and Interpersonal Skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, assertive and must be a team player.

DUTIES : Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery Provide a therapeutic environment for staff, patients and public Manage utilization of all resources efficiently and effectively. Maintain competence in the execution of her/his duties, while managing high standards of performance including for others. Assist in the coordination and implementation of the National Core Standards in A & E and in the whole institution for better quality patient care. Manage the unit in the absence of the Supervisor. Ensure adherence to principles of IPC practices in the unit. Assist with the allocation / change list, day and night duty rosters and inputs for leave. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital. Ensure accurate record keeping for statics purposes Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility.

ENQUIRIES APPLICATIONS FOR ATTENTION NOTE : Ms NA Hani Tel No: 33-897 3331
Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
Mrs M Chandulal
Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, African Female, Coloured Male

CLOSING DATE : 24 February 2023

POST 05/320 : **OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO: IMBALCHC01/2023 (X1 POST)**

SALARY : R588 378 – R662 220 per annum, Allowances: 8% rural allowance, 13th cheque, housing allowance and medical aid (employee must meet the prescribed requirements)

CENTRE REQUIREMENTS : Midlands Mobile 1 Clinic
Grade 12 (senior certificate). Basic R425 qualification i.e. Degree/Diploma in General nursing and Midwifery plus 1 year post basic qualification in Primary Health Care as per R212 SANC Regulation. Current (2022) registration with SANC as General Nurse, Midwifery, and Primary Health Care Nurse. Experience: A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing. At least five (5) years of the period referred to above must be

appropriate/recognizable experience in Primary Health Care as per R212 SANC Regulation. Computer literacy (MS Word, Excel, PowerPoint, and Outlook). Valid driver's license Code 10. Current and previous work experience endorsed and stamped by Human Resources Manager plus PERSAL Service record where applicable. Recommendations: Training Certificate in Nurse initiated and management of ART (NIMART) Knowledge, Skills and Competencies Required: Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Leadership, organizational, decision making, and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programs.

DUTIES : Delegate, supervise, and coordinate the provision of effective and efficient patient care through adequate nursing care. Facilitate provision of comprehensive package of service at PHC level and implementation of quality improvement programs to comply with NHI. Ensure adequate control of human and material resources including vehicles. Supervise and monitor staff performances according to EPMS. Supervise and monitor COVID-19 vaccination programme. Evaluate and monitor compliance with clinical protocols, norms, and standards. Monitor implementation of performance indicators on a daily, weekly, monthly, and quarterly basis, provide feedback to management, analyze data, and draw up quality improvement plan and implementation plan. Exercise control of discipline and any other Labor Related issues in terms of laid down procedures. Compile and submit reports timeously. Monitor and evaluate the care and management of all patients through clinical audits. Maintain constructive working relationships with all the stakeholders i.e. inter-professional, inter-sectorial, and multi-disciplinary team. Work outside normal working hours and weekends according to community needs. Assists in consultation of patients to reduce waiting times. Provide direct and indirect supervision of all staff within the unit and give guidance. Monitor implementation of PHC re-engineering in clinic. Supervise Satellite clinic and Mobile unit in the absence of Assistant Nursing Manager. Work extended hours according to community needs.

ENQUIRIES : Mrs NM Chonco Tel No: 033 – 398 9100 EXT: 9140
APPLICATIONS : Forwarded to: Human Resources Department Imbalenhle Community Health Centre, Private Bag X 9104, Pietermaritzburg 3200 or Hand delivered at Imbalenhle Community Health Centre- HR, Unit 3, Thwala Road, Imbali, Pietermaritzburg.

NOTE : Imbalenhle Community Health Centre is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the institution. Preference will be given to African male and People with disability.

CLOSING DATE : 24 February 2023

POST 05/321 : **OPERATIONAL MANAGER (PHC) REF NO: EZAK NO 2 01 /2023 (X1 POST)**

SALARY : R588 378 - R723 624 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance, Plus 8% Rural Allowance (subject to meeting prescribed requirements)

CENTRE : St Chads CHC Ezakheni No 2i Clinic
REQUIREMENTS : National Senior Certificate/ Grade 12. Degree/ Diploma in Nursing Science and midwifery. A minimum of 09 years recognizable experience in nursing after registration as professional nurse with SANC in General nursing of which 5 years must be recognizable experience after obtaining one year post basic qualification in Primary Health Care. Certificate of service endorsed by Human Resource Department Is Required (only when shortlisted). Recommendations: Degree / Diploma in Nursing Administration. Computer literacy. Valid driver's license code 8/10. Knowledge, Skill, Training And Competencies Required: Knowledge of nursing care process and processes and procedures, nursing statutes, and other relevant legal framework such as Nursing act, Occupational health and safety act, Patient right' s charter, Batho-Pele principles, Public service regulations act, Disciplinary code and procedures, Grievance procedure etc. Leadership, organizational decision making and problem solving abilities within the limits of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiations conflict

<u>DUTIES</u>	:	handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programs.
	:	Monitor and evaluate performance of Clinic staff according to asset standards, norms targets and to ensure effective reporting. Ensure provision of high quality comprehensive care through provision of preventive, curative and rehabilitative services. Ensure and monitor implementation and evaluation of all services including priority programs by all clinic staff members' i.e. Office of Health standard compliance, ideal Clinic and Nerve Centre / Operation Phuthuma. Provide relevant information to the Health care users to assist in the achievement of optimal health care. Maintain good relationship with relevant role players and stakeholders. Manage and monitor proper utilization of human, financial and other resources entrusted to you. Deal with disciplinary and grievance matters including monitoring and management of staff absenteeism. Provision of administrative services by planning, organizing, and ensure the availability of medicines, supplies and essential equipment. Ensure monitoring and evaluation of staff performance through the EPMDS system. Ensure that there are effective systems for data management and reporting of quality data on relevant indicators at the hospital and local clinics. Support PHC re-engineering by ensuring that outreach teams are functional. Ensure effective implementation of Sukuma Sakhe programs to maximize patient care. Conduct patient satisfaction survey and waiting times for the clinics. Ensure adequate control and allocation of Human and Material resources. Be involved and assist other staff members in the clinical management of clients. Strengthening of complaints, compliment and suggestion management. Ensure that the facility complies with policies and guidelines for infection prevention control, occupational health, safety and management of Covid 19.
<u>ENQUIRIES</u>	:	Mr. M.I Siyaya Tel No: 036 637 9600
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.
<u>FOR ATTENTION</u>	:	Mr S.D.Mdletshe
<u>NOTE</u>	:	The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	24 February 2023
<u>POST 05/322</u>	:	<u>OPERATIONAL MANAGER (PHC SUPERVISOR) REF NO: STC 03 /2023 (X1 POST)</u>
<u>SALARY</u>	:	R588 378 – R723 624 per annum. Other Benefits: 13 th Cheque, Medical Aid (optional), Home Owner Allowance, Plus 8% Rural Allowance (subject to meeting prescribed requirements)
<u>CENTRE</u>	:	St Chads CHC

REQUIREMENTS

: National Senior Certificate/ Grade 12. Degree/ Diploma in Nursing Science and midwifery. A minimum of 09 years recognizable experience in nursing after registration as professional nurse with SANC in General nursing of which 5 years must be recognizable experience after obtaining one year post basic qualification in Primary Health Care. Certificate of service endorsed by Human Resource Department Is Required (only when shortlisted). Recommendations: Degree / Diploma in Nursing Administration. Computer literacy. Valid driver's license code 8/10. Knowledge, Skill, Training And Competencies Required: Knowledge of nursing care process and processes and procedures, nursing statutes, and other relevant legal framework such as Nursing act, Occupational health and safety act, Patient right' s charter, Batho-Pele principles, Public service regulations act, Disciplinary code and procedures, Grievance procedure etc. Leadership, organizational decision making and problem solving abilities within the limits of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiations conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programs.

DUTIES

: Monitor and evaluate performance of Clinic staff according to asset standards, norms targets and to ensure effective reporting. Ensure provision of high quality comprehensive care through provision of preventive, curative and rehabilitative services. Ensure and monitor implementation and evaluation of all services including priority programs by all clinic staff members' i.e. Office of Health standard compliance, ideal Clinic and Nerve Centre / Operation Phuthuma. Provide relevant information to the Health care users to assist in the achievement of optimal health care. Maintain good relationship with relevant role players and stakeholders. Manage and monitor proper utilization of human, financial and other resources entrusted to you. Deal with disciplinary and grievance matters including monitoring and management of staff absenteeism. Provision of administrative services by planning, organizing, and ensure the availability of medicines, supplies and essential equipment. Ensure monitoring and evaluation of staff performance through the EPMDS system. Ensure that there are effective systems for data management and reporting of quality data on relevant indicators at the hospital and local clinics. Support PHC re-engineering by ensuring that outreach teams are functional. Ensure effective implementation of Sukuma Sakhe programs to maximize patient care. Conduct patient satisfaction survey and waiting times for the clinics. Ensure adequate control and allocation of Human and Material resources. Be involved and assist other staff members in the clinical management of clients. Strengthening of complaints, compliment and suggestion management. Ensure that the facility complies with policies and guidelines for infection prevention control, occupational health, safety and management of Covid 19.

ENQUIRIES

: Mr. M.I Siyaya Tel No: 036 637 9600

APPLICATIONS

: All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

FOR ATTENTION

: Mr S.D.Mdletshe

NOTE

: The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only.

Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.

- CLOSING DATE** : 24 February 2023
- POST 05/323** : **OPERATIONAL MANAGER (SUPERVISOR PHC) REF NO: GTN 01/2023 (X1 POST)**
- SALARY** : R588 378 – R633 432 per annum. Other Benefits: 13TH Cheque, plus 12% Rural allowance, Medical aid (optional). Housing allowance
- CENTRE** : Greytown Hospital
- REQUIREMENTS** : Senior Certificate /Grade 12 Degree /Diploma in General Nursing and Midwifery (obtainable from University/ College). Registration certificate with SANC as a General Nurse and Midwife. Post Basic Qualification in Primary Health Care registered with SANC. A minimum of 9 years' appropriate/ recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing of which 5 years must be recognizable experience after obtaining a one year Post Basic Qualification in Primary Health Care. Computer literacy with a proficiency in MS word. Code B Driver's license. Recommendations. Diploma/Degree in Nursing Management Knowledge, skills, Training and Competences required. Knowledge of Public Service Policy. Knowledge of Batho Pele Principles and Patients' Right Charter. Knowledge of SANC rules and regulations. Good communication, interpersonal and problem solving skills. Sound knowledge of disciplinary processes and grievance procedures. Knowledge of code of conduct, leadership, organizational, decision making, counselling and conflict management skills. Human Resource and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures.
- DUTIES** : Provide supportive supervision to PHC clinics and community outreach teams Conduct monthly red flags and regular programme reviews quarterly in line with PHC Supervision policy Ensure quality data management at all at all PHC clinics Promote inter-sectoral collaboration and community participation through Sukuma Sakhe activities and Community Based Model. Conduct sub-district meetings to review and improve performance e.g. intergrated services meetings, Primary Health Care meetings, Wedge meetings etc. Form part of sub - district and district and District review sessions to monitor progress on set targets according to the District Health Plan (DHP). Ascertain smooth implementation of the referral system and address constraints related to continuity of care. Implement the Performance Management and Development System through EPMDS policies with Operational Managers of PHC facilities that she/he is responsible for. Ensure development, implementation and monitoring of Quality Improvement Plans. Ensure adequate control and allocation of Human and Material resources Plan and monitor utilization of budget to ensure that the clinics function within the allocated budget. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Facilitate provision of quality comprehensive PHC services and educational services and be involved in research. Analyze and interpret statistics including PHC Programme indicators Facilitate the realization and maintenance of Ideal Clinic Programme in the PHC Clinics Support implementation of PHC re - engineering within the sub-district Ensure integration of Clinical programmes and COVID 19 Vaccination into routine PHC service.
- ENQUIRIES** : Ms. P.P.L Nkala Tel No: (033) 4139 400
- APPLICATIONS** : Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250.
- FOR ATTENTION** : Mrs Z.J Ngobe
- 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. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

- CLOSING DATE** : 10 March 2023
- POST 05/324** : **ASSISTANT MANAGER: NURSING (GENERAL) NIGHT DUTY REF NO: GTN 02/2023 (X2 POSTS)**
- SALARY** : R588 378 – R633 432 per annum. Other Benefits: 13TH Cheque, plus 12% Rural allowance, Medical aid (optional), Housing allowance
- CENTRE** : Greytown Hospital
- REQUIREMENTS** : Senior Certificate /Grade 12 Degree/Diploma in General Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Current registration with South African Nursing (SANC). A minimum of 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 3 years of the period referred above must be appropriate/ recognizable experience at management level. Recommendation .Code B Driver's license. Knowledge, skills, Training and Competences required. Knowledge of Public Service Policy. Knowledge of Batho Pele Principles and Patients' Right Charter. Knowledge of SANC rules and regulations. Good communication, interpersonal and problem solving skills. Sound knowledge of disciplinary processes and grievance procedures. Knowledge of code of conduct, leadership, organizational, decision making, counselling and conflict management skills. Human Resource and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures.
- DUTIES** : Oversee the effective overall functioning of the facility at night Provide guidance and leadership towards the realization of the Institutional strategic and operational goals Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care within legal frame work. Co-ordinate and facilitate the development of quality for all nursing categories within area of supervision Ensure the implementation of National, Provisional and District Quality Improvement initiatives at Hospital level. Participate in formulation of policies procedures and implementation thereof Assist in achievement of National Core Standards and Six Priority areas within the Hospital Control provision of Nursing Care in the area of supervision through allocation and supervision of Human and Financial Resources Monitor and ensure that all nurses are licensed to practice Ensure implementation of procedures that maintain effective infection control and Occupational and Safety measures in accordance with Occupational and Safety legislation Carry out regular review and explore opportunities for professional development and ensure training and development of the nursing staff Deal with grievance and labour relation issues in terms of laid down policies, procedure i.e. manage workplace discipline Monitor the implementation of the employee's performance and development systems, and deal with identified developmental needs The employee will be required to work night duties. Rotate on day duty for orientation. Deputize Nursing Management and take over responsibilities in her absence Adhere to the reporting requirements of the institution. Monitor nursing documentation audits, inspection of quality and utilization. Ensure that inspection process that is keeping with established

		quality assurance goals, which seeks to ensure that patient care is maintained at an optimal level and delivered in a cost effective manner.
<u>ENQUIRIES</u>	:	Ms. P.P.L Nkala Tel No: (033) 4139 400
<u>APPLICATIONS</u>	:	Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250.
<u>FOR ATTENTION</u>	:	Mrs Z.J Ngobe
<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. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.
<u>CLOSING DATE</u>	:	10 March 2023
<u>POST 05/325</u>	:	<u>OPERATIONAL MANAGER (PHC) REF NO: MAN03/2023 (X1 POST)</u>
<u>SALARY</u>	:	R588 378 - R662 220 per annum. Other Benefits: 13 th Cheque, medical aid (Optional), 12% ISRDS/Rural Allowance, Home owner allowance (employee must meet prescribed requirement)
<u>CENTRE</u>	:	Manguzi hospital (Zamazama Clinic)
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12) Diploma /Degree in General Nursing plus Midwifery certificate community health nursing science and diploma in health assessment care and treatment Registration certificate with South African Nursing Council as a general nurse and midwifery and primary health care nurse Minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC At least 5 years of the period referred to above must be appropriate/recognizable experience in primary health care as per R212 SANC regulation, after obtaining one year post basic qualification in primary health care accredited by SANC. Current receipt to practice in 2023. Proof of current and previous experience endorsed by Human resource (Certificate of Service) will be required when shortlisted. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures Knowledge of SANC Rules and Regulations and other relevant Legal Frameworks Knowledge of Quality Assurance programmes, Batho Pele principles and patient rights charter Ability to formulate unit policies. Human resource management and basic financial management skills Leadership, supervisory and report writing skills Good communication, counselling, interpersonal relations, conflict management, decision making and problem solving skills.
<u>DUTIES</u>	:	Responsible for the efficient management of the facility Monitor and evaluate performance of clinic staff according to set standards, norms, targets to ensure effective reporting. Monitor and evaluate all PHC programmes implemented within the designated service area Ensure provisions of high quality comprehensive care through provision of preventive, curative and rehabilitative services Provisions of four streams of primary health care nursing. Contribute to the realization of ideal clinic (ICRM) status. Ensure quality service delivery

through the implementation of priority programmes within the clinic. Monitor PHC indicators and strive towards reaching the targets. Manage and monitor proper utilization of human financial and other resources. Provision of administrative services by planning, organizing and ensuring the availability of medicines, supplies and essential equipment. Maintain a constructive relationship with relevant role players and other stakeholders. Exercise control of discipline, grievance and any other labour related issues in terms of laid down procedures. Ensure monitoring and evaluation of staff performance through the EPMSD system. Ensure quality data management is implemented and monitored at the clinic.

- ENQUIRIES** : Ms. JJ Vumase Tel No: 035 5920150
- APPLICATIONS** : Applications should be forwarded to: Mr. N.T Ngubane Assistant Director: HRM Manguzi District Hospital, Private Bag X 301, KwaNgwanase, 3973
- NOTE** : Directions to candidates: The following documents must be submitted:- Application must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.kznhealth.gov.za) and a recent updated Comprehensive Curriculum Vitae only (previous experience must be comprehensively detailed i.e. positions held and dates). In the case of foreign qualification: it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) or other regulating bodies when shortlisted. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the department failure to submit the requested document/ information will result in your application not be considered. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications Failure to comply with the above instructions will result to your application being disqualified. Due to financial constraints S&T Claims will not be considered.
- CLOSING DATE** : 24 February 2023
- POST 05/326** : **OPERATIONAL MANAGER OUT PATIENT DEPART (GENERAL STREAM)**
REF NO: GTN 04/2023 (X1 POST)
- SALARY** : R464 466 – R522 756 per annum. Other Benefits: 13TH Cheque, plus 12% Rural allowance, Medical aid (optional). Housing allowance
- CENTRE** : Greytown Hospital
- REQUIREMENTS** : Senior Certificate /Grade 12. Degree /Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse Plus. Current registration (2023) with the South African Nursing Council as a General Nurse and Midwifery Nurse Plus. A minimum of seven (07) years' appropriate/ recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing plus midwifery. Recommendation: Diploma/ Degree in nursing management. Knowledge, skills, Training and Competences required. Knowledge of Nursing Care, Processes, Procedures, Nursing statutes and other relevant Legal framework such as Nursing Act, Health Act, Labour Relations Act, Batho Pele Principles, Patient right Charter etc. Demonstrate effective communication with patient, Supervisors, other health professional and juniors, colleagues, including more complex report writing when required. Work as part of multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level with person of diverse intellectual, cultural, racial or religious differences. Able to manage own work time and junior colleagues to ensure proper nursing service in the unit. Demonstrate the required computer literacy to adequately manage information according to the requirements of the facility. Able to develop contact build and maintain a network of professional relations in order to enhance service delivery. Able to carry out inspection/ supervision and attend meetings. Leadership, organization, decision making, problem solving and interpersonal skills within the limits of the Public Sector.

DUTIES

: Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution. Ability to manage the acute, Emergency/ trauma service in an outpatient department setting. Assist in planning, organizing, monitoring and evaluation of objectives of the units and departments. Demonstration an understanding of Human resource and Financial Management practices and procedures. Supervise staff under your control, both clinic and non-clinical. Mange all resources within the unit effectively and efficiently to ensure optimal service delivery. Ensuring effective, efficient date management system. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirement and expectations (Batho Pele). Demonstrate effective communication with patients, supervisor and other clinicians, including report writing when required. Ensure implementation, attainment of National Core Standards/ and develop QIP as per legal prescripts. Ensure compliance with all National, Provincial and Professional prescripts in order to render safe patient service and improve client satisfaction. Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient record. Participate in the analysis and information of nursing policies and procedures. Carry out EPMDS evaluation of the staff, formulate training programmers and participate in the training and development of staff. Provide directions and indirect supervision of all staff within the nursing department and give guideline. Ensure that all equipment in the nursing department is adequate, checked and in working order. Provide safe, therapeutic and hygienic environment as laid down by nursing Act occupational. Health and Safety Act and all other applicable prescripts. Work effectively and amicably at supervisory level with persons of diverse intellectual cultural, racial or religious differences. Exercise control of discipline. Demonstrate flexibility where Health services need to be carries out. Oversee the functioning of the department and report to Assistant Manager Nursing. Support nursing management. Liaise with wards to arrange patient admission and movements.

ENQUIRIES

: Ms. P.P.L Nkala Tel No: (033) 4139 400

APPLICATIONS

: Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250.

FOR ATTENTION

: Mrs Z.J Ngobe

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. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

CLOSING DATE

: 10 March 2023

POST 05/327 : **CLINICAL PROGRAMS COORDINATOR (IPC) REF NO: GTN 06/2023 (X1 POST)**
Component: Nursing

SALARY : Grade 1: R464 466 per annum. Other benefits: 13th cheque, plus 12% Rural allowance, Medical aid (Optional). Housing allowance

CENTRE REQUIREMENTS : Greytown Hospital
: Senior Certificate – Grade 12. Diploma / Degree in General Nursing. Registration Certificate with SANC as a Professional nurse. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC as a General Nurse. Current SANC Receipt 2023 Knowledge, skills, Training and Competences required. Knowledge on applicable legislation such as Health Act, Nursing Act, Occupational Health and Safety Act and Waste Management Act. High level of verbal and written communication skills. Must have good interpersonal relations. Computer literacy in word processing and spread sheet packages. High level of innovation and initiative.

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

ENQUIRIES APPLICATIONS FOR ATTENTION NOTE : Mr V.M Mvelase Tel No: (033) 4139 400/ 9456
: Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250.
: Mrs Z.J Ngobe
: 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. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

CLOSING DATE : 10 March 2023

POST 05/328 : **CLINICAL PROGRAMS COORDINATOR (QUALITY ASSURANCE) REF NO: GTN 07/2023 (X1 POST)**
Component: Nursing

SALARY : Grade 1: R464 466 per annum. Other benefits: 13th cheque, plus 12% Rural allowance, Medical aid (Optional). Housing allowance

CENTRE REQUIREMENTS : Greytown Hospital
: Senior Certificate – Grade 12. Diploma / Degree in General Nursing. Registration Certificate with SANC.as a Professional nurse. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC as a General Nurse. Recommendation: Valid driver's license, Computer literacy Knowledge, skills, Training and Competences required. Knowledge on applicable legislation such as Health Act, Nursing Act, Occupational Health and Safety Act and Waste Management Act. High level of verbal and written. Communication skills. Must have good interpersonal relations. Computer literacy in word processing and spread sheet packages. High level of innovation and initiative.

DUTIES : Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Perform quality improvement audits and survey monthly and report to senior management. Monitor and evaluate delivery of quality care at the institution and clinics. Ensure implementation of National Core Standard and Provincial initiatives (Patients Right Charter, Batho Pele programmes, PEC, waiting times survey, clinical governance, ideal clinics etc). Co-ordinate quality improvement initiatives at the institution and clinics. Monitor and evaluate delivery of quality care at the institutional level including clinical care, waiting times and client experiences. Provide advice on various aspects of quality care to the institution and clinics. Monitor and evaluate compliance to the National and Provincial Quality Programmes e.g norms and standards for the PHC clinics and hospital package of care Identify, facilitate and co-ordinate all QIP's. Conduct survey to all priority programme e.g. housing, MCWH, HAST, PMTCT, IMCI, SRH and ICDN). Manage the accreditation programme for the institution and clinics.

ENQUIRIES APPLICATIONS : Mr V.M Mvelase Tel No: (033) 4139 400/ 9456
: Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250.

FOR ATTENTION NOTE : Mrs Z.J Ngobe
: 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. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

CLOSING DATE : 10 March 2023

POST 05/329 : **OPERATIONAL MANAGER NURSING (GENERAL) REF NO: SAP 03/2023**

SALARY : R464 466 - R522 756 per annum. Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Housing allowance (employee must Meet prescribed requirements)

CENTRE REQUIREMENTS : St Apollinaris Hospital (Male General Ward)
 : Grade 12/Senior Certificate or Equivalent Qualification Plus; Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as Professional Nurse Plus; Registration with SANC as a Professional Nurse and Midwifery Plus; A minimum of seven (7) years' experience in nursing after registration as Professional Nurse with the SANC in General Nursing Plus; SANC receipt for the current year (2023). 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 Skills: Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues including more complex reports when required. Work as part of the multi-disciplinary at unit level to ensure good nursing care by the nursing team. Work effectively, co-operatively amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patience promoting, advocating and facilitating proper treatment and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate basic computer literacy as a support tool to enhance service delivery.

DUTIES : Demonstrate an in depth understanding legislations and related legal and ethical nursing practices and how this impacts on service delivery's-ordinate and monitor the implementation of nursing care plan and evaluate thereof. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Provision of administration services. Maintain a constructive working relationship with nursing and other stakeholders. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Utilize human, material and physical resources efficiently and effectively. Demonstrate a basic understanding of HR and financial policies and practices. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care.

ENQUIRIES APPLICATIONS : should be directed to Miss NI Mpantsha Tel No: 039 833 9001-8
 : 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.
24 February 2023

CLOSING DATE :

POST 05/330 : **CLINICAL PROGRAMMED CO-COORDINATOR (IPC) REF NO: NDW/IPC/02/2023**

SALARY : Grade 1: R464 466 per annum. Other Benefits: 13TH cheque, Medical Aid (Optional) Housing Allowance (employee must meet prescribed requirements)

CENTRE : Ndwedwe Clinic

REQUIREMENTS : **Grade 1:** Senior Certificate/Grade 12 Certificate. Degree/Diploma in general nursing and midwife that allows registration with SANC as a professional nursing. A minimum of seven years of appropriate/recognizable nursing experience after registration as professional nurse with SANC in general nursing. Computer Literacy. Driver's license. Knowledge, Skills and Competencies Required: Knowledge of applicable legislations such as Health acts, Nursing acts, Waste Management acts, Operational Health and Safety acts. Knowledge of SANC Rules and Regulations. High level of Innovation and Initiative. Presentation skills-assertive and diplomacy. Good communication leadership, interpersonal and problem solving skills. Code of conducts and Labour Relations Knowledge. Computer literacy in (Ms Word and Ms. Excel. Understanding of HR prescripts, Leave Management, EPMDS etc. Ability to function well within the team, Conflicts management and negotiation skills. Decision making and problem solving skills. Skill in organizing planning and supervising. Knowledge of Batho Pele and patient's right.

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

ENQUIRIES : Mrs K Naidoo Tel No: 032 532 3048/50

APPLICATIONS : All applicants should be forwarded to: The Chief Executive Officer, Ndwedwe CHC, Private Bag X 528, Ndwedwe, 4342

FOR ATTENTION : Mr. EM Khumalo Tel No: 032 532 3050

NOTE : Directions to candidates: The following documents must be submitted: Application for Employment form new (Z83) which is obtainable at any Government. Department or from website www.kznhealth.gov.za. Applicants are requested not to submit copies/ attachments / proof / Certificates / ID/ Driver's license/ qualifications on application, only the shortlisted candidates will be required to submit certified documents on or before the date of the interview. The reference number must be indicates in the column provided in the Z83, e.g. SAP2/2010 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 Qualification by SAQA, verification of previous experience from employers and verification from the company intellectual property commission (SIPC). Due to the large number of applications we envisage to receive, applications will not be acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department)"People with disabilities should feel free to apply"
NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.

CLOSING DATE : 24 February 2023

POST 05/331 : **CHIEF ARTISAN GRADE A KWADABEKA COMMUNITY HEALTH CENTRE**
REF NO: KDC 15/2022 (X1 POST)
Cluster: Primary Health Care

SALARY : R404 052 per annum, (an all-inclusive salary) plus 13th Cheque, Medical Aid (optional), Home Owners Allowance, etc, (employee must meet the prescribed requirements).

CENTRE : Kwadabeka CHC

REQUIREMENTS : Senior Certificate/Grade 12 or equivalent; N3 in Electrical engineering or Mechanical engineering; Appropriate trade test in certificate Electrical, Mechanical in terms of certificate of section 13(2)(h) of the Manpower Act of 1981 as amended PLUS; 10 years appropriate/recognizable experience as an Artisan / Artisan Foreman after obtaining the relevant trade test certificate; and a valid Driver's Licence (Code 08/Code10). Competencies: Knowledge of Occupational Health and Safety Act, Technical analysis knowledge and Computer aided technical applications, Report writing and product process knowledge and skills. Customer focus and responsiveness, Problem Solving, Communication, Planning and organizing, computer skills, decision making, team work, creativity, self-management and analytical skills. Knowledge of Legal Compliance, Product process knowledge and skills.

DUTIES : Manage technical services and support in conjunction with Technicians / Artisans and associates in the field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Ensure quality assurance in with specifications. Manage administrative and related functions. Control and monitor expenditure according to the budget to ensure efficient cash flow management. Manage the development, motivation and utilization of human resources for the discipline to ensure a competent knowledge base for the continued success of technical services according to organizational needs and requirements. Ensure continuous individual development to keep up with new technologies and procedures. Liaise with relevant bodies/councils on technical/engineering related matters .Advice management on technical issues. Provide inputs for operation plan, compile and submit reports. Deputize the Systems Manager when necessary.

ENQUIRIES : Mr CS Ngongo Tel No: 031-702 1285

APPLICATIONS : All applications should be forwarded to: The Human Resource Manager: KwaDabeka Community Health Centre: KZN Department of Health, PO Box 371, Clernaville, 3602 or hand delivered to KwaDabeka Community Health Centre, 4 Khululeka Road, KwaDabeka Township (next to KwaDabeka Elangeni FET College)

FOR ATTENTION : Assistant Director: Human Resource Management Services

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83 Newly Updated Version) which must be originally signed and dated. Applicants are not required to submit copies of education qualification, professional registration any other relevant certificates – such documents will be requested only from shortlisted candidates. An 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. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. 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.

CLOSING DATE : 24 February 2023

POST 05/332 : **CLINICAL NURSE PRACTITIONER REF NO: GTN 03/2023 (X1 POST)**

SALARY : Grade 1: R400 644 - R464 466 per annum
Grade 2: R492 756 – R492 756 per annum

- Other Benefits: 13TH Cheque, plus 12% Rural allowance, Medical aid (optional).
Housing allowance
- CENTRE REQUIREMENTS** :
- : Greytown Hospital (Ukuthula Clinic)
 - : Senior Certificate /Grade 12. Diploma/ Degree in General Nursing PLUS 1 year post basic qualification in Primary Health Care and Midwifery. Registration with SANC as a registered and Primary Health Care nurse. Current S.A.N.C receipt 2023. Appropriate/recognizable experience after registration as a Professional Nurse is recognized to determine the salary on appointment. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with SANC. **Grade 2:** A minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to 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 SANC rules and Regulations of Legislatives Framework and Department prescripts. Knowledge of National and Provincial Acts Policies. Basic financial management skills, sound management, negotiations problem solving and decision making skills. Good communication skills both written and verbal. Provide mentoring and coaching skills. Display a concern for patient promoting and advocating and facilitating proper treatment and ensuring that the unit adheres to Batho Pele Principles.
- DUTIES** :
- : Ensuring data management at all levels. Manage and supervise effective utilization of allocated resources. Demonstrate effective communication with health team, supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organise own work and that of support personnel to ensure good communication care. Provide quality comprehensive health care to the community. Provide educational services to staff and communities. Work as part of multidisciplinary team to ensure good health care at PHC setting in all health programmes including NGOs, CBOs and CHWs. Display concern for the community, promoting and advocating proper care including awareness and willingness to respond to community needs. Assist with performance reviews i.e. EPMDs. Motivate staff regarding development in order to increase level of expertise and assist the community to develop a sense of care. Ensure 24 hours health services to all community members.
- ENQUIRIES APPLICATIONS** :
- : Ms. P.P.L Nkala Tel No: (033) 4139 400
 - : Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250.
- FOR ATTENTION NOTE** :
- : Mrs Z.J Ngobe
 - : 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. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.
- CLOSING DATE** :
- : 10 March 2023

<u>POST 05/333</u>	<u>CLINICAL NURSE PRACTITIONER (X3 POSTS)</u>
<u>SALARY</u>	R400 644 per annum. Other Benefits: 13 th Cheque, medical aid (optional), 12% ISRDS/Rural Allowance, Home owner allowance (employee must meet prescribed Requirement)
<u>CENTRE</u>	Manguzi Hospital Bhekabantu Clinic Ref No: Man 01/2023 Phelandaba Clinic Ref No: Man 06/2023 Empophomeni Clinic Ref No: Man 02/2023
<u>REQUIREMENTS</u>	Senior Certificate/Grade 12 Diploma/Degree in General nursing /Midwifery plus 1year post basic qualification in Primary Health Care. Minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing Current registration with South African Nursing Council as General Nurse with Midwifery and Primary Health Care Nurse (2023). Proof of current and previous work experience endorsed by Human resource Department (Certificate of Service) will be required when shortlisted. Recommendations: Computer literacy (MS word, Power point, Excel) Observable 3 years' experience in Quality Assurance, National Core Standard Accreditation. Knowledge, Skills, Training and Competencies Required: Demonstrate understanding of Nursing Legislation and related Ethical Nursing Practices. Demonstrate a basic understanding of H.R and Financial Policies and Practices. Good communication skills and ability to function well within a team. Good interpersonal skills, good negotiation skills and problem solving skills.
<u>DUTIES</u>	Provide directions and supervision for the implementation of the nursing plan(clinical practise\quality patient care) Implement standards, practices, criteria and indicators for quality nursing care programmes e.g. nerve centre/Operation Phuthuma Strengthening of complaints, compliment and suggestion management. Ensure that the facility complies with the policies and guidelines for infection prevention and control occupational health, safety and Covid 19. Strengthen practises of ethics, professionalism and Batho Pele principles. Participate in staff development using EPMDS system and other work related programmes and training. Ensure accurate data management and good understanding of clinic target needs according to the facility. Actively engage in the planning and implementation of outreach programmes within the facility catchment areas. Administration and clinical functions- EMTCT (HIV and AIDS) management. Maintain complete and accurate nursing records according to legal requirements. Be knowledgeable in chronic conditions and their management during pregnancy. To assist Operational Manager in solving problems and organising smooth running of the department Identify areas of improvement, problems etc. and communicate these to the operational manager Able to manage a woman during antenatal, labour, delivery and in postnatal care. Be knowledgeable about Maternal and Child health programmes e.g. BANC, EMTCT. Manage and monitor proper utilization of human, financial and other resources entrusted to you.
<u>ENQUIRIES</u>	Ms. JJ Vumase Tel No: 035 5920150
<u>APPLICATIONS</u>	Applications should be forwarded to: Mr. N.T Ngubane Assistant Director: HRM Manguzi District Hospital, Private Bag X 301, KwaNgwanase, 3973
<u>NOTE</u>	Directions to candidates: The following documents must be submitted:- Application must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.kznhealth.gov.za) and a recent updated Comprehensive Curriculum Vitae only (previous experience must be comprehensively detailed i.e. positions held and dates). In the case of foreign qualification: an evaluation certificate must accompany it from the South African Qualification Authority (SAQA) or other regulating bodies when shortlisted. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the department failure to submit the requested document/ information will result in your application not be considered. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department. The appointment is subject to positive outcome

obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications Failure to comply with the above instructions will result to your application being disqualified. Due to financial constraints S&T Claims will not be considered.
24 February 2023

CLOSING DATE

:

POST 05/334

:

PROFESSIONAL NURSE SPECIALITY GRADE 1& 2 (MATERNITY) REF NO: GTN 05/2023 (1 POST)

Component: Maternity

SALARY

:

Grade 1: R400 644 – R464 466 per annum

Grade 2: R492 756 – R606 042 per annum

Other benefits: 13th cheque, plus 12% Rural allowance, Medical aid (Optional), Housing allowance

CENTRE

:

Greytown Hospital

REQUIREMENTS

:

Grade 1: Senior Certificate (Grade 12). Degree / Diploma in General Nursing. Registration as a Midwife/ Accoucher with SANC. Registration with S.A.N.C. as a General Nurse and Specialty Nurse (Advanced midwifery and neonatal nursing science). One year Post-basic registration with SANC as Advance Midwifery and Neonatal science. Minimum 4 years appropriate / recognizable experience as a General Nurse and Midwifery. **Grade 2:** Matric/Senior (Grade 12) Certificate or equivalent qualification plus. Degree / Diploma in General Nursing. Registration as a Midwife/ Accoucher with SANC. One year Post-basic registration with SANC as Advance Midwifery and Neonatal science. Minimum of 14 years actual service and/or appropriate / recognizable experience after registration as a General Nurse and Midwifery. At least 10 years of the period must be appropriate/recognizable experience in Advance Midwifery after obtaining the relevant 1 year post basic qualification required for relevant speciality. Knowledge, skills, Training and Competences required. Knowledge and insight into nursing care procedures and processes, nursing statutes, other relevant legal frameworks and MCWH Programmes. Good communication skills-verbal and written. Co-ordination and liaison skills. Problem solving and decision making skills. Leadership and managerial skills. Assist in planning/organizing and monitoring of objectives of the specialized unit. Proper implementation and monitoring of MNCWH programmes e.g. CARMMA, HBB etc. Effective monitoring and management of complicated cases using the essential steps in the management of obstetrical emergencies. Assist in conducting trainings within the department e.g. HBB/ ESMOE drills. Partake in clinical record audits and assist in the formulation and implementation of quality improvement plans. To deputize the Operational manager and assist with relief duties when the need arises. Assist with allocation/change list, day and night duty rosters and inputs for leave. To act as shift-leader on both day and night shift. To assist in EPMDS evaluation of staff and implement EAP. Ensure meticulous data management and proper record-keeping to improve data quality. Maintain accurate and complete patient's records. Assist in orientation, induction and mentoring of all nursing staff especially junior midwives and students. Provide direct and indirect supervision of all nursing staff/ housekeeping staff and give them guidance. Demonstrate effective communication with patients, families and with the multi-disciplinary team as well as other departments within the hospital. Provide a therapeutic environment for staff, patients and the public. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant speciality. Effective participation in all other health related programmes e.g. IPC, Quality and Health and safety. Effective and efficient management of all resources allocated to MNCWH.

DUTIES

:

ENQUIRIES

:

Ms. P.P.L Nkala Tel No: (033) 4139 400

APPLICATIONS

:

Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250.

FOR ATTENTION

:

Mrs Z.J Ngobe

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. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

CLOSING DATE

: 10 March 2023

POST 05/335

: **CLINICAL NURSE PRACTITIONER (HTA CLINIC) REF NO: EMS/ 03/2023**

SALARY

: Grade 1: R400 644 per annum
Grade 2: R492 756 per annum
Plus 13th Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)

CENTRE REQUIREMENTS

: Emmaus Hospital (HTA Clinic)
: **Grade 1:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with the SANC as Professional Nurse. 1 Year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Registration with the SANC as a Professional Nurse .Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Attach proof of working experience endorsed by Human Resource Department. **Grade 2:** Senior Certificate / Grade 12 .Diploma / Degree in General nursing that allow registration with SANC as Professional Nurse. A 1 year post basic qualification in Primary Health Care Nursing. A minimum of 14 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General nursing .Current SANC receipt. At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care. Attach proof of working experience endorsed by Human Resource Department. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management (only when shortlisted). Knowledge & Skills: Sound knowledge of all legislation and regulation applicable to the health services and nursing status. Sound knowledge of disciplinary processes and grievance procedures. Leadership, organizational, decision making, counseling and conflict management skills. Human Resources and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures

DUTIES

: Provision of comprehensive primary health care services. Implementation of programs to ensure proper nursing care. Demonstrate effective communication with patient's supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organize own work and that of support personnel to ensure quality nursing care. Diagnose treat and dispense medication. Work as the part of multidisciplinary team to ensure good nursing care at PHC setting in all health programs. Display concern for patients, promoting and advocating proper treatments and care including awareness and willingness to respond to patient needs, requirements expectations. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop senses of care. To ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff. Identify all hot spots areas and ensure that health services are reported. Lead the HTA team Provide HIV testing and effective management of all clients on ARVs. Provide

<u>ENQUIRES APPLICATIONS</u>	:	health care services to all surrounding Farms, Hotels, Taxis ranks, and all pop site e.g. contraction sites. Attend weekly nerve center meeting and give report Ms D.Z Hlongwane Tel No: 036 488 1570 EXT: 8312
	:	Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry - Emmaus Hospital.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager
	:	Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources .No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling Allowance will be paid for interview attendance.
<u>CLOSING DATE</u>	:	24 February at 16:00
<u>POST 05/336</u>	:	<u>CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM REF NO: MURCH-THEM 04/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R400 644 per annum Grade 2: R492 756 per annum Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
<u>CENTRE REQUIREMENTS</u>	:	Murchison Hospital – Thembalesizwe Clinic Grade 1: Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing. Certificate of service from previous and current employer endorsed and stamped by HR shortlisted candidate Grade 2: Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Certificate of service from previous and current employer endorsed and stamped by HR Senior Certificate, Degree / Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care, Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department on an official letterhead (to be attached to application) Knowledge, Skills and Competencies: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles Good interpersonal relationship skills and good listening skills Good communication and problem solving skills Co-ordination and planning skills Ability to relieve in the service areas Team building and supervisory skills Ability to formulate patient care related policies.
<u>DUTIES</u>	:	Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist the unit manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Promote preventive and promotive health for clients and the community in the clinic Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Must be able to handle obstetric and emergencies and high risk conditions Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. To provide nursing care that leads to improve service delivery by upholding Batho Pele principles. Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic. Supervision of patients and provision of basis patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutical environment in the clinic using EDL guidelines. Ensure clinical intervention to clients

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

**ENQUIRIES
APPLICATIONS**

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

NOTE

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

CLOSING DATE

: 24 February 2023

POST 05/337

: **CLINICAL NURSE PRACTITIONER (PHC) GR 1 & 2 REF NO: EZAK E 01/2023 (X1 POST)**

SALARY

: Grade 1: R400 644 – R464 466 per annum
Grade 2: R492 756 - R606 042 per annum
Other Benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance, plus 8% Rural Allowance (subject to meeting prescribed requirements)

**CENTRE
REQUIREMENTS**

: St Chads CHC (Ezakeni E Clinic)
: Senior certificate or Grade 12.Degree/ Diploma in Nursing Science and midwifery. Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery(2022).Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with a duration of at least one (1) year. Certificate of service endorsed by Human Resource Department is required (only when shortlisted). Experience:
Grade 1: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing. At least one year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Experience:
Grade 2: A minimum of 14 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years must be appropriate/ recognizable experience after obtaining the one year Post Basic qualification inn Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Knowledge, Skill, Training and Competencies Required: Knowledge of SANC rules and regulations. Knowledge of legislative framework and departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial acts and national acts policies. Knowledge of sound Nursing care delivery approaches. Basic financial management skills. Knowledge of human resource management Ability to formulate vision, mission and objectives of the unit.

<u>DUTIES</u>	: Communication skills and decision making. Ability to provide mentoring and coaching. Have leadership and supervisory skills. : Execute duties and function with proficiency within prescript and applicable legislations. Provision of quality patient care through setting of standards, policies and procedure. Assist in planning, organizing and monitoring the objectives of the Unit and the Department. Demonstrate understanding of Human Resource and Financial Management practices and procedures. Improve perinatal mortality and morbidity through implementation of priority programmes e.g. EMTCT, CARMMA, MBFI, ESMOE and BANC. Display the concern for patients, promoting and advocating proper treatment and care including the awareness and willingness to respond to patient's needs, requirements and expectations Bath Pele Principles. Promotes Women's health and Child health. Manage all resources effectively and efficiently and ensure optimal service delivery. Carryout EPMDS evaluation of staff, formulate training programmes and ensure implementation of the programmes. Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other prescripts Promotes Nursing Ethics and advocates for professionalism.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. M.I Siyaya Tel No: 036 637 9600 : All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.
<u>FOR ATTENTION NOTE</u>	: Mr S.D.Mdletshe : The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.
<u>CLOSING DATE</u>	: 24 February 2023
<u>POST 05/338</u>	: <u>CLINICAL NURSE PRACTITIONER (PHC) GR 1 & 2 REF NO: MTE 01/2023 (X1 POST)</u>
<u>SALARY</u>	: Grade 1: R400 644 – R464 466 per annum Grade 2: R492 756 - R606 042 per annum Other Benefits: 13 th Cheque, Medical Aid (optional), Home Owner Allowance, Plus 8% Rural Allowance (subject to meeting prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	: St Chads CHC (Kwa-Mteyi Clinic) : Senior certificate or Grade 12.Degree/ Diploma in Nursing Science and midwifery. Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery. Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with a duration of at least one (1) year. Certificate of service endorsed by Human Resource Department Is Required (Only When Shortlisted). Experience: Grade 1: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing. At least one year Post Basic Nursing qualification in Clinical Nursing

Science, Health assessment, Diagnostic Treatment and Care. Experience: **Grade 2:** A minimum of 14 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years must be appropriate/ recognizable experience after obtaining the one year Post Basic qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Knowledge, Skill, Training and Competencies Required: Knowledge of SANC rules and regulations. Knowledge of legislative framework and departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial acts and national acts policies. Knowledge of sound Nursing care delivery approaches. Basic financial management skills. Knowledge of human resource management Ability to formulate vision, mission and objectives of the unit. Communication skills and decision making. Ability to provide mentoring and coaching. Have leadership and supervisory skills.

DUTIES : Execute duties and function with proficiency within prescript and applicable legislations. Provision of quality patient care through setting of standards, policies and procedure. Assist in planning, organizing and monitoring the objectives of the Unit and the Department. Demonstrate understanding of Human Resource and Financial Management practices and procedures. Improve perinatal mortality and morbidity through implementation of priority programmes e.g. EMTCT, CARMMA, MBFI, ESMOE and BANC. Display the concern for patients, promoting and advocating proper treatment and care including the awareness and willingness to respond to patient's needs, requirements and expectations Bath Pele Principles. Promotes Women's health and Child health. Manage all resources effectively and efficiently and ensure optimal service delivery. Carryout EPMDS evaluation of staff, formulate training programmes and ensure implementation of the programmes. Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other prescripts Promotes Nursing Ethics and advocates for professionalism.

ENQUIRIES : Mr. M.I Siyaya. Tel No: 036 637 9600
APPLICATIONS : All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

FOR ATTENTION : Mr S.D.Mdletshe
NOTE : The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.

CLOSING DATE : 24 February 2023

POST 05/339 : **CLINICAL NURSE PRACTITIONER (PHC) GR 1 & 2 REF NO: EKUVU 01/2023 (X1 POST)**

SALARY : Grade 1: R400 644 – R464 466 per annum
 Grade 2: R478 404 - R606 042 per annum

**CENTRE
REQUIREMENTS**

Other Benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance, Plus 8% Rural Allowance (subject to meeting prescribed requirements)
St Chads CHC (Ekuvukeni Clinic)

Senior certificate or Grade 12. Degree/ Diploma in Nursing Science and midwifery. Current registration certificate with SANC as a professional Nurse in General nursing and Midwifery. Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with a duration of at least one (1) year. Certificate Of Service Endorsed By Human Resource Department Is Required (Only When Shortlisted). Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing. At least one year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Experience: **Grade 2:** A minimum of 14 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years must be appropriate/ recognizable experience after obtaining the one year Post Basic qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Knowledge, Skill, Training and Competencies Required: Knowledge of SANC rules and regulations. Knowledge of legislative framework and departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial acts and national acts policies. Knowledge of sound Nursing care delivery approaches. Basic financial management skills. Knowledge of human resource management Ability to formulate vision, mission and objectives of the unit. Communication skills and decision making. Ability to provide mentoring and coaching. Have leadership and supervisory skills.

DUTIES

Performance Areas: Execute duties and function with proficiency within prescript and applicable legislations. Provision of quality patient care through setting of standards, policies and procedure. Assist in planning, organizing and monitoring the objectives of the Unit and the Department. Demonstrate understanding of Human Resource and Financial Management practices and procedures. Improve perinatal mortality and morbidity through implementation of priority programmes e.g. EMTCT, CARMMA, MBFI, ESMOE and BANC. Display the concern for patients, promoting and advocating proper treatment and care including the awareness and willingness to respond to patient's needs, requirements and expectations Bath Pele Principles. Promotes Women's health and Child health. Manage all resources effectively and efficiently and ensure optimal service delivery. Carryout EPMDS evaluation of staff, formulate training programmes and ensure implementation of the programmes. Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other prescripts Promotes Nursing Ethics and advocates for professionalism.

**ENQUIRIES
APPLICATIONS**

Mr. M.I Siyaya. Tel No: 036 637 9600
All applications should be forwarded to: The Human Resources Manager, St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

**FOR ATTENTION
NOTE**

Mr S.D.Mdletshe
The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za. The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only.

Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.

- CLOSING DATE** : 24 February 2023
- POST 05/340** : **ASSISTANT DIRECTOR: FINANCE REF NO: STC 01/2023 (X1 POST)**
- SALARY** : R393 711 per annum, Plus other benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance (subject to meeting prescribed requirements)
- CENTRE** : St Chads CHC
- REQUIREMENTS** : Senior Certificate (Grade 12) Bachelor's Degree in Finance or Cost and Management or Accounting Plus 3- 5 years of supervisory experience in financial field. Valid Driver's license (Minimum code EB). Certificate of service endorsed by HR Is Required (only when shortlisted) knowledge, skill, and training and competencies required: Good knowledge of Public Finance Management Act, Supply Chain Management Framework. Division of Revenue Act, National Tertiary Services Grant Framework, Treasury Regulations. Solid experience in budgeting , financial planning & analysis , asset management , Vulindlela and Basic Accounting System (BAS)Have ability to perform independently and under pressure as well as report writing & presentation at short notice. Skills: Decision –making, Problem solving, good Communication, Advance proficiency in Microsoft Excel with excellent quantitative & analytical skills. Attributes: Strong leadership, innovation, concern for excellence, drive and enthusiasm. Ability to handle sensitive financial information in strictest confidence. Knowledge in budgeting, financial planning and analysis.
- DUTIES** : Ensure that the budget is aligned to the Department Strategic Plans and CHC business plans. Monitor and interpret cash flows and report on financial projections CHC management and other relevant management officials within the department. Provide input towards the development of strategic, annual performance and business plans. Ensure the effective management of budgetary and expenditure control functions for the Sub-District. Implement and manage efficient, cost effective and integrated Supply Chain Management throughout the District. Perform Employee Performance Management and Development (EPMDS) of staff as required. Ensure appropriate management and utilisation of resources allocated to the component. Ensure regulations /procedures and proper internal control / SOP'S are in place and adhered to at all times. Overall responsibility and management of staff in Finance Component and SCM. Ensure compliance with Risk Management Policies. Ensure affective and efficient management of assets. Actively participate in infrastructure project management. Ensure cooperation and responsiveness to emergency service delivery situation.
- ENQUIRIES** : Dr SE Mnguni Tel No: 036 637 9600
- APPLICATIONS** : All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.
- FOR ATTENTION** : Mr S.D.Mdletshe
- NOTE** : The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign

Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.

- CLOSING DATE** : 24 February 2023
- POST 05/341** : **ASSISTANT DIRECTOR: SYSTEM REF NO: STC 2/2023 (X1 POST)**
- SALARY** : R393 711 per annum, Plus Other Benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance (employee must meet prescribed conditions)
- CENTRE** : ST Chads CHC
- REQUIREMENTS** : Senior Certificate (Grade 12).Degree or Diploma in Public Management / Public Administration. Minimum 3 years supervisory experience in Systems Management. Valid Driver's license (Minimum code EB). Certificate of service endorsed by HR is required (only when shortlisted).Knowledge, Skill, Training and Competencies Required: Good knowledge of Public Finance Management Act, promotion of Access information Acts. Record management, Hospital patient fees manual, contract Management .Skills: Decision –making, Problem solving, good Communication, Advance proficiency in Microsoft Excel with excellent quantitative & analytical skills. Attributes: Strong leadership, innovation, concern for excellence, drive and enthusiasm. Human Resource management skills including public relations.
- DUTIES** : Manage and coordinate the following areas: Patient Administration, Cleaning Services, Pottering Services, Hotel Services, Laundry Services, Telecommunication, Fleet management Services, Waste Management, Maintenance. Monitor the provision of all hotel services and facilities by contractors in order to ensure contract adherence and ensure compliance with Service level Agreement and highest level of care. Analyse alternative for performing needed work including contracting out services and evaluate / recommend procedures/practices to improve operating efficiency. Ensure effective, efficient and economical utilization resources allocated to the institution including the development. Ensure that all institutions information systems (patient and other) is maintained so as to provide liable, valid timeously processing and information. Ensure compliance with Health & Safety and Disaster Management requirements by all staff members. Ensure compliance to Norms & Standards and make look like a Hospital programme. Develop and implement policies. Effective management of the performance of employees according to EPMDS policy. Contribute as a member of a multidisciplinary team towards the effective management of CHC by participating in IMLC, Cash Flow Committee, Adjudication Committee, IHETD, Health and Safety, Loss and Damage etc.
- ENQUIRIES** : Dr SE Mnguni Tel No: 036 637 9600
- APPLICATIONS** : All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.
- FOR ATTENTION** : Mr S.D.Mdletshe
- NOTE** : The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign

Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.

- CLOSING DATE** : 24 February 2023
- POST 05/342** : **DENTAL THERAPIST REF NO: CTH05/2023 (X1 POST)**
- SALARY** : Grade 1: R332 427 per annum
Grade 2: R389 754 per annum
Plus 13 Cheque, Housing Allowance (employee must meet prescribed requirements), 17% Rural Allowance, Medical Aid (Optional)
- CENTRE** : Ceza-Thulasizwe District Hospital
- REQUIREMENTS** : Senior Certificate (Grade 12), Diploma or Degree or Diploma in Dental Therapy, Current registration with Health Professions Council of South Africa (HPCSA), Recommendation: The person should have good communication skills, good interpersonal relations and ability to work under pressure as well as problem solving skills, Knowledge of infection, Prevention, and Control Protocols, Unendorsed valid Code B driver's license (Code 8), Knowledge, Skills, Training and Competencies Required: Knowledge of current health and public service legislation and policies, excellent human relations, communication skills, Computer literacy.
- DUTIES** : The incumbent will be working in institution, clinics and performing administrative duties, Provide oral health treatment: relief of pain and sepsis restorations, fissure, sealants, scaling and polishing, community outreach programs, Sound knowledge of Departmental policies, Cleaning and sterilization of instruments, Ordering consumables as needed, Do inventory of dental instruments, Adhere to Health Care Waste Management Legislation and Principles.
- ENQUIRIES** : Dr NB Mtetwa: Dentist at 072 424 5420
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer, Ceza Hospital, Private Bag X200, Ceza, 3866. Hand delivered applications may be submitted to Chibini Main Road, Human Resource Section, and Ceza Hospital, before 16H 00 on or before the closing date.
- FOR ATTENTION** : Mr. E.S. Mazibuko
- NOTE** : Applications should 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 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 the driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities and African males are encouraged to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
- CLOSING DATE** : 24 February 2023
- POST 05/343** : **PUBLIC RELATIONS OFFICER REF NO: EGUM 01/2023 (X1 POST)**
- SALARY** : R331 188 per annum (Level 08), Plus 13th cheque/service bonus plus, Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)

- CENTRE REQUIREMENTS** :
- E G & Usher Memorial Hospital
- Matric/Senior Certificate or Grade 12 certificate, plus National Diploma in Public Relations Management (NQF Level 6) or Communication Science (NQF Level 6). Current and previous experience endorsed and stamped by Human Resource (Employment History). All the attachments /proof will be submitted by shortlisted candidates only. Knowledge, Skills, Training and Competencies Required: Excellent communication skills both orally and written. Excellent interpersonal relations skills. Computer skills. Presentation skills. Problem solving skills. Planning and decision making skills. Awareness of Media different agendas. Diversity Management skills. Ability to plan and prioritize effectively and accordingly. Honesty and integrity. Client Orientation and Customer focus.
- DUTIES** :
- Assist with coordination of facility events, and promotes patient rights. Ensure effective management of information internal and external communication within the hospital. Participate in Quality Assurance Programmes for publications purposes as per Departmental requirements in line with health calendar activity. Monitor adherence in the proper management of patient complains, compliments and suggestions. Strengthen relations links between facilities, internal and external stakeholders. Uphold corporate image of the institution. Ensure the implementation of departmental Media Policy, and Batho Pele Principles within the institution. Strengthen relations links between facilities, internal and external stakeholders. Assist with coordination of events and promote patients' rights.
- ENQUIRIES APPLICATIONS** :
- Mr. JBJ Ngobese Tel No: 039 - 797 8100
- Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).
- FOR ATTENTION NOTE** :
- Human Resource Department
- The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za, updated and fully detailed Curriculum Vitae. In addition, Only shortlisted applicants will be requested to bring originals of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed and emailed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments /proof will be submitted by shortlisted candidates only). Shortlisted candidates only will submit Non-RSA / Permanent Residents / Work permit holders the attachments /proof). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due To Financial Constraints, No S&T will be paid to candidates when attending the interviews. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.
- CLOSING DATE** :
- 24 February 2023 at 16H00 afternoon

POST 05/344 : **HUMAN RESOURCE PRACTITIONER – LABOUR RELATIONS REF NO: NDW/LRP/03/2023 (X1 POST)**
Component: Human Resources

SALARY : R269 214 - R317 127 per annum (Level 07). Benefits: 13th Cheque, Home owner allowance and Medical Aid (Employee must meet prescribed condition)

CENTRE REQUIREMENTS : Ndwedwe Community Health Centre
Grade 12/Senior Certificate. Degree/Diploma in Human Resource Management, Public Administration or Management. At least 3-5 years' experience in Human resource Management. Valid driver's licence. Investigating and presiding officer's certificate. Only shortlisted candidates will be required to submit proof of current and previous experience, certificates of service endorsed by HR Department. Knowledge/Skills/Competencies In depth knowledge of Public Service policies, Acts and regulations as related to HR Component. Extensive knowledge of computerised personnel and salary systems, MS packages and application thereof. Communication and interpersonal skills. Leadership skills to manage Human Resource section. Sound organising, planning and problem solving skills. Knowledge of Labour relations.

DUTIES : Facilitate and render training and workshops. Implementation of outcomes of dispute resolutions and grievance hearings. Facilitate and administer the relationship process between management and organised labour. Deal with grievance, discipline and misconduct cases in terms of laid down policies and procedure. Organizing and planning for disciplinary hearing. Advise management on matters relating to Human Resource Practices and staff relations. Ensure that the employment practices i.e. selection, recruitment and appointment verification of qualifications, security checks, transfers and E-Disclosure are in accordance with the laid down policies and procedures. Management of overtime and commuted overtime. Coordination and compilation of HR reports. Exercise direct control and supervision of staff.

ENQUIRIES APPLICATIONS : Mr EM Khumalo Tel No: 032 532 3048/50
: All applicants should be forwarded to: The Chief Executive Officer, Ndwedwe CHC, Private Bag X 528, Ndwedwe, 4342

FOR ATTENTION NOTE : Mr. EM Khumalo Tel No: 032 532 3050
: Directions to candidates: The following documents must be submitted: Application for Employment form new (Z83) which is obtainable at any Government. Department or from website www.kznhealth.gov.za. Applicants are requested not to submit copies/ attachments / proof / Certificates / ID/ Driver's license/ qualifications on application, only the shortlisted candidates will be required to submit certified documents on or before the date of the interview. The reference number must be indicates in the column provided in the Z83, e.g. SAP2/2010 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 Qualification by SAQA, verification of previous experience from employers and verification from the company intellectual property commission (SIPC). Due to the large number of applications we envisage to receive, applications will not be acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department). "People with disabilities should feel free to apply". NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.

CLOSING DATE : 24 February 2023

POST 05/345 : **SUPPLY CHAIN CLERK- SUPERVISOR REF NO: STC03 /2023 (X1 POST)**

SALARY : R269 2142 per annum (Level 07). Other Benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance (subject to meeting prescribed requirements)

CENTRE REQUIREMENTS : St Chads CHC
: Senior Certificate or equivalent, plus minimum of 3-5 experience in supply chain management environment. (MS Office Software applications) Valid driver's license code8/10. Certificate of service endorsed by HR is required (only when shortlisted). Knowledge, Skill, Training and Competencies Required: Knowledge of the Public Management Act, Treasury Regulations,

Inventory & Logistics Management, Acquisition and demand Management, Assets Management. Knowledge of SCM and procurement process and procedures Good written and verbal communication skills Customer care and interpersonal relations skills, problem solving and decision making. Ability to maintain high level of confidentiality Organizing, planning and numerical skills. Ability to work under pressure.

DUTIES

: Supervision of Supply Chain Management i.e. Stores, Acquisition and Demand and Assets Management. Maintain adequate availability of stock by ensuring timeous & continuous Replenishment of stock. Ensure compliance to Treasury Regulations and Departmental Procurement Policies, rules and regulations. Ensure proper filing of documents Conduct internal audit in SCM on an ongoing basis. Implement risk management to avoid fraud and corruption timeously Compile and submit monthly returns and reports Ensure Stock Taking is done regularly. Ensure that stock received is recorded in the GRN book and captured on the RIDV template. Ensure all Bin/ Tally cards are updated regularly Ensure that payments are done as required by the PFMA. Ensure functionality of Bid Committees. Ensure adverts are placed timeously on the Departments website or notice board. Draw out CSD and prepare files for BID Committees. Maintain effective & efficient staff Management in respect of giving and Supervision on performance of their duties (EPMDS).Implement discipline and grievance procedures. Co-Ordinate in-service training in order to promote service delivery.

ENQUIRIES

: Dr S.E Mnguni Tel No: 036 637 9600

APPLICATIONS

: All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

**FOR ATTENTION
NOTE**

: Mr S.D.Mdletshe

: The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.

CLOSING DATE

: 24 February 2023