

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

OTHER POSTS

<u>POST 06/262</u>	:	<u>HEAD CLINICAL UNIT (MEDICAL) GRADE 1 PSYCHIATRY REF NO: MED 07/2023 (X1 POST)</u>
<u>SALARY</u>	:	R1 807 380 – R1 918 284 per annum, (all-inclusive package). Other Benefits: 18% Inhospitable Area Allowance, 13 th Cheque, Housing Allowance and Medical Aid: Optional (Employee must meet Prescribed Requirements)
<u>CENTRE REQUIREMENTS</u>	:	Harry Gwala Regional Hospital Grade 12 Certificate, FCP psych (SA), MMed or Equivalent Specialist qualification in Psychiatrist, Current registration with the Health Professions Council South Africa as a specialist in Psychiatry with the Health Professions Council of SA, Three (3) years' experience as a specialist in Psychiatry after registration with the HPCSA as a Psychiatrist, Basic knowledge of Human Resource, SCM/ Procurement and budget control practice and management, Programme planning, implementation and evaluation, Information management, Quality assurance and improvement program management, Medical ethics, Managerial ability with regard to communication, negotiation, planning, organization, leadership and decision making, Knowledge of relevant Health and Public Service Policy, regulations and legislations, Experience and knowledge of mental health services, Competence in Undergraduate and Post Graduate training, Ability to perform research and supervise/teach Junior staff.
<u>DUTIES</u>	:	Report to Senior Manager: Medical Services at Harry Gwala Regional Hospital for administrative functions, Provide specialist psychiatric assessments, care, treatment and rehabilitation of mental health care users, Responsible for the administration and management of outpatient and inpatient mental health services at Harry Gwala Regional Hospital, Participate in development and ongoing provision of under and post graduate teaching and clinical research supervision in Psychiatry, Participate in outreach activities for the delivery, supervision, and support of mental health services in the drainage area of Harry Gwala Regional Hospital, Coordinate maintenance of standards of care and implementation of quality improvement programmes at Harry Gwala Regional Hospital and its referral clinics, Participate in development guidelines, protocols, and referral pathways for the management of mental health care users Recommendation: Atleast One Year management and administration experience. Computer Literacy.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. N.T. Nxaba Tel No: 033 395 4039
<u>FOR ATTENTION NOTE</u>	:	All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X 509, Plessislaer, 3216 or hand delivered to the box main gate behind the security office. Mr. T.C. Manyoni The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za . Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2022. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to

shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, Indian Male, Coloured Male and Coloured Female

- CLOSING DATE** : 15 March 2023
- POST 06/263** : **MEDICAL SPECIALIST REF NO: MEDSPECVASCULAR/1/2023 (X1 POST)**
Department: Vascular Surgery
- SALARY** : Grade 1: R1 156 308 per annum, all-inclusive salary package, (excluding commuted overtime).
Grade 2: R1 322 100 per annum, all-inclusive salary package, (excluding commuted overtime).
Grade 3: R1 534 356 per annum, all-inclusive salary package, (excluding commuted overtime).
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
Specialist qualification in General Surgery. Current registration with the Health Professions Council of South Africa as a certified vascular specialist or a General surgeon with an intention to train as a vascular surgeon. Preference will be given to candidates without other subspecialty qualifications. **Grade 1:** No experience required. **Grade 2:** Five (5) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (General Surgery). **Grade 3:** Ten (10) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (General Surgery). Knowledge, Skills, Training and Competencies Required: Sound knowledge and experience in surgery. Ability to teach and supervise junior staff. Middle Management Skills. Research principles. Good administrative, decision making and communication skills.
- DUTIES** : Provide vascular service to all departments at Albert Luthuli Hospital as well as in the relevant Durban Metropolitan State Hospitals. Control and management of these services as delegated. Maintain clinical, professional and ethical standards related to these services. Provide after hour care in accordance with the commuted overtime contract. Training of undergraduate medical students, and allied personnel and participate in formal teaching as required by the department. Promote community orientated services. Conduct outpatient clinics, and provide Expert opinion where required in consultation with senior specialists. Participate in the Quality Improvement Programmes of the Department. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit. Conduct, assist and stimulate research. Organise both academic and clinical service functions of the Department, including ward rounds, outpatient's clinics, and clinical training ward rounds. Participate in clinical research and academic programmes in the respective clinical Department. Train postgraduate students, both bedside training and classroom training at the hospital. Provide academic and clinical administrative leadership. Form part of the senior management in the hospital.
- ENQUIRIES APPLICATIONS** : Dr B. Pillay (Clinical Head) Tel No: 031-2401000
All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have

the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 03 March 2023
- POST 06/264** : **HEAD - CLINICAL UNIT (SPECIALISED SURGERY) REF NO: HCUSPECSURGERY/1/2023**
Department: Department of Specialised Surgery
- SALARY** : R1 807 380 per annum, (all-inclusive salary package excluding commuted overtime)
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Qualification in the appropriate health science (MBCHB or equivalent). Current registration with the Health Professions Council of South Africa as a Medical Specialist–Surgeon, preferably with Certification in Gastroenterology (Upper GI/HPB Surgery). A minimum of 5 years' appropriate experience as a Specialist Surgeon. Knowledge, Skills, Training and Competencies Required: Sound knowledge and experience in surgery, especially in the area of Surgical Gastroenterology. Ability to teach and supervise junior staff. Middle-senior Management Skills. Research principles. Good administrative, decision making and communication skills.
- DUTIES** : Clinical Service Delivery: Provide Surgical Gastroenterology services to Kwa-Zulu Natal and some part of the Eastern Cape. Provide after hour care in accordance with the commuted overtime contract. Conduct outpatient clinics, and provide expert opinion where required. Maintain clinical, professional and ethical standards related to these services. Teaching & Training: Training of undergraduate medical students, postgraduate students rotating in the unit. Training of fellows in Surgical Gastroenterology. Participate in formal teaching as required by the department. Participate in multi-disciplinary meetings. Supervise and oversee both academic and clinical service functions of the Surgical Gastro-enterology unit, including ward rounds, outpatient's clinics, endoscopic and clinical training ward rounds. Train postgraduate students, both bedside training and classroom training at the hospital. Research: Participate in clinical research: Conduct and stimulate research. Supervise undergraduate & postgraduate research project. Possession or studying towards PhD will be an advantage. Administration: Participate in the Quality Improvement Programmes of the Specialised Surgery Unit. Attend to administrative matters as pertains to the unit. Provide academic and clinical administrative leadership. Form part of the senior management in the hospital. Forms part of the Department of Surgery Executive Committee. Maintain necessary discipline over staff under his/her control. Community Engagement/ Outreach: Promote outreach community orientated services. Promote outreach programs to expand and strengthen Surgical Gastroenterology services at Tertiary hospitals.
- ENQUIRIES** : Dr LP Mtshali Tel No: 031 2401124
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number

must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 03 March 2023
- POST 06/265** : **MEDICAL SPECIALIST: RADIOLOGY REF NO: MEDSPEC RADIOLOGY/01/2023 (X1 POST)**
Department: Radiology
- SALARY** : Grade 1: R1 156 308 per annum, (all-inclusive Salary package), excluding commuted overtime
Grade 2: R1 322 100 per annum, (all-inclusive salary package), excluding commuted overtime
Grade 3: R1 534 356 per annum, (all-inclusive salary package), excluding commuted overtime
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
: **Grade 1:** requires appropriate qualification plus registration with the Health Professions Council of South Africa. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. **Grade 2:** requires appropriate qualification, registration certificate plus 5 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Radiologist. **Grade 3:** requires appropriate qualification, registration certificate plus 10 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Radiologist. Specialist qualification in Diagnostic Radiology Current registration with the Health Professions Council of South Africa as a Specialist Radiologist. Recommendations: Additional subspecialty qualification or experience in interventional radiology. Fellowship certificate or diploma in interventional radiology will be an added advantage. Knowledge, Skills, Training and Competencies: Sound knowledge and experience in Diagnostic Radiology and Interventional Radiology. Interventional Radiology Experience Necessary. Ability to work independently with vascular and non-vascular interventional radiology procedures. Ability to teach and supervise interventional radiology to registrars and consultants. Ability to work with multidisciplinary team. General radiology skills (MRI, CT, US, Xray, Fluoroscopy, Mammogram reporting and procedures). Middle management skills. Research principles. Good administrative, leadership, decision making and communication skills. Computer Literacy.
- DUTIES** : Provide subspecialty service of vascular and non-vascular interventional radiology at Inkosi Albert Luthuli Central Hospital. Teaching and training radiology registrars, medical officers and consultants how to perform interventional procedures. Provide general specialist radiology services, including perform, interpret and report radiological procedures and studies in the following modalities; MRI, CT, US, Xray, Fluoroscopy, Mammogram at Inkosi Albert Luthuli Central Hospital. Maintain clinical, professional and ethical standards related to these services. Training and supervision of medical officers and registrars working in the general radiology department. Provide expert opinion where required and consult with other clinical specialists on radiological procedures. Participate in the Quality Improvement Programmes of the Department. Conduct, Participate and assist in research. Participate in commuted overtime.
- ENQUIRIES APPLICATIONS** : Dr N. Dlamini Tel No: (031) 240 2294/5
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 03 March 2023
- POST 06/266** : **ENGINEER: MECHANICAL - GRADE C REF NO: DPKISMH 02/2023 (X1 POST)**
Component: Facilities Management
- SALARY CENTRE REQUIREMENTS** : Grade C: R967 809 - R1 140 018 per annum, (all-inclusive salary package)
: Dr. Pixley Ka Isaka Seme Memorial Hospital
: Senior Certificate. Degree in Mechanical Engineering. Compulsory registration with ECSA as a Professional Engineer (Mechanical Engineering). Three years post-qualification engineering experience required. Must have at least two years' post-qualification experience in operation and maintenance of machinery in the class he or she is required to supervise. Unendorsed valid Code B driver's license (Code 08). Computer literacy. Knowledge and experience on Information Technology based operations and maintenance. Knowledge and experience on maintenance standard for movable immovable assets. Only shortlisted candidates will submit certificate of service endorsed by Human Resource Department. Recommendation(S): Working Experience in a public health facility will be highly recommended Knowledge, Skills and Competencies: Knowledge of current health legislations and policies at public institutions. Knowledge of national quality standards Knowledge of related policies, directives and legislations. Applying Expertise and Technology. Adhering to Principles and Values. Deciding and Initiating Action. Delivering Results and Meeting Customer Expectations. Writing and Reporting. Formulating Strategies and Concepts. Planning and Organising. Presenting and communicating Information. Analysing, Learning and Researching, Creating and Innovation, Relating and Networking.
- DUTIES** : Undertake engineering designs. Perform final review and approvals of audits on new engineering designs according to design principles or theory. Implement the maintenance strategy. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or indirect engineering services for the attainment of organisational objectives. Provide effective engineering and project management services. Undertake research. Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile Mechanical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy and the Infrastructure Programme Management Plan. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures where necessary. Oversee implementation and commissioning of mechanical engineering installations.

ENQUIRIES : Mr LS Latchminarain Tel No: (031) 530 1407

APPLICATIONS : Must be hand delivered to: 310 Bhejane Street (Hospital Gate number 2) KwaMashu, 4360 Or Email: pixley.recruitment@kznhealth.gov.za

FOR ATTENTION : Deputy Director Human Resources Management

NOTE : Applications must be submitted on the NEW prescribed Application for Employment form (Z83) which must be originally signed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. A detailed Curriculum Vitae only must accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. The Reference Number must be indicated in the column (Part A) provided 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, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will be required to submit an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. Non- RSA Citizens/Permanent Residents/ Work Permit holders will be required to submit documentary proof when shortlisted. 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 : 03 March 2023

POST 06/267 : **DEPUTY MANAGER NURSING (LEVEL 1 & 2 HOSPITALS) REF NO: UNTU 11/2023 (X1 POST)**
Component: Nursing

SALARY : R881 961 - R992 634 per annum, (all-inclusive salary package). Other Benefits: 8% Rural Allowance

CENTRE : Untunjambili Hospital

REQUIREMENTS : Senior certificate, Basic R425 qualifications, Diploma/Degree in General nursing and Midwifery. Current Registration with SANC as a General Nurse & Midwife. A minimum of 09 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC as a Professional Nurse. At least Four years of the period referred to above must be appropriate/recognizable experience at management level. Diploma or Degree in Nursing Management will be an added advantage. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes And Abilities In depth knowledge and understanding of Health related Acts, Regulations, Guidelines and other related Policies such as Nursing Act and Regulations, Health Act, Code of Ethics, Professional Practice of South African Nursing Council, Nursing Standards of Practice, Scope of Practice, Occupational Health & Safety Act and Mental Health Act.. Knowledge and understanding of legislative framework governing the Public Service including Skills Development Act, Public Service Regulations, Labour Relations Act, Grievance Procedure, Disciplinary Code and Procedure, Financial Management Act, Good Communication Skills, Report writing Skills, Leadership Sills, Problem Solving Skills, Time Management Interpersonal Skills, Team Player and Strategic Planning. Demonstrate basic Computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the units. Be able to work under pressure.

DUTIES : Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide Professional, technical and management support for provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implantation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Utilise information technology and other management

information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation. Represent Nursing Department in the Senior Management Team. Ensure effective management, supervision and utilization of human and material resources. Ensure adherence to prescribed nursing policies and procedures. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Deal with disciplinary and grievance matters. Evaluate and monitor compliance with clinical protocols, norms and standards of the hospital. Participate in implementation and adherence to National Core Standards. Work effectively and amicably with persons of diverse intellectual, cultural, racial or religious differences.

**ENQUIRIES
APPLICATIONS**

: Mrs C.N. Ndadane Tel No: 033-444 1707
 : Should be forwarded to: Human Resource Manager, Private Bag X216, Kranskop, 3268

NOTE

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

CLOSING DATE

: 03 March 2023

POST 06/268

: **MEDICAL OFFICER: RADIOLOGY REF NO: MO RADIOLOGY/1/20223 (X1 POST)**
 Department: Radiology

SALARY

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

**CENTRE
REQUIREMENTS**

: Inkosi Albert Luthuli Central Hospital
 : MBCHB Degree, Current registration with the Health Professions Council of South Africa as an Independent Medical Practitioner. Experience: **Grade 1:** No experience required after completion of Community Service. Appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised Foreign Health Professional Council in respect

of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 3 requires a minimum of 11 years (11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Skills, Knowledge, Training and Competency Required: Knowledge of Radiological Anatomy and Radiation physics and safety. FCRad part 1 exams, radiology related diploma, courses, certificates or seminars will be an added advantage. Some experience as a medical officer in the radiology department will be an added advantage. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Completion of Community Service or one year as a Medical Officer in the case of Foreign Nationals. Post-registrar time Medical officers will not be considered for this application.

- DUTIES** : Provide an efficient, effective general radiological medical officer service to facilitate imaging of IALCH patients. Ensure optimal health care consistent with the guidelines of practice of Radiology as outlined by the South African Society of Radiologists. Take an active academic role and an active role in radiology training and research. Participation in commuted overtime is compulsory.
- ENQUIRIES** : Dr N. Dlamini Tel No. (031) 240 2294/5
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 03 March 2023
- POST 06/269** : **MEDICAL OFFICER REF NO: MO NEUROSURGERY/1/2023 (X1 POST)**
Department: Neurosurgery
- SALARY** : Grade 1: R858 528 per annum, (all-inclusive salary package), excluding Commuted Overtime.
Grade 2: R981 639 per annum, (all-inclusive salary package), excluding Commuted overtime

Grade 3: R1 139 217 per annum, (all-inclusive salary package), excluding commuted Overtime.

**CENTRE
REQUIREMENTS**

: Inkosi Albert Luthuli Central Hospital
: MBChB Degree. Current registration with the Health Professions Council of SA as an Independent Medical Practitioner. Completion of Community Service. Experience: **Grade 1:** No experience required from South African qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Six (6) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills Training and Competencies Required: Candidates must be able to perform a detailed clinical assessment of patients with neurosurgical disorders and provide ongoing care of individual patients. Ability and knowledge of basic trauma resuscitation, including endotracheal intubation of patients is a requirement. Candidates with basic surgical experience and skills will be at an advantage. Previous surgical experience in a neurosurgery environment will be an advantage. Good communication skills and decision making. Demonstrate the ability to work as part of a team.

DUTIES

: Active participation in ward rounds and care of individual patients. Conduct patient management in the wards including both High Care and Intensive Care Unit and ensuring set standards are maintained. Participation in the academic programme of the Department of Neurosurgery. Operating theatre and outpatient clinic duties. The successful applicant will be required to perform after hours duties. Candidates are expected, when on call, to field many calls from referring doctors and after discussion with a senior doctor in the Department of Neurosurgery, advise the referring doctors appropriately. They must be able to carry out resuscitation of patients using ATLS principles. Candidates are required to participate in outreach activities of the department. Candidates are expected to perform administrative functions as directed by the Head of Department. Clerk all admissions and compile discharge summaries. Adhere to departmental treatment guidelines and policies. Maintain medical records, including morbidity and mortality presentations.

**ENQUIRIES
APPLICATIONS**

: Dr BC Enicker Tel No: 031 240 1134
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE

: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large

number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 03 March 2023
- POST 06/270** : **MEDICAL OFFICERS PAEDIATRIC HIGH AND CRITICAL CARE + RADIOLOGY (SEDATION) REF NO: MOPAEDSHC/01/2023 (X3 POSTS)**
Department: Paediatric and Child Health
- SALARY** : Grade 1: R858 528 per annum, (all-inclusive salary package), excluding Commuted Overtime.
Grade 2: R981 639 per annum, (all-inclusive salary package), excluding Commuted overtime
Grade 3: R1 139 217 per annum, (all-inclusive salary package), excluding commuted Overtime.
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
: MBCHB degree. Current registration with Health Professions Council as a Medical Practitioner. Completed Community Service. Experience in Paediatrics will be an advantage. Experience: **Grade 1:** No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six (6) Years' relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge Skills and Experience Required: Knowledge and skills in Paediatrics including emergencies. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.
- DUTIES** : The candidate will be expected to work in the Paediatric Medical service which includes neonatal and paediatric Intensive care, high care, Paediatric subspecialty services and within the Radiology Department providing sedation. After-hours clinical participation in the call roster. Assist with the provision and development of Paediatric services as determined by the Clinical HOD at Inkosi Albert Luthuli Central Hospital. Active participation in the clinical activities in the allocated domain (in-patient, out-patient and after-hours). Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes and research. To assist in outreach and teaching when required.
- ENQUIRIES APPLICATIONS** : Prof PM Jeena Tel No: 031 240 2046
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have

the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 03 March 2023
- POST 06/271** : **MEDICAL OFFICER REF NO: MO ONCO/1/2023 (X1 POST)**
Department: Oncology
- SALARY** : Grade 1: R858 528 per annum, (all-inclusive salary package), excluding Commuted Overtime.
Grade 2: R981 639 per annum, (all-inclusive salary package), excluding Commuted overtime.
Grade 3: R1 139 217 per annum (all-inclusive salary package), excluding commuted Overtime.
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : MBCHB degree. Registration Certificate with the HPCSA as a Medical Practitioner. Senior Certificate and Current registration with HPCSA as a Medical Practitioner. Recommendation: At least 6 months experience in Radiotherapy & Oncology would be advantageous. Experience: **Grade 1:** No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge Skills And Experience_Required: Basic understanding of treatment principles and options in oncology. Good interpersonal skills. Ability to diagnose and manage common medical problems including oncological emergencies. Sound moral values based on integrity, trust and judgment. Sound communication skills. Prior experience in oncology is advantageous.
- DUTIES** : Work within a multidisciplinary framework in the management of oncology patients. Adhere to departmental treatment guidelines and policies. Undertake ongoing care of individual patients. Deal with emotional, social and physical aspects of disease for patients and their relatives. Maintain medical records, including morbidity and mortality statistics. Attend and participate in departmental academic meetings and outreach services. Rotate through other hospitals in the DFR area. The successful applicant will be required to perform after hour's duties at IALCH and Addington Oncology departments.
- ENQUIRIES** : Dr Shona Bhadree Tel No: 031 240 1920
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and

recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 03 March 2023
- POST 06/272** : **MEDICAL OFFICER REF NO: MOPAEDSSURG/01/2023 (X1 POST)**
Department: Paediatric Surgery
- SALARY** : Grade 1: R858 528 per annum, (all-inclusive salary package), excluding Commuted Overtime.
Grade 2: R981 639 per annum, (all-inclusive salary package), excluding Commuted Overtime.
Grade 3: R1 139 217 per annum, (all-inclusive salary package), excluding Commuted Overtime.
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
Experience: **Grade 1:** No experience required from South African qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Six (6) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Minimum Requirements: MBCHB Degree. Registration with the health Professions Council of South Africa as a Medical Practitioner. Current unrestricted registration with the Health Professions Council of South Africa as a Medical Practitioner. Completion of Community Service. Recommendations: FCS Part I (primary exam) will be an advantage. At least 6 months post community service experience in surgery at MO level or above will be preferable. Knowledge, Skills, Training and Competencies Required: Knowledge and skills in Surgery, Paediatric Surgery or Paediatrics. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.
- DUTIES** : Assist with the provision and development of tertiary level Paediatric surgical care services as determined by the Head of Paediatric surgery at Inkosi Albert Luthuli Central Hospital. Participate in the delivery of Paediatric surgical services in Durban. Provision of outpatient services at Inkosi Albert Luthuli Central Hospital. Management of ward patients Inkosi Albert Luthuli Central Hospital. Provide initial resuscitative, peri-operative surgical care, operative surgical care and post-operative care of patients in the department of Paediatric Surgery. Ensure that the scientific principles of Paediatric Surgical care are maintained. Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes and research. To assist in outreach and teaching when required. Perform after hour work as required and participate in the commuted overtime system. You will be required to perform onsite after hours calls as per department roster.
- ENQUIRIES** : Dr AG Maharaj Tel No: 031 240 6571

- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 03 March 2023
- POST 06/273** : **MEDICAL OFFICER REF NO: MONUCLEARMED/1/2023 (X1 POST)**
Department: Nuclear Medicine
- SALARY** : Grade 1: R858 528 per annum, (all-inclusive salary package), excluding commuted overtime
Grade 2: R981 693 per annum, (all-inclusive salary package), excluding commuted overtime
Grade 3: R1 139 217 per annum, (all-inclusive salary package), excluding commuted overtime.
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
: MBCHB Degree. Registration Certificate with the HPCSA as a Medical Practitioner. Current renewal registration with HPCSA. Expectation of entering the Nuclear Medicine registrar programme. Completion of Community Service. Experience: **Grade 1:** No experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Skills, Knowledge, Training and Competency Required: Good interpersonal skills. Sound moral values based on integrity, trust and judgment. Sound communication skills. Demonstrable interest in medical imaging and radiation sciences with view to potentially join specialisation programme in Nuclear Medicine specifically. Added Advantage: Experience in radiation/imaging medicine.
- DUTIES** : Inclusive of, but not limited to, the following: Clinical cover of patients within the department. Nuclear medicine clinic cover, a service which includes both oncology and endocrine patients referred from locally and referral base hospitals. Administration of radionuclide therapies. Evaluation and screening

of referrals to PET/CT and general Nuclear Medicine. Pre-evaluation of approved referrals to ensure proper scan protocols are followed. Patient preparation. Clinical management of patients which includes overall management while in the ward. Performance of after-hour duties. The successful candidate will be expected to rotate in any of the Nuclear Medicine departments in the province as allocated by the Head of the department.

**ENQUIRIES
APPLICATIONS**

: Dr. B Hadebe Tel No: (031) 2401880
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE

: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE

: 03 March 2023

POST 06/274

: **CLINICAL PSYCHOLOGIST GRADE 1, 2, 3 REF NO: FNH 04/2023 (X1 POST)**
Component: Clinical Psychology

SALARY

: Grade 1: R745 785 per annum
Grade 2: R870 231 per annum
Grade 3: R1 009 944 per annum
Other Benefits: 13th Cheque Medical Aid Optional Housing Allowance (Employee Must Meet Prescribed Requirements)

**CENTRE
REQUIREMENTS**

: **Grade 1:** Senior Certificate/Matric Grade 12 Master's Degree in Clinical Psychology Plus Certificate of Registration with Health Professional Council of South Africa(HPCSA) as a Clinical Psychologist plus Completion of Community Service as required in South Africa One (1) year of experience after registration as a Clinical Psychologist with recognizable foreign health professional council, in respect of foreign qualified employee of whom it is not required to perform Community Service required in South Africa. **Grade 2:** Master's Degree in Clinical Psychology Plus Certificate of Registration with Health Professional Council of South Africa(HPCSA) as a Clinical Psychologist plus Completion of Community Service as required in South Africa Eight (8) years of experience after registration as a Clinical Psychologist & requires nine(9) experience after registration as a Clinical Psychologist with recognizable foreign health professional council, in respect of foreign qualified employee of whom it is not required to perform Community Service required in South Africa Only shortlisted candidates will be required to submit Proof of work experience (current of service record/certificate of services) endorsed by HR Office. **Grade 3:** Master's Degree in Clinical Psychology, Plus Certificate of Registration with Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist plus Completion of Community Service if applicable, depending on statutory requirements at the time of qualifying. Sixteen (16) years of experience after

registration as a Clinical Psychologist & requires Seventeen (17) years' experience after registration as a Clinical Psychologist with recognizable foreign health professional council, in respect of foreign qualified employee of whom it is not required to perform Community Service required in South Africa Only shortlisted candidates will be required to submit Proof of work experience (current of service record/certificate of services) endorsed by HR Office. Recommendation: Unendorsed Valid Code EB Driver's License (Code 8) Computer Literacy in Microsoft Word, Excel, Outlook and PowerPoint Knowledge, Skills, Training & Competencies Required Competency in psychological assessment and report writing within the context of forensic mental health and long stay Mental Health Care Users/State Patients Psycho-diagnostic and therapeutic services. Demonstrable competency and knowledge of best practices in psychosocial rehabilitation particular in the context of chronic mental health care. Ability to develop and implement psychological rehabilitation programmes Ability to work with other mental health professionals within the multi-disciplinary team, Teaching and training ability Knowledge of all applicable legislation pertaining to Mental Health Care and Forensic Mental Health Administration skills.

DUTIES : Development and Implementation of Clinical Psychology services within the hospital, Provision of effective psycho-diagnostic and psycho-therapeutic services to in patient and outpatients Develop and render psychotherapeutic programme for long stay chronic mental health care users in line with best practices in psychosocial rehabilitation Provide forensic psychological assessment to accused persons complaints referred by the court, including forensic psychological examinations of awaiting trials prisoners, children in conflict with the law, and survivors of crime. Court testimony as expert witness Attend to relevant administrative matters Provide teaching and training to intern Clinical Psychologists and other clinical staff and participate in hospital's outreach programmes Undertake mental health research.

ENQUIRIES : Ms. A Kramers-Olen Tel No: 033 2604349
APPLICATIONS : Applications can be posted to the address below: Fort Napier Hospital, P.O. Box 370, Pietermaritzburg, 3200. Applications can be couriered/hand delivered to: Fort Napier Hospital, Human Resources Section, 1 Devonshire Road Pietermaritzburg, 3200.

FOR ATTENTION : The Human Resources Section
CLOSING DATE : 03 March 2023

POST 06/275 : **ASSISTANT MANAGER NURSING (SPECIALTY: MATERNITY & PAEDIATRIC) REF NO: UNTU 12/2023 (X1 POST)**
 Component: Nursing

SALARY : R642 942 - R723 624 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) 8% Rural Allowance Housing Allowance: Employee must meet prescribed requirements.

CENTRE : Untunjambili Hospital
REQUIREMENTS : Senior certificate STD 10/ (Grade 12), Basic R425 Diploma/Degree in General Nursing and Midwifery. A post basic qualification in Advanced Midwifery and Neonatal Nursing. A minimum of TEN years' appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least SIX years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one year Diploma In Advanced Midwifery & Neonatal Science. At least Three years of the period referred to above must be appropriate/recognisable experience at management level. NB: Recommendations: Degree/Diploma In Nursing Management. A valid driver's licence (code 8/10). Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities: Knowledge in nursing care process and procedures, nursing statutes and other relevant legal frameworks. I.e. Nursing Act, Health Act Occupational Health & safety Act, Patients, Rights Charter & Batho Pele Principles. Leadership, Organization, decision making and problem solving abilities within limit of the public sector & institutional framework. Interpersonal skills including public relations, negotiating conflict handling and counselling skills Act, Public Service Act Regulation & Labour Relations, Act. Good communication, report writing, facilitation, co-ordination & leadership skills as well as computer skills.

- DUTIES** : Delegate, supervise and co-ordinate the provision of effective patient care through .Adequate nursing care. Oversee clinical governance to ensure high standard of patients care .Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health. Develop/establish and maintain constructive working relationship with nursing & other stakeholders (i.e.-professional, inter-sectorial and multi-disciplinary teamwork). Participate in analysis, formulation & implementation of nursing, practices, standards and procedures. Deal with disciplinary issues, grievance and labour issues including monitoring and managing absenteeism. Monitor and ensure proper utilization of financial and physical resources .Assist in the implementation of priority programs to reduce morbidity and mortality rate, communicable and non-communicable diseases .Improve the facility efficiencies. Ensure accurate reliable statistic and report are generated through the information management section. Ensure that unites comply with National Core Standard –Ideal Clinic, Batho Pele principles to meet the needs and demands of the clients. Manage the Employee Performance Management Development System. Deputize the Deputy Manager Nursing.
- ENQUIRIES** : Mrs C.N. Ndadane Tel No: 033-444 1707
- APPLICATIONS** : Applications should be forwarded to: Human Resource Manager, Private Bag X 216, Kranskop, 3268
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. You will submit these documents only when shortlisted. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.
- CLOSING DATE** : 03 March 2023
- POST 06/276** : **ASSISTANT NURSING MANAGER (SPECIALTY) REF NO: DPKISMH 03/2023 (X1 POST)**
Component: Critical Care, TCC & Emergency Departments
- SALARY** : Grade 1: R642 942 – R723 624 per annum. Benefits: 13th Cheque, Plus Housing Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)
- CENTRE** : Dr. Pixley Ka Isaka Seme Memorial Hospital
- REQUIREMENTS** : Senior Certificate/Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. A one year post basic qualification in Critical Care or Trauma & Emergency Nursing. Registration with

the SANC as a Registered Nurse. A minimum of 10 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A minimum of 6 years of the period referred above must be appropriate/ recognizable experience in Critical Care or Trauma unit after obtaining the 1-year post basic qualification in Critical Care or Trauma & Emergency Nursing. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level. Only shortlisted candidates will submit proof of current and previous working experience endorsed by Human Resource department (certificate of service). Valid driver's license (Minimum Code 08). Knowledge, Skills, Competencies Required: Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework. Strong interpersonal, communication and presentation skills. Ability to make independent decisions, problem solving and conflict resolution. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills.

DUTIES

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

ENQUIRIES

: Mrs SC Nduli – Deputy Nursing Manager Tel No: 031 530 1565

APPLICATIONS

: Must be hand delivered to: 310 Bhejane Street (Hospital Gate number 2) KwaMashu, 4360 Or Email: pixley.recruitment@kznhealth.gov.za

**FOR ATTENTION
NOTE**

: Deputy Director Human Resources Management
: Applications must be submitted on the NEW prescribed Application for Employment form (Z83) which must be originally signed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. A detailed Curriculum Vitae only must accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. The Reference Number must be indicated in the column (Part A) provided 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, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will be required to submit an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. Non- RSA

Citizens/Permanent Residents/ Work Permit holders will be required to submit documentary proof when shortlisted. 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** : 03 March 2023
- POST 06/277** : **OPERATIONAL MANAGER SPECIALTY: CASUALTY REF NO: SAH 01/2023 (X1 POST)**
- SALARY** : R588 378 per annum. Other Benefits: 13th cheque, 12 % rural allowance, home owners allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : ST Andrews Hospital
: Diploma / Degree in Nursing. Current registration with SANC as a General Nurse and Midwife Plus 1 year post basic qualification in Trauma Nursing Science or Critical Care Nursing. A minimum of 9 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which at least 5 years must be appropriate / recognisable experience after obtaining the one year post basic qualification in the relevant specialty. Knowledge, skills and competencies: Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programmes.
- DUTIES** : To plan, organize and monitor the objectives of the unit in the consultation with subordinates. Provision of Quality Nursing Care through the implementation of National core standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilization and supervision of resources. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Coordinate optimal, holistic, specialised nursing care with set standards and within a professional / legal framework. Implementation and management of Infection Control and Prevention Protocols. Maintain accurate and complete patient records according to legal requirements. To participate in quality improvement programmes and Clinical Audits. Participate in staff, student and patient training. Monitor the implementation of EPMDS. Exercise control over discipline, grievance and labour relation issues according to the laid down policies and procedures. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients' Rights Principles. Implementation of programmes for prevention. Detection and treatment on non-communicable diseases and illnesses. Develop policies and protocols to improve triaging and resuscitation techniques. Monitor and improve emergency services rendered in the department.
- ENQUIRIES APPLICATIONS** : Mrs MR Singh Tel No: 039 433 1955 EXT 211
: Should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010, Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding, 4680.
- FOR ATTENTION NOTE** : Human Resource Manager
: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (only). 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, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate ONLY when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof only when shortlisted. 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 : 03 March 2023

POST 06/278 : **OPERATIONAL MANAGER NURSING (SPECIALTY) REF NO: DPKISMH 04/2023 (X1 POST)**
Component: Emergency Department &TCC

SALARY : Grade 1: R588 379 – R662 220 per annum. Benefits: 13th Cheque, Plus Housing Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)

CENTRE REQUIREMENTS : Dr. Pixley Ka Isaka Seme Memorial Hospital
Senior Certificate/Grade 12. Degree/Diploma qualification in General Nursing with Midwifery and Psychiatry. Post Basic Diploma qualification in Trauma & Emergency Nursing Science or Critical Care Nursing Science. Registration Certificate with SANC as a General Nurse. Registration Certificate with SANC – Post Basic Trauma & Medical Emergency. Proof of current registration with SANC (2023 receipt). Minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in an Emergency Nursing Unit after obtaining 1 year Post Basic Diploma in a relevant specialty. Only shortlisted candidates will submit proof of current/previous work experience endorsed and stamped by HR. Recommendations: A valid Driver's license. Computer Certificate. Knowledge, Skills, Competencies Required: Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Demonstrate the required computer literacy to adequately manage information according to the requirements of the facility. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery.

DUTIES : Work as part of multi-disciplinary team member to ensure good nursing care. Ensure effective control of financial, material and human resources. Demonstrate effective communication with patients, community and multi-disciplinary team. Participate in the analysis and formulation of nursing policies. Provide direct and indirect supervision of all staff within the unit. Monitor implementation and performance indicators daily, weekly and monthly. Monitor, verify and timeously submit correct statistics. Prevention and proper management of Complaints and Patient Safety Incidents. Monitor waiting times and conduct patient departmental experience of care. Ensure confidentiality and privacy of all users. Ensure that staff is orientated, mentored and developed to provide quality patient care. Exercise control over discipline, grievance and labour relations issues. Promote good working relationships amongst staff and patients. Assist in supervision and development of all nursing staff. Ensure effective participation in all hospital programs e.g. IPC, Quality Assurance, etc. Provide a Safe, therapeutic and hygienic environment for patients, visitors and staff.

ENQUIRIES APPLICATIONS : Mrs SC Nduli – Deputy Nursing Manager Tel No: 031 530 1565
Applications must be hand delivered to: 310 Bhejane Street (Hospital Gate number 2) KwaMashu, 4360 Or Email: pixley.recruitment@kznhealth.gov.za

FOR ATTENTION NOTE : Deputy Director Human Resources Management
Applications must be submitted on the NEW prescribed Application for Employment form (Z83) which must be originally signed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. A detailed Curriculum Vitae only must accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. The Reference Number must be indicated in the column (Part A) provided 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, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers

and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will be required to submit an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. Non- RSA Citizens/Permanent Residents/ Work Permit holders will be required to submit documentary proof when shortlisted. 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** : 03 March 2022
- POST 06/279** : **ASSISTANT DIRECTOR OCCUPATIONAL THERAPY GRADE 1/GRADE 2 REF NO: FNH02/2023 (X1 POST)**
Component: Occupational Therapy
- SALARY** : Grade 1: R540 840 per annum
Grade 2: R618 396 per annum
Other Benefits: 13th Cheque Medical Aid Optional Housing Allowance (Employee Must Meet Prescribed Requirements)
- CENTRE REQUIREMENTS** : Fort Napier Hospital
Senior Certificate/Matric Grade 12 National Diploma/Degree in Occupational Therapy A minimum of 3 years appropriate experience after registration with the HPCSA as an Occupational Therapist plus 2 years' experience as a Supervisor/management. A minimum of 3 years supervisory experience in Occupational Therapy. Certificate of Registration with HPCSA in Occupational Therapy. Current registration with HPCSA. Only shortlisted candidates will be required to submit proof of work experience (current of service record/certificate of services) endorsed by HR Office. Knowledge, Skills, Training & Competencies Required Knowledge of the current Health and Public Service Legislation, Regulations and Policies. Knowledge of Public Finance Management Act, Supply Chain Management Provisions Act and Treasury Regulations. Knowledge of competency in high quality diagnostic and therapeutic Occupational Therapy service. Sound knowledge of the application of clinical Occupational Therapy theory, practices and ethics, Ability to handle grievance and disciplinary procedure and the ability to deal with all levels of staff Project Management, good communication skills, team building and problem-solving skills. Demonstrate leadership ability, discipline and interpersonal relationship skills and Ability to function under pressure and provide psychosocial rehabilitation services to Mental Health Care Users.
- DUTIES** : To manage the day-today functioning of the Occupational Therapy Department and ensure that high quality Occupational Therapy service are being provided To provide high quality diagnostic and therapeutic Occupational Therapy service according Mental Health Care Users' needs and to provide factual information on Occupational Therapy Execute al clinical procedures and programs competently utilizing available resources effectively and efficiently Compile reports and memos as required within the ambit of the delegation and environment Plan and implement all aspect of financial management as indicated in sectional guidelines and government policies To participate and contribute to the overall wellbeing treatment and psychosocial rehabilitation of Mental Health Care User's collaboratively with the multi-disciplinary team To provide guidance and supervision of subordinate staff and students To maintain the ongoing Continuous Professional Development Program and A appraisal systems of staff.
- ENQUIRIES APPLICATIONS** : Ms. N. Ngobe Tel No: 033 2604448
Applications can be posted to the address below: For Attention: The Human Resources Section Fort Napier Hospital P.O. Box 370, Pietermaritzburg, 3200, Applications can be couriered/hand delivered to: Fort Napier Hospital Human Resources Section 1 Devonshire Road Pietermaritzburg, 3200
- CLOSING DATE** : 03 March 2023
- POST 06/280** : **OPERATIONAL MANAGER (NIGHT DUTY SERVICES) REF NO: STC 04 /2023 (X1 POST)**
- SALARY** : R464 466 - R522 756 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
: National Senior Certificate/ Grade 12.Degree/ Diploma in Nursing Science and midwifery. A minimum of 07 years recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing and Midwifery. Certificate of service endorsed by Human Resource Department Is Required (only when shortlisted). Recommendations: Degree / Diploma in Nursing Administration. Knowledge, Skill, Training and competencies Required: Knowledge and insight into Nursing processes and procedures. Knowledge of Nursing care process and processes and procedures, nursing statutes, and other relevant legal framework such as: Nursing act, Public Service 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. Supervisory and analytical thinking skills. Stress tolerance, flexibility, empathy and the ability to communicate constructively at all leave.

DUTIES

: Provide effective and insight into Nursing processes and procedures. Co-ordinate provision of quality patient care. Provide effective supervision of wards and units on night duty ensuring implementation of Nursing standards, policies and procedures. Manage and direct efficient utilization resource to enhance service delivery. Ensure implementation of clinical competence in all departments. Exercise control of discipline, grievance and any other labour related issues in terms of laid down procedures. Maintain client satisfaction through monitoring and setting of service standards. Implementing and monitor National Core Standards and ideal Clinic priorities. Ensure monitoring and evaluation of staff performance through the EPMDS system. Advocate for patients by facilitating proper treatment care and adherence to patients' Rights Charter and Batho Pele Principles. Ensure wards and units keep accurate records. Compile accurate daily patient care statistics and other patient care related reports.

**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

: 03 March 2023

POST 06/281 : **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 REF NO: KCD 01/2023 TB MANAGEMENT**

SALARY : R464 466 – R522 756 per annum, 13th Cheque, Medical Aid (optional subject to employee must meet prescribed requirements) and Housing Allowance (subject to employee must meet prescribed requirements).

CENTRE REQUIREMENTS : King Cetshwayo District Office
: Senior Certificate (Grade 12), Diploma or Degree in Nursing Science that allows registration with SANC as a Registered Nurse, Minimum of 7 years appropriate/recognizable experience in nursing after registration with SANC as a Registered Nurse in general nursing. Current registration with SANC (2023), Computer Literacy, Unendorsed valid driver's license, a 1 year post basic qualification in Primary Health Care Nursing is recommended. Applicants must display Project management, facilitation, good communication, interpersonal and counselling skills. Ability to do a PowerPoint presentation, Report writing abilities and Financial Management skills. Ability to make independent decisions, priorities issues and other work related matters, work under pressure and meeting the set targets.

DUTIES : Coordinate and facilitate planning for TB programme in the District. Monitor the implementation of strategies contained in the health programme plan. Oversee the reporting of notifiable medical condition by all institutions and TB control programme in the district. Liaise with government and NGOs on issues relating to TB control programme. Ensure good working relations with all role players and relevant stakeholders. Analyse emerging health practices and trends and introduce remedial action in conjunction with health care specialist. Participate in an Operation Sukuma Sakhe Programmes. Provide support and mentoring to facilities within the District. Organise and conduct community rallies and events that convey health messages and practices which support health programme strategies. Develop operational plans. Monitor TB indicators which measure health practices in institutions, provide support and report on findings to district health management team. Network with other provincial departments and NGOs to maintain a referral service for community members thereby supporting the broader health care provision in the district. Oversee institutional health practices to ensure that these meet minimum basic standards thereby attaining provincial and national health care targets. Conduct on site in-service trainings during support visits. Provide a verbal and written report to the facilities for proper follow up on gaps identified during support visits. Involve supporting partners by sharing findings on identified gaps for their support and mentoring. Participate in the development of District Training Plan. Perform other duties assigned by supervisor of any other official designated to assign duties. Attend meetings, trainings and workshops.

ENQUIRIES APPLICATIONS : Mr MN Mbatha Tel No: 035 787 6203
: Please forward application quoting the reference number to the Human Resource Department, King Cetshwayo District Office, Private Bag X20034, Empangeni, 3880 or hand delivered to King Cetshwayo Health District Office, 2 Lood Avenue Empangeni Rail, Human Resource Department

FOR ATTENTION NOTE : Mr MTR Nzuzza
: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, please note in line with DPSA Circular 19 of 2022 only a Comprehensive Curriculum Vitae must be submitted together with application form. Certified copies, identity document, educational qualifications and professional registration certificates, Proof of current and previous working experience endorsed and stamped by Human Resource or Employer will only be requested from shortlisted applicants only. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification will be further required to submit evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively 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 aforementioned instructions will result to your application being disqualified. 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.
03 March 2023

CLOSING DATE

POST 06/282

ULTRASOUND RADIOGRAPHER GRADES 1, 2 & 3. REF NO: EST/02/2023 (X1 POST)

SALARY

Grade 1: R413 688 per annum
Grade 2: R487 305 per annum
Grade 3: R574 020 per annum
Plus 13th Cheque, Plus 12% rural allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

CENTRE REQUIREMENTS

: Estcourt District Hospital
: Senior Certificate / Grade 12, A three year National Diploma or B-Tech degree in Radiography, Ultrasound Registration with the South African Health Professional Council as an Ultrasonographer,. 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.
Grade 1: No experience required after registration with the Health Professional Council of South Africa (HPCSA) as Radiographer Ultrasound in respect of RSA qualified employees who performed Community Service, as required in South Africa. One-year experience after registration with the Health Professional Council of South Africa as a Radiographer Ultrasound in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with HPCSA or 11 years relevant experience after registration with HPCSA in respect of foreign qualified employees. **Grade 3:** Minimum of 20 years relevant experience after registration with HPCSA or 21 years relevant experience after registration with HPCSA in respect of foreign qualified employees. Knowledge, Skills & Competency: Sound knowledge of ultrasound diagnostic procedures and equipment. Clinical competency procedures and dexterity. Good communication and problem solving. Good interpersonal relationships. Knowledge of relevant Health & Safety policies, regulations and Acts. Knowledge of Quality Assurance procedures and Methods.

DUTIES

: Provision of high quality ultrasound services according to patient needs. Perform general administrative duties as required. Provide guidance and supervision to junior staff and students. Participate in institutional radiographic policy making and planning for service delivery. Promote Batho Pele in execution of all duties for effective service delivery. Give factual information to patients and clients on ultrasound examinations. Inspect and use equipment professionally to ensure that they comply with safety standards. Ensure the implementation of quality assurance and improvement programmes. Participate in Ultrasound quality assurance programmes. Perform other duties as per allocation by radiography management. This Department is an equal opportunity, Affirmative Action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. People with disabilities should feel free to apply.

ENQUIRES APPLICATIONS

: Mr. M.E Dlamini Tel No: (036) 342 7096
: all applications should be forward to: Assistant Director (HRM) OR hand deliver to the HR Department, Estcourt District Hospital, Private Bag 7058, Estcourt, 3310

NOTE

: Please note that to due financial constraints No S&T Payments will be considered for payment to candidates that are invited for interview.

CLOSING DATE

: 10 March 2023

POST 06/283

CLINICAL NURSE PRACTITIONER REF NO: MPU/01/2023 (X1 POST)
Component Mpumelelo Clinic

SALARY

: Grade 1: R400 644 per annum, Plus 8% rural allowance
Grade 2: R492 756 per annum, Plus 8% rural allowance
Benefits: 13th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed Conditions)

CENTRE REQUIREMENTS

: Ilembe Health District Office
: **Grade 1:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree / Diploma in General Nursing Science and Midwifery

plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, Current registration with SANC as General Nurse and Primary Health Care plus, A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), Current registration with SANC as General Nurse with Midwifery and Primary Health Care plus, A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office will be requested (only if shortlisted) N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted). Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

DUTIES

: Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net .Assist with capturing patients on patient registration (HPRS) system. Support the realization and maintenance of Ideal Clinic Programme in the facility. Coordinate and manage the provision of the services to manage COVID 19 pandemic.

ENQUIRIES

: Mr. AP Makhani Operational Manager Nursing: (Phc Supervisor) Tel No: 032 - 5513686

APPLICATIONS

: Should be forwarded to: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620, KwaDukuza, 4450 OR Hand delivered to: 1 on 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza, 4450.

NOTE

: Directions to Candidates: The following documents must be submitted, The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. ILE/03/2022. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit copies of qualifications and other relevant documents on application only Z83 and CV required. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within

two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)

- CLOSING DATE** : 03 March 2023
- POST 06/284** : **CLINICAL NURSE PRACTITIONERS**
- SALARY** : Grade 1: R400 644 per annum
Grade 2: R492 756 per annum
- CENTRE** : Christ The King Hospital
Sangcwaba Clinic Ref No: CTK 11/2023 (X1 Post)
Ndwebu Clinic Ref No: CTK 12/2023 (X1 Post)
Jolivet Clinic Ref No: CTK 13/2023 (X1 Post)
Mntungwana Ref No: CTK 14/2023 (X1 Post)
- REQUIREMENTS** : **Grade 1:** Diploma Degree in General Nursing and midwifery PLUS 1 year post basic qualification in Child Nursing Science, A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing, Current registration with SANC as a General Nurse and Midwife. **Grade 2:** Diploma Degree in General Nursing and midwifery PLUS 1 year post basic qualification in child nursing science. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing. At least 10 years of the period mentioned above must be recognizable experience in Paediatric department, after obtaining the one year post basic qualification in the relevant specialty Current registration with SANC as a General Nurse and Midwife Knowledge of nursing care and processes and procedures Knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies, Leadership, supervisory and good communication skills. Team building and cross cultural awareness. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients' rights charter.
- DUTIES** : To execute duties and functions with proficiency within prescript of applicable Legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients' rights principles. Provide a safe, therapeutic environment as laid down by the Nursing Act Maintain accurate and complete patient records according to legal Requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e.EPMDS as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in unity. Formulation of unity policies to ensure good practice. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net o Assist with capturing patients on patient registration (HPRS) system. Support

the realization and maintenance of Ideal Clinic Programme in the facility. Coordinate and manage the provision of the services to manage COVID 19 pandemic.

**ENQUIRIES
APPLICATIONS**

: P.N.S. Shezi Tel No: (039) 834 7500 – Ext No. 7533
: Applications may be forwarded to: Assistant Director - HRM, Private bag X 542, Ixopo, 3276 OR Hand delivered to: Christ the King Hospital, Human Resource Office, No 1 Peterhauff Drive, Ixopo, 3276

**FOR ATTENTION
NOTE**

: Ms M.N.L. Mthembu
: 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 detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. CTK 04/2022. Persons with disabilities should feel free to apply for the post/s. N.B. Failure to comply with the above instructions will disqualify applicants. No e-mailed or faxed applications will be accepted. Appointments are subject to positive outcomes obtained from State Security Agency (SSA) to the following checks: security clearance (vetting), criminal clearance, credit records, citizenship, verification of educational qualification by SAQA, and verification from the Company Intellectual Property (CIPC). Please note that due to financial constraints no S&T claims will be paid to candidates invited for the interview. The Employment Equity target for this post is African Male. This Department is an equal opportunity, affirmative action employer whose aim is to promote representivity in all levels of all occupational categories in the Department.

CLOSING DATE

: 03 March 2023

POST 06/285

: **LECTURER REF NO: CJMNC01/2023 (X1 POST)**
Component: Charles Johnson Memorial Nursing Campus

SALARY

: Grade 1: R400 644 – R464 466 per annum
Grade 2: R492 756 – R642 942 per annum
Other Benefits: 13TH Cheque, 12% Rural allowance, Medical aid (optional) and Housing allowance (Home owners allowance (Employee must meet prescribed requirements))

**CENTRE
REQUIREMENTS**

: Charles Johnson Memorial Hospital
: Senior Certificate/Grade 12 PLUS; A Diploma/Degree in Nursing, Midwifery and Community , Plus A post registration qualification in Nursing Education registered with the South African Nursing Council , Current registration (2023) with SANC as a General Nurse, Midwife/Accoucher PLUS; **PND 1-** A minimum of 4(four years appropriate/ recognizable nursing experience after registration as Professional Nurse with SANC **PND 2-** A minimum of 14 (Fourteen) years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing of which 10(Ten) years of years of period referred to above must be appropriate/ recognizable experience in Nursing Education. Unendorsed valid Code EB drivers licence Recommendations Master's Degree in Nursing, Basic Computer Literacy (certificate required) Knowledge, Skills and Experience Possess: knowledge of the relevant legislation, Acts, Prescripts and Policy Frameworks informing the area of operation. Have in-depth knowledge of procedures and processes related to nursing and nursing education. Possess sound knowledge and understanding of nursing code of ethics and professional practice. Possess in-depth knowledge of teaching and clinical approaches. Have good research and analytical skills. Competence in conflict management and problem solving skills. Possess good communication and interpersonal skills. Willingness to travel. Computer literacy.

DUTIES

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

ENQUIRIES

: Ms RE Khoza Tel No: 034 271 6412

APPLICATIONS : Must be forwarded to: The Hospital CEO, Charles Johnson Memorial Hospital, Private Bag X 5503, Nqutu, 3135 OR Hand Delivered to Charles Johnson Memorial Hospital HR

FOR ATTENTION NOTE : Ms: AD Nkosi: Human Resource Office
 : The following documents must be submitted:-Application for Employment Form (form Z83), which is obtainable at any Government Department OR from the website- www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application, but must submit the Z83 and a detailed curriculum vitae. The Reference Number must be indicated in the column provided on the Z83, e.g. CJMNC01/2023. Faxed and emailed applications will NOT be accepted. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that due to a large number of applications we receive, applications will not be acknowledged. Communication will only be entered into with candidates that have been shortlisted. If you have not heard from us one month after the closing date, please consider your application as being unsuccessful. Non-RSA Citizens/Permanent Work. Please note that due to financial constraints, No S&T and resettlement claims will be considered for payment to candidates that are invited for interviews.

CLOSING DATE : 03 March 2023

POST 06/286 : **PROFESSIONAL NURSE SPECIALTY: CHILD NURSING SCIENCE REF NO: SAH 02/2023 (X1 POST)**

SALARY : Grade 1: R400 644 per annum
 Grade 2: R492 756 per annum
 Other Benefits: 13th Cheque, 12% Rural Allowance, Home Owners Allowance (Employee Must Meet Prescribed Requirements), Medical Aid (Optional)

CENTRE REQUIREMENTS : ST Andrews Hospital: Child Nursing Science
 : **Grade 1:** Diploma/ Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Child Nursing Science. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration with SANC as a General Nurse and Child Nursing Science. **Grade 2:** Diploma/ Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Child Nursing Science. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognizable experience in the specific specialty, after obtaining the one year post basic qualification in Child Nursing Science. Current registration with SANC as a General Nurse, Midwifery and registration in operating theatre. Skills: Knowledge of nursing care and processes and procedures. Knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients rights charter.

DUTIES : Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDS as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment.

ENQUIRIES : Mrs Mr Singh Tel No: 039 433 1955 EXT 211

APPLICATIONS : Should be forwarded: The Chief Executive Officer, ST Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding, 4680.

FOR ATTENTION NOTE : Human Resource Manager
 : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (only). 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, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate only when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof only when shortlisted. 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 : 03 March 2023

POST 06/287 : **PROFESSIONAL NURSE SPECIALTY: ADVANCED MIDWIFERY REF NO: SAHELIM 01/2023 (X1 POST)**

SALARY : Grade 1: R400 644 per annum
 : Grade 2: R492 756 per annum
 : Other Benefits: 13th Cheque, 12% Rural Allowance, Home Owners Allowance (Employee Must Meet Prescribed Requirements), Medical Aid (Optional)

CENTRE REQUIREMENTS : ST Andrews Hospital: Elim Clinic
 : **Grade 1:** Diploma/ Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration with SANC as a General Nurse and Advanced Midwifery and Neonatal Nursing Science. **Grade 2:** Diploma/ Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognizable experience in the relevant specialty, after obtaining the one year post basic qualification in the relevant specialty. Current registration with SANC as a General Nurse, Midwifery and Advanced Midwifery and Neonatal Nursing Science. **SKILLS:** Knowledge of nursing care and processes and procedures. Knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients rights charter.

DUTIES : Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDs as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment.

ENQUIRIES APPLICATIONS : Mrs VV Ncume Tel No: 039 433 1955 EXT 259
 : Should be forwarded: The Chief Executive Officer, St Andrews Hospital, Private Bag X1010, Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding, 4680.

<u>FOR ATTENTION NOTE</u>	: Human Resource Manager : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (only). 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, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate only when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof only when shortlisted. 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.
<u>CLOSING DATE</u>	: 03 March 2023
<u>POST 06/288</u>	: <u>PROFESSIONAL NURSE SPECIALTY (GRADE 1 OR GRADE 2 ADVANCED MIDWIFERY AND NEONATAL REF NO: JOZ CLI 01/2023 (X1 POST)</u>
<u>SALARY</u>	: Grade 1: R400 644 per annum : Grade 2: R492 756 per annum : Other benefits: 13th Cheque. 12 % Rural allowance, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements)
<u>CENTRE REQUIREMENTS</u>	: Othobothini Community Health Centre (Jozini Clinic) : Matric / Grade 12. Degree/ National Diploma in nursing or equivalent qualification that allows registration with SANC as Professional Nurse, Current registration with SANC (2020). Grade 1: A Minimum of 4 years appropriate / recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. A 1 year post graduate qualification in Advanced Midwifery and Neonatal Nursing Science accredited with SANC. Grade 2: minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate / recognizable experience in maternity after obtaining a 1 year post graduate qualification in Advanced Midwifery and Neonatal Nursing Science Accredited with SANC. Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Acts, regulations and policies. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Demonstrate an in-depth understanding of Nursing Legislation and related legal and ethical practices. Good communication, verbal, written, leadership, interpersonal, problem solving, conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele Principles and Patient's right charter and code of conduct. Planning and organizing skills. Team building and diversity management skills. Empathy and counselling skills. Willingness to work shifts, night duty, week-ends and public holidays; including extended hours where need arises.
<u>DUTIES</u>	: Perform specialized clinical nursing practice in accordance with the scope of practice and nursing standards. Implement advanced knowledge and skills in managing high risk patients in the maternity and MCWH units. Participate in the implementation of service delivery policies and procedures in relation to health programmes to ensure that they conform to the District Health Services Delivery strategies. Improved perinatal mortality and morbidity through implementation of priority programmes, participating in quality improvement programmes. Support and facilitate the implementation of strategies that reduce morbidity and mortality and strengthen implementation MCWH Programme as per national and provincial guidelines. Diagnose and manage obstetric emergencies and work with the medical team to manage these emergencies e.g. Eclampsia, APH etc. Identify high risk clients during ante-partum and post- partum periods, manage them or refer them according to policies and protocols. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Work as part of the multi-disciplinary

team to ensure quality healthcare for clients visiting the facility. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients needs and expectations according to Batho Pele Principles and Patient rights Charter. Create and maintain complete and accurate patient records and registers and actively participate in institutional quality improvement initiatives e.g NCS, ICRM, PEC etc. Provide adequate health education, awareness and be involved in campaigns. Utilise and manage cost effectively all resources allocated to the unit for optimum service delivery. Advocate for the nursing profession by promoting professionalism and nursing ethics within and without the institution. Collect, analyse and interpret data use to improve quality service delivery. Maintain clinical and professional growth by attending trainings and workshops so that scientific principles of nursing are implemented, assisting with training, mentoring and coaching staff to impart skills and knowledge for approved quality of care.

- ENQUIRIES** : Ms. N.I Mthethwa Tel No: 035 572 9002
- APPLICATIONS** : Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za Curriculum Vitae (CV). Applicants are not required to submit Copies of ID, Std 10 certificate, educational qualifications, certificate of service / proof of experience signed by HR office such documents will be requested only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.
- CLOSING DATE** : 03 March 2023
- POST 06/289** : **SONOGRAPHER GRADE 1 REF NO: OTH CHC 10/2023 (X1 POST)**
- SALARY** : R413 688 per annum. Other Benefits: 17% Rural Allowance, 13th cheque, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements)
- CENTRE** : Othobothini Community Health Centre (Gwaliweni Clinic)
- REQUIREMENTS** : A three year National Diploma or B.Tech degree in Diagnostic Ultrasound. Registration certificate as Sonographer with the HPCSA. Knowledge, Skills, Training and Competencies Required: Sound knowledge of Ultrasound procedures. Knowledge of relevant Health & Safety policies, regulations and Acts. Knowledge of Quality Assurance procedures and methods. Sound communication, interpersonal, problem-solving, teaching and training skills.
- DUTIES** : Provide high quality ultrasound services according to patient needs. To promote good health practices and ensure optimal patient care. Execute all ultrasound procedures competently to prevent complications. Perform general administrative duties as required. Provide guidance and supervision to junior staff and students. Participate in institutional radiographic policy making and planning for service delivery. Promote Batho Pele principles in the execution of all duties for effective service delivery. Give factual information to patients and clients on ultrasound examinations. Participate in departmental Quality Assurance, Quality improvement programmes and National core standards. Inspect and use equipment professionally to ensure that they comply with safety standards. Develop protocols to ensure that sonographic services comply with the required prescripts. Participate in Ultrasound quality assurance programmes. Participate in continued professional development (CPD) programmes.
- ENQUIRIES** : Ms. N.H Mntambo Tel No: 035 572 9002
- APPLICATIONS** : Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za, Curriculum Vitae (CV). Applicants are not required to submit Copies of ID, Std 10 certificate, educational qualifications, certificate of

service / proof of experience signed by HR office such documents will be requested only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.

- CLOSING DATE** : 03. March 2023
- POST 06/290** : **ASSISTANT DIRECTOR – DISTRICT INFORMATION OFFICER REF NO: UTHUK 06/2023 (X1 POST)**
- SALARY** : R393 711 – R463 764 per annum. Other Benefits: 13th Cheque, Home Owner's Allowance (Conditional), Medical Aid (Optional)
- CENTRE** : Uthukela District Office
- REQUIREMENTS** : Senior Certificate (Grade 12).Bachelor's Degree/National Diploma in Information Management. A minimum of 3 years appropriate/recognizable working experience in Technical / Scientific Health Data Management at a supervisory level. Valid Code B driver's license (code 8) Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department. The ideal candidate must have Knowledge of legal prescripts regulating Public Service, Health Management and Information Management. Advance computer literacy: MS Office Software Applications. Working knowledge of PHC data analysis, compilation, collection, coordination and interpretation including 3 TIER.NET. Working knowledge and understanding of WebDHIS as well as the ability to manage the decentralized data process. Working knowledge and management of the HPRS, SyNCH, EVDS and DATcov programmes. Working knowledge of how to conduct health data surveys, sampling methods, interview techniques and scientific report writing. Ability to work in team and provide health professionals with data support system relevant to service delivery. Good communication skills, both verbal and written. Ability to think critically in difficult situations, plan, prioritise, make independent decisions and comply with timeframes. Sound project management and report writing skills. Managerial and facilitation skills.
- DUTIES** : Coordinate the total collection of quality health data as well as update; maintain the district health system and management information system databases. Coordinate, collect, compile analyse and interpret health data towards the improvement of health service delivery at the district level. Develops enabling models of data collection to deal with non-submission of important health data. Compile both summary and comprehensive health data and information reports on the status of health service delivery. Contribute constructively and critically to appropriate policy development and implementation in the district based on sound and verified data information. Oversee the security of information and data by adhering to information storage and safeguarding policies. Provide technical and information advice and guidance to users to maximize available computer, equipment and information. Provide support and capacity building to various teams of health workers. Participate in district, sub district and institutional information management or performance review meetings. Participate in quality improvement programmes initiatives and reviews. Assist facilities with development of quality improvement plans for information management and ensure their implementation thereof. Ensure availability of information management guidelines in all the facilities under Uthukela District. Conduct facility data audits. Conduct on site in- service training and support visits to facilities under Uthukela District. Perform other duties assigned by immediate supervision or other senior managers.
- ENQUIRIES** : Mr. M.A.C Asvat Tel No: 036 631 2202 (Ext 101)
- APPLICATIONS** : All applications should be forwarded to: The Human Resources Manager Uthukela Health District office, Private Bag X 9958, Ladysmith, 3370, OR Hand Delivered to HR Officer (Room 20) 32 Lyell Streets, Ladysmith, 3370.
- FOR ATTENTION** : Mrs. M.Q. Khanyile
- NOTE** : Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources .No

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

CLOSING DATE

: 03 March 2023

POST 06/291

: **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: AD: HRM WP&INF/1/2023**

Department: Workforce Planning & Information

SALARY

: R393 711 per annum, (all-inclusive salary package)

CENTRE

: Inkosi Albert Luthuli Central Hospital (IALCH)

REQUIREMENTS

: Senior Certificate / Grade 12. National Diploma / Degree as recognised by SAQA in Human Resource Management / Public Management / Administration / Human Sciences. Minimum of three (3) years supervisory experience in a Human Resource Department. NB: Proof of current and previous experience (Certificate of service) stating the relevant experience endorsed and stamped by HR will be requested only to the shortlisted candidates. Other Requirements and Recommendations: Computer certificate: MS Software application i.e. MS Word, Excel, Power Point and Outlook (Certificates to be provided when shortlisted). Extensive knowledge of PERSAL System (Certificates to be provided when shortlisted). Knowledge, Skills, Training and Competencies Required: High level Computer literacy. Extensive knowledge of computerized personnel and salary systems (PERSAL), MS Packages and application thereof. Proficient in Microsoft applications, especially Excel. Sound management, organisation, and interpersonal and problem solving skills. Sound analytical and interpretation skills. Good verbal and written communication skills. Knowledge of Financial management. Sound knowledge of HR prescripts, policies and procedures. Conflict resolution and negotiation skills. Self-confidence. Capacity to build and maintain work relationships. Good supervisory skills. Leadership and decision making skills.

DUTIES

: Key Performance Areas: Manage Human Resource Planning and Information in order to ensure that a high quality of service is provided. Development of IALCH staff on all issues pertaining to human resource planning and information. Provide expert advice, guidance and direction to all staff with regard to human resource planning, all Human Resource related policies, procedures, and provide updated and current HR related information. Develop, review and report on the HR Plan for the hospital, inclusive of the Employment Equity Plan. Create and maintain both a current and planned establishment structure on SAP. Update the structure on SAP with all variations received from PERSAL. Assist line managers with establishment structure enquiries and post status. Ensure that all requests for the creation of posts on PERSAL are processed. Requesting, downloading and analyzing PERSAL Reports. Ensure that all requests for the evaluation of posts are forwarded for processing. Manage the electronic timekeeper system. Provide, interpret and report on statistics and information pertaining to workforce issues to Senior Management Team. Implement systems and processes to obtain relevant human resource information from other internal sources in order to compile reports and provide information. Implement systems and processes to ensure the integrity of information. Coordinate and monitor statistics related to Occupational Health Clinic and submission thereof.

ENQUIRIES

: Ms. ET Mkhize Tel No: (031) 240 1080

APPLICATIONS

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

NOTE

: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted

candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE

: 03 March 2023

POST 06/292

: **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: AD: HRM HRD&PM/1/2023**

Department: Human Resource Development & Performance Management

SALARY CENTRE REQUIREMENTS

: R393 711 per annum, (all-inclusive salary package)
 : Inkosi Albert Luthuli Central Hospital (IALCH)
 : Senior Certificate / Grade 12. National Diploma / Degree as recognised by SAQA in Human Resource Management / Public Management / Administration / Human Sciences. A minimum of three (3) years supervisory experience in Human Resource Development and Performance Management services. Proof of experience / certificate endorsed by HR Department. NB: Proof of Current and Previous Experience (Certificate of service) stating the relevant experience endorsed and stamped by HR will be requested only to the shortlisted candidates. Other Requirements and Recommendations: MS Software application i.e. MS Word, Excel, Power Point and Outlook. Valid EB Driver's Licence (Code 8). Knowledge, Skills, Training and Competencies Required: Extensive knowledge of computerized personnel and salary systems (PERSAL), MS Packages and application thereof. Sound knowledge of HR prescripts, policies and procedures. Communication and interpersonal skills. Leadership skills. Sound organizing, planning and problem solving skills. Conflict resolution and negotiation skills. Ability to train and develop staff with procedures and policies. Ability to work within a team. Stress tolerance. Presentation skills. Good supervisory and Decision making skills. Risk management skills. Self-discipline and ability to work under pressure with minimum supervision.

DUTIES

: Ensure the effective, efficient and economical management of allocated resources of the HRD, Planning, Performance Management component. Develop and facilitate the implementation of human resource development strategy and plans. Provide and facilitate training and development programmes (i.e. training, bursaries, internship and learnerships). Develop and implement the Workplace Skills Plan. Conduct departmental Skills Audit and training needs assessments. Assist with implementation and review of the quality assurance system in accordance to the relevant legislation. Direct the implementation of the approved training plan Manage the implementation of the HRD programmes such as training courses, bursary scheme, internship, learnerships and induction. Monitor and evaluate the implementation of the individual Performance Management and Development System, measure compliance in terms of policies and information processes Provide inputs in development of HRD policy and strategy, analyse human resources development trends Provide coordination and implementation of Performance Management Systems (EPMDS). Coordinate, develop and monitor the implementation of HR Strategy and plan. Coordinate, develop and monitor the implementation of Employment Equity Plan. Participate in the development of the HR Plan. Management of all Human, Financial and other resources of the component. Manage potential risks and mitigation strategies. Provide training, guidance and advice to all staff.

ENQUIRIES

: Ms. E T Mkhize Tel No: (031) 240 1080

- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 03 March 2023
- POST 06/293** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: AD: HR PRACTICES/1/2023**
Department: Human Resource Practices
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09), (all-inclusive salary package)
: Inkosi Albert Luthuli Central Hospital (IALCH)
: Senior Certificate / Grade 12. National Diploma / Degree as recognised by SAQA in Human Resource Management / Public Management / Administration / Human Sciences. A minimum of three (3) years supervisory experience in Human Resource Practices. NB: Proof of Current and Previous Experience (Certificate of service) stating the relevant experience endorsed and stamped by HR will be requested only to the shortlisted candidates. Other Requirements and Recommendations: Computer certificates: MS Software application i.e. MS Word, Excel, Power Point and Outlook. Valid EB Driver's Licence (Code 8) Knowledge, Skills, Training and Competencies Required: Extensive knowledge of computerized personnel and salary systems (PERSAL), MS Packages and application thereof. Sound knowledge of HR prescripts, policies and procedures. Excellent Communication skills (both written and verbal) and interpersonal skills. Leadership skills. Sound organizing, planning and problem solving skills. Conflict resolution and negotiation skills. Ability to train and develop staff with procedures and policies. Ability to work within a team. Stress tolerance. Presentation skills. Good supervisory and Decision making skills. Risk management skills. Self-discipline and ability to work under pressure with minimum supervision. Possess knowledge and understanding of the operational Human Resource Management Framework. Possess knowledge of the legislative and policy imperatives informing the area of operation. Have the ability to analyse complex information in relation to Employment Practices and to utilize the information to identify trends, progress potential problems and mitigate risks thereto. Have the ability to prioritise issues and other work related matters and to comply with timeframes set.
- DUTIES** : Ensure the effective, efficient and economical management of allocated resources of the HR Practices component. Management of all Human, Financial and other allocated resources of the component. Participate in the development of the HR Plan. Manage potential risks and mitigation strategies for this component. Provide training, guidance and advice to all staff regarding HR Practices policy and procedures. Manage Performance Management of the HR Practices staff and the maintenance of behaviour which adheres to the

Code of Conduct .Provide input in the development of flexible and innovative policies and standard operating procedures. Co-ordinate recruitment processes for filling of vacant posts in line with IALCH Recruitment and Selection strategy and the Recruitment and Selection Policies of the Health Department- KZN. Implement service condition and payroll policies and procedures in line with Provincial guidelines. Oversee the efficient running of the HR Registry .Manage and maintain records both electronic and manual .Oversight reporting functions on all leave for existing IALCH staff.

**ENQUIRIES
APPLICATIONS**

: Ms. E T Mkhize Tel No: (031) 240 1080
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE

: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE

: 03 March 2023

POST 06/294

: **HEALTH AND SAFETY OFFICER REF NO: OTH CHC 09/2023 (X1 POST)**

**SALARY
CENTRE
REQUIREMENTS**

: R331 188 per annum (Level 08), Plus 13th cheque
: Othobothini Community Health Centre (Jozini).
: Senior certificate / Grade 12. Diploma/Degree in Health & Safety / Environment Health / Engineering related field. 3-5 years' experience in health and safety environment. Recommendation Code 08 Drives License NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required: Good communication skills, written and verbal. Good auditing, investigation and report writing skills. Knowledge of legislation pertaining to health and safety.

DUTIES

: To ensure Safety Audit Functions are carried out for the institution in compliance with Occupational Health & Safety Act of 1993. To participate in designing and rolling out of Health training programmes, orientation and induction programmes. To ensure prevention management of potential situations that could lead to Injury/Disability or Death of staff members or Visitors. Management or prevention of internal disaster. To ensure the delegated management and administration function are carried out timeously and correctly in order for Health and Safety to function CHC. To assist in compiling all Health and Safety Manuals and Protocols to be used by the CHC. To identify, measure and control potential hazard risks in the workplace pertaining to the Health Safety and the environmental aspects within the broad context of preventing injuries, diseases and degrading of the environment. Attend to Disaster Management Committee, Building site meetings and all other relevant meetings. Demonstrate a basic understanding of HR and financial policies and procedures.

ENQUIRIES

: Mr. K. Dlamuka Tel No: 035 572 9002

- APPLICATIONS** : Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website-www.kzhealth.gov.za . Curriculum Vitae (CV) only. Applicants are not required to submit copies of ID, Std 10 Certificate, educational qualifications, Certificate of service/Proof of experience signed by HR officer such Documents will be required only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful, African Males are most welcome to apply.
- CLOSING DATE** : 03 March 2023
- POST 06/295** : **SENIOR HUMAN RESOURCE PRACTITIONER (HRD AND PLANNING)**
REF NO: ILE 03/2023 (X1 POST)
Component: ILE: DIV: District Hr Plan & Organ Improvement Coord
- SALARY** : R331 188 per annum. Benefit: 3thCheque, homeowner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
- CENTRE** : Ilembe Health District Office
- REQUIREMENTS** : Grade 12(senior certificate) Standard 10/or (Vocational National Certificate) National Diploma / Degree in Human Resource Management/Public Management or Public Administration or relevant equivalent qualifications. At least 3-5 years appropriate experience in Human Resource Development. Computer Literacy certificate e.g. Ms. Office Software. Driver's license code 8 (B) or 10 (C1) previous and current work experience (certificate/s of service) endorsed and stamped by HR office (will be requested only if shortlisted) N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted) recommendation PERSAL certificate/s, but not to be attached on application. Knowledge and understanding of Human Resource Management with emphasis on Human Resource Development and Planning. In depth knowledge of all relevant legislations, prescripts and white papers in Human Resource Management. Adequate communication (verbal and written) .Interpersonal and problem solving Skills. Ability to maintain high level of confidentiality. Ability to plan and prioritize in the execution of daily tasks. Knowledge of PERSAL. Computer Literacy, MS Software Applications. Develop, Implement and evaluate Human Resource Plan, Employment Equity Plan and Workplace Skills Plan for the district. Coordinate and monitor the implementation of the Human Resource Development (HRD).Strategies and conduct projects within the district: Internships, Bursaries, Work Integrated Learning, learnerships. Coordinate Trainings and manage training needs analysis for the district. Develop and maintain a database for HRD Training Programmes. Facilitate the development, implementation, monitoring and reviewing of skills development and leadership programmes for the district. Ensure compliance of EPMS by institution within the district .Manage the implementation of Induction & orientation of staff for the district. Prepare and submit monthly, quarterly and annual training reports. Ensure the District Health Education Training and Development Committee is functional
- DUTIES** : Develop, Implement and evaluate Human Resource Plan, Employment Equity Plan and Workplace Skills Plan for the district. Coordinate and monitor the implementation of the Human Resource Development (HRD).Strategies and conduct projects within the district: Internships, Bursaries, Work Integrated Learning, learnerships. Coordinate Trainings and manage training needs analysis for the district. Develop and maintain a database for HRD Training Programmes. Facilitate the development, implementation, monitoring and reviewing of skills development and leadership programmes for the district. Ensure compliance of EPMS by institution within the district .Manage the implementation of Induction & orientation of staff for the district. Prepare and submit monthly, quarterly and annual training reports. Ensure the District Health Education Training and Development Committee is functional
- ENQUIRIES** : Mr SB Mabika: Ilembe Health District Office Tel No: 032 4373500
- APPLICATIONS** : All applications should be forwarded to: The District Director: Human Resource Management Services, Ilembe Health District Office, Private Bag X10620, KwaDukuza, 4450 OR Hand delivered to: 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza, 4450
- FOR ATTENTION** : Human Resources Management Department
- NOTE** : Directions to Candidates: The following documents must be submitted, The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. ILE/03/2022. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents on application only Z83 and CV required. Such documents

will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)

- CLOSING DATE** : 03 March 2023
- POST 06/296** : **SENIOR HUMAN RESOURCE PRACTITIONER (HRD AND PLANNING) CAREER MANAGEMENT & EPMDS REF NO: UTHUK 07/2023**
- SALARY** : R331 188 – R390 129 per annum (Level 08). Other Benefits: 13th Cheque, Home Owner's Allowance (Conditional), Medical Aid (Optional)
- CENTRE REQUIREMENTS** : Uthukela District Office
Grade 12 (National/Senior Certificate). Bachelor's Degree/National Diploma in Human Resource Management and Public Management or Public Administration. Plus three to five (3 – 5) year's clerical experience in Human Resource Development Component. Valid Driver's License. Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department. The ideal candidate must knowledge of Public Service Policies Act and Regulations. Sound knowledge of Human Resource Practices, Staff Relation and Human Resource Development. Sound knowledge of PERSAL, Project Management and Financial Management. Strong interpersonal, communication and presentation skills. Ability to liaise with management. Knowledge EPMDS, GEPF etc. Knowledge of National Core Standard. Broad knowledge and understanding of Human Resource Management. In depth knowledge of relevant acts, policies and regulation Hr Management. Sound communication, analytical and decision making and presentation skills. Good knowledge and understanding of Employee Performance Management and Development System Labour Relations , Human Resource Development, Disciplinary and Grievance Procedures. Good leadership, coaching, mentoring and personal skills.
- DUTIES** : Administer the implementation of EPMDS. Develop and implement the training plan for the District Office, Forensic and EMS. Administer the Training programme i.e. Internships, ABET, in- service Bursary and public service induction programme. Monitor the utilization of the skills development budget. Administer and coordinate EPMDS submissions for District Office, Forensic and EMS. Coordinate the development, and evaluation of Human Resource Plan, Employment Equity Plan and Workplace skills Plan. Manage resources allocated to the section (Human, Financial and non- financial). Check and approve PERSAL transactions and ensure effective and efficient record keeping. Supervision and management of the day functioning of the Human Resource Officers and ensure that a high quality of service is being provided. Prepare and submit monthly; quarterly and annual reports. Facilitate the taking of minutes and agenda to relevant stakeholders for IHETDC meetings and other meeting pertaining to your scope of work. Provide logistics for in- service training, induction and re-orientation programme. Updating records for all training undertaken. Dealing with staff regarding HRD related queries this include EPMDS, Training and development queries. Compile statistics and keep record of trainings undertaken. Initiate training and development initiatives.
- ENQUIRIES APPLICATIONS** : Mrs. M.Q Khanyile Tel No: 036 631 2202 (Ext 146)
: All applications should be forwarded to: The Human Resources Manager, Uthukela Health District office, Private Bag X 9958, Ladysmith, 3370, OR Hand Delivered to HR Officer (Room 20) 32 Lyell Streets, Ladysmith, 3370.

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

CLOSING DATE : 03 March 2023

POST 06/297 : **OFFICE ADMINISTRATOR REF NO: G25/2023**
Cluster: Office of the Chief Financial Officer

SALARY CENTRE REQUIREMENTS : R331 188 per annum (Level 08)
: Head Office
: Matric Certificate (Grade 12), Diploma/ Degree in Office Management/ Public Administration or Public Management, Three (3) years Clerical/ administration experience. Recommendation: Experience in an Executive Environment/working for the Senior Manager will be an added advantage. Knowledge, Skills, Training and Competencies Required: A good understanding of strategic and operational processes within a senior management office environment and the role of the Chief Financial Officer in the organization, Verbal and written communication, Computer literacy, Minute taking and Administrative, Knowledge of PFMA and SCM Prescripts. NB//All shortlisted candidates will be subjected to a written test prior to the interview.

DUTIES : Job Purpose: Render procurement services for the office and maintain sound financial systems within the office, inclusive of the processing of payments and appropriate financial control measures/risk management and reporting arrangements. Provide secretariat services to the Chief Financial Officer and projects initiated by the Office, and monitor compliance with resolutions, analyse input documents and consolidate such documents into executive summary and reports for further consideration. Analyse, in the absence of the PA, critical or urgent matters referred to the office and coordinate the execution and finalization thereof. On request of the Chief Financial Officer and the office Manager, conduct investigation of general nature, access information databases and develop presentation documents, submissions and reports. Carry out all logistical arrangements for the meetings, workshops, seminars and convey information to all the stakeholders. Ensure effective, efficient and economical management and utilization of resources allocated to the sub-component.

ENQUIRIES APPLICATIONS : Ms L Mvuyana Tel No: 033 395 2075
: All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051, Pietermaritzburg, 3200 Or Hand delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower

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

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

CLOSING DATE : 03 March 2023

POST 06/298 : **SENIOR HUMAN RESOURCE PRACTITIONER: LABOUR RELATIONS REF NO: MONT 04/2023 (X1 POST)**

SALARY : R331 188 per annum
CENTRE : Montebello Hospital
REQUIREMENTS : Senior Certificate or Equivalent qualification. An appropriate B Degree/national Diploma in Human Resource management/Public Administration/Public Management/ Labour Relations. 03-05 years' experience in Staff Relations Component. PERSAL Certificates. Recommendations: Valid driver's License code 8/10. Computer literacy in MS office applications.

DUTIES : Maintaining the functioning of the staff relations component in order to ensure the provision of high quality service within the hospital. Maintain and promote sound staff relations within the hospital and ensure the adherence to all legislative prescripts. Investigate and preside over disciplinary inquires. Promote collective bargaining within the institution. Deal with grievances, discipline and misconduct cases in terms of laid down policies and procedures. Prepare reports and advise management on staff relations issues. Provide expert advice to managers on the implementation of disciplinary and grievances procedure. Monitor the implementation and adherence to labour relation policies. Provide efficient conflict management support. Collect the statistics in respect of labour issue. Participate in the development of Staff Relations strategies and policies. Identify training gaps and ensure the implementation of in-service training programmes. Implement and monitor EPMSD policies. Capture labour relations statistics on PERSAL. Identify training gaps and ensures the implementation of in-service training programmes.

ENQUIRIES : MR S.T. Vilakazi Tel No: 033- 506 7007
APPLICATIONS : All applications should be forwarded to: The Chief Executive Officer, Montebello Hospital, P/Bag X506, Dalton, 3236
FOR ATTENTION : Human Resource Manager
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE : 03 March 2023

POST 06/299 : **FINANCE CLERK - SUPERVISOR REF NO: MONT 03/2023 (X1 POST)**

SALARY : R269 214 per annum
CENTRE : Montebello Hospital
REQUIREMENTS : Senior Certificate or Equivalent qualification. 3-5 years clerical/administrative experience in Finance Management. Recommendations: Valid driver's License code 8/10. Computer literacy in MS office applications.

DUTIES : Supervise and render financial accounting transactions. Responsible for authorization of all BAS transactions. Supervise and perform salary administration support services. Supervise and perform bookkeeping support services. Render a budget support service. Supervise and maintain human resources/staff. Ensure that payments are processed within 30 days of receipt of invoice. Draw expenditure reports and analyze expenditure trends within the hospital responsibility. Implement sound financial management controls to ensure that the hospital remains within its cash flow budget. Update Cash Flow monitoring tool and finance reporting tool on a monthly basis. Prepare and submit outstanding payments scheduled monthly. Participate and make inputs in budget meetings. Prepare and submit the monthly payment vouchers to Head Office Voucher control. Clearing and reconciling of suspense account on a monthly basis. Correction of incorrect expenditure. Carry-out all responsibilities delegated by AD: Finance.

ENQUIRIES : Mr V.A. Mavela Tel No: 033- 506 7113
APPLICATIONS : All Applications Should Be Forwarded To: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236

FOR ATTENTION : Human Resource Manager
CLOSING DATE : 03 March 2023

POST 06/300 : **HUMAN RESOURCE PRACTITIONER: RECRUITMENT REF NO: HRP: RECRUIT /01/2023 (X1 POST)**
 Department: Human Resource Practices

SALARY : R269 214 per annum
CENTRE : IALCH
REQUIREMENTS : Senior Certificate / Grade 12. Degree/National Diploma in Human Resource Management / Public Management /Public Administration / Human Sciences. A minimum of three (3) years' experience in a Human Resource Management environment especially in Human Resource Practices. NB- Proof of current and previous work experience endorsed and stamped by the Human Resource Manager will be required for shortlisted candidates. Recommendation. Computer literacy: MS Software applications i.e. MS Word, Excel, Power Point and Outlook. Extensive knowledge of PERSAL System. SAP HR. Knowledge, Skills, Training and Competence Required: An in-depth knowledge of the functioning and requirements of the Recruitment section in the Public Service. Sound knowledge of current Provincial and Public Service legislation and HR policy. Good communication skills. Ability to work within a team. Stress tolerance. Self-confidence Capacity to build and maintain relationships. Good communication skills. Decision making skills.

DUTIES : The provision of statistics, returns, information and reports as requested by Hospital Management, District, Head Office, Auditors and other bodies. Ensure that all new appointments, transfers to the hospital and translations in rank are processed timeously on PERSAL in order that staff receive their remuneration. Verification of qualifications and request for Security Clearance for all staff appointed/promoted and transferred to IALCH. Facilitate the unfreezing, ratification. Advertising, selection and recruitment of candidates in order to fill all identified vacant posts on the establishment of IALCH. Provide advice to Department Heads on recruitment processes and requirements including OSD appointment and advertising requirements. Communicating with Department of Public Service and Administration in respect of adverts. Processing of PR, PO and Service Entries on SAP system to facilitate payments to SAQA and any other service providers for the rendering of services. Processing transactions on the PERSAL system.

ENQUIRIES : Ms ET Mkhize Tel No: 031 2401080
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 03 March 2023

POST 06/301 : **FINANCE CLERK SUPERVISOR (BUDGET AND EXPENDITURE) REF NO: OSI FMO 05/2022 (X1 POST)**

SALARY : R269 214 per annum. Other Benefits: 13th cheque, medical aid (optional), Housing allowance (employee must meet prescribed requirement).

CENTRE : Osindisweni District Hospital, Verulam

REQUIREMENTS : Grade 12 (Standard 10) certificate. 3-5 years clerical / administrative experience in Finance. N.B Only shortlisted candidates will submit proof of previous and current experience. Recommendation: A valid driver's license Knowledge Skills Training and Competence Required: Good knowledge of Public Finance Management as well as relevant Acts and Regulations. Interpersonal and problem solving skills. Good organization and planning skills and ability to make independent decision. Knowledge of Departmental and transversal system e.g. (BAS and Vulindlela). Ability to plan, organize, build team spirit and meet deadlines. Knowledge of MS Office Software Applications.

DUTIES : Monitor expenditure performance and prepare cash flow projections. Monitor and analyse spending trends within the institution and ensure corrective measures. Conduct inspection, identify high risk areas and deviation, draw regular reports and facilitate corrective action with a view to mitigate financial risk. Draw, analyse and present financial reports (BAS and Vulindlela) reports and submit findings to Management. Authorize commitment, payments, receipts and journals on BAS. Ensure payment made within 30 days of invoice received. Management of suspense accounts. Ensure the effective, efficient and economical utilization of resource allocated. Consolidate and submit financial reports on monthly and quarterly basis. Provide effective and efficient expenditure management.

ENQUIRIES : Mr M.J. Mthembu (Assistant Director: Finance Manager) Tel No: 032-5419203

APPLICATIONS : To be forwarded to Mr M.J. Mthembu, Assistant Director: Finance Manager, Osindisweni District Hospital, Private Bag X 15, Verulam, 4340.

CLOSING DATE : 17 March 2023

POST 06/302 : **SUPPLY CHAIN CLERK SUPERVISOR (SCM) REF NO: OSI SCCS 06/2022 (X1 POST)**

SALARY : R269 214 per annum. Other Benefits: 13th cheque, medical aid (optional), Housing allowance (employee must meet prescribed requirement).

CENTRE : Osindisweni District Hospital, Verulam

REQUIREMENTS : Grade 12 (Standard 10) certificate. 3-5 clerical / administrative experience in Supply Chain. N.B Only shortlisted candidates will submit proof of previous and current experience. Recommendation: A valid driver's license Knowledge Skills Training and Competence Required: Good knowledge of Public Finance

		Management as well as relevant Acts and Regulations. Interpersonal and problem solving skills. Good organization and planning skills and ability to make independent decision. Ability to plan, organize, build team spirit and meet deadlines. Ability to apply technical professional knowledge and skills. Knowledge of MS Office Software Applications.
<u>DUTIES</u>	:	Provide need assessment to ensure that required goods and services are in compliance with departmental SCM policy framework, practice notes and Treasury Regulations. Determine clear specification for the quality of goods and services required. Ensure that the requirements are linked to budget and analyse the supplying industry for compliance. Respond promptly, courteously and efficiently to suggestions and compliant. Establish database of suppliers when obtain quotations. Manage stores/warehouse where stock is kept. Check received stock for quality and quantity against commitment. Ensure effective and efficient utilization of resource allocated to the unit as well as staff development. Compile detailed quotation document with adequate information. Receive and analyse request for required goods and services that are not stock item. Ensure that proper contract documents are signed. Prepare and monitor procurement plan for the institution as per SCM regulations. Manage and monitor stock on RIDV template. Evaluate quotations according to set criteria. Manage Demand, Acquisition and Logistics. Assist in Assets when required.
<u>ENQUIRIES</u>	:	Mr M.J. Mthembu (Assistant Director: Finance Manager) Tel No: 032-5419203
<u>APPLICATIONS</u>	:	To be forwarded to Mr M.J. Mthembu, Assistant Director: Finance Manager, Osindisweni District Hospital, Private Bag X 15, Verulam, 4340
<u>CLOSING DATE</u>	:	17 March 2023
<u>POST 06/303</u>	:	<u>FACILITY INFORMATION OFFICER REF NO: KCD 02/2023</u>
<u>SALARY</u>	:	R269 214 – R317 127 per annum. 13 th Cheque, Medical Aid (optional subject to employee must meet prescribed requirements) and Housing Allowance (subject to employee must meet prescribed requirements).
<u>CENTRE</u>	:	King Cetshwayo District Office
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12), Bachelor Degree/National Diploma in Information Technology/Management Information Systems/ Statistics/Computer Science and valid driver's license. 1 Year experience in Routine Health Information System, TIER.NET/ District Health Information Systems (WEBDHIS) Electronic TB Register (ETR.NET) is recommended. Knowledge, skills and competencies requires are: Ability to consolidate reports and plans, sound analytical skills, communication skills, presentation skills, interpersonal relations and good supervisory skills. In depth knowledge and skills in information systems and data management, ability to compile meaningful presentation and/or graphic presentations of statistics and to compare to strategic objective with reported results, ability to work under pressure and meet tight deadlines.
<u>DUTIES</u>	:	Ensure accurate, consistence and timeously reporting of health programme data from all facilities within the district. Co-ordinate the collection of routine and non-routine data inclusive of survey. Maintain, manipulate and ensure security of the district health and management information databased. Ensure data and information integrity to accurately represent the state of service delivery in the district. Compile summary and comprehensive information feedback report (routine and non-routine). Provide super use function for routine health information system. Maintain asset register for computer and IT related equipment to ensure safety thereof in accordance with policy specifications. Support facilities and institution in terms of Data Management. Render administrative support to the District information Office. Manage the utilization of resources allocation to the unit. Support the maintenance of TB/HIV Information systems (ART TIER.NET) in health facility within then district. Conduct training on routine Health Information Systems (ART TIER.NET/ETR.net/ EDC Web/ WEB DHIS). Maintain and provide technical support to all routine Health Information System (ART TIER.NET/ ETR.net / District Health Information System (WEB DHIS)/ Electronic Drug Resistance (EDR Web).
<u>ENQUIRIES</u>	:	Miss AZ Shabangu Tel No. 035 787 6231
<u>APPLICATIONS</u>	:	Please forward application quoting the reference number to the Human Resource Department, King Cetshwayo District Office, Private Bag X20034, Empangeni, 3880 or hand delivered to King Cetshwayo Health District Office, 2 Lood Avenue Empangeni Rail, Human Resource Department
<u>FOR ATTENTION</u>	:	Mr MTR Nzuza

NOTE : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, please note in line with DPSA Circular 19 of 2022 only a Comprehensive Curriculum Vitae must be submitted together with application form. Certified copies, identity document, educational qualifications and professional registration certificates, Proof of current and previous working experience endorsed and stamped by Human Resource or Employer will only be requested from shortlisted applicants only. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification will be further required to submit evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively 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 aforementioned instructions will result to your application being disqualified. 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.

CLOSING DATE : 03 March 2023

POST 06/304 : **CLINICAL ASSOCIATES REF NO: EMS/06/2023 (X3 POSTS)**

SALARY : R269 214 - R317 127 per annum. Other Benefits Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements)

CENTRE : Emmaus Hospital

REQUIREMENTS : Matric/Senior certificate/Grade 12. Three (3) year BCMP degree (Bachelor of Clinical Medical Practice). You must have a Driver's License, Must be registered with the HPCSA – 2 Years of experience will be an added benefit. Current Registration certificate with the HPCSA as an independent Clinical Associate Practitioner. Appropriate qualification plus appropriate years of experience after registration with HPCSA as a Clinical Associate. Knowledge & Skills all duties in the scope of practice include: Obtaining patient history, Physical examinations of patients, Ordering and performing diagnostic and therapeutic procedures, interpreting findings and diagnosing common emergency conditions. Must be able to develop and implement a treatment plan. Monitoring the efficiency of the therapeutic interventions. Assisting with surgeries. Providing patient education and counseling. Make appropriate referrals for specialized care. Knowledge of health care system and medical ethics. Knowledge of relevant acts, policies and regulation of the department of health. Good team building and problem solving. Good communication skills (presentation and report writing). Able to work well in a multidisciplinary team. Awareness of cross-cultural differences. Concern for excellence in medical care service provision. Comply with statutory and professional obligations.

DUTIES : Under the supervision of the Medical Officer. Provision of quality patient centred care for all patients attending Emmaus Hospital and the six affiliated Clinics. Take history, examine, investigate, diagnose and oversee the treatment of patients. Provide medical related information to clinical staff whenever may be required. Undertake provision of on – going care of individual patients to allow for continuity of care including clinics and outreach visit. Maintain accurate health records in accordance with legal ethical considerations. Actively participate in morbidity and mortality reviews and clinical audits. Attend and participate in continuous medical education and training. Participate in quality improvement programmes which include clinical governance and national core standards. Ensure that cost – effective service delivery is maintained within the respective department. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning. Perform other duties as assigned by your manager or other senior official.

ENQUIRES APPLICATIONS : Dr, H.B 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 : Assistant Director: HRM

- NOTE** : 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 candidates will submit proof of relevant experience. 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 Resettlement and Travelling Allowance will be paid for interview attendance.
- CLOSING DATE** : 03 March 2023 at 16:00
- POST 06/305** : **OCCUPATIONAL THERAPY TECHNICIAN REF NO: DPKISMH 05/2023 (X1 POST)**
Component: Occupational Therapy
- SALARY** : Grade 1: R220 137 – R251 507 per annum
Grade 2: R259 308 – R314 685 per annum
Benefits 13th Cheque PLUS Housing Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)
- CENTRE REQUIREMENTS** : Dr. Pixley Ka Isaka Seme Memorial Hospital
Senior Certificate/Grade 12. Appropriate qualification that allows for registration with HPCSA as an Occupational Therapy Technician. Registration certificate with Health Professional Council of South Africa (HPCSA) as an Occupational Therapy Technician. Current registration as Occupational Therapy Technician (2022/2023). Valid driver's license (Minimum Code 08). Experience **Grade 1:** Registration with HPCSA as an Occupational Therapy Technician. No Experience **Grade 2:** 10 years' experience after registration with HPCSA as Occupational Therapy Technician. (Only Shortlisted Candidates Will Have To Submit Certificate of Service) Knowledge, Skills, Competencies Required Sound knowledge and skill in treatment protocols, including paediatrics. Skills and knowledge in the use of OT equipment and assistive devices. Knowledge of departmental administrative tasks. Knowledge of ethical code and scope of practice. Ability to problem solve, and apply analytical processes to patient care. Supervisory skills for junior staff. Good interpersonal skills and ability to work with a multidisciplinary team.
- DUTIES** : To provide effective occupational therapy services as defined within the scope. To follow prepared protocols and make adaptations as needed. Receive and implement referrals/ treatment plans from OT. To manufacture, and issue assistive devices including seating. Provide caregiver training with assistive devices and management of patients. Provide outreach services- screening and treatment of patients. Conduct community visits as referred by the OT. Conduct groups and other related initiatives as directed by OT. Provide input guidance to OT on protocols, guidelines, etc. Effective administrative work related to patient care: report back, statistics, screenings, copying, filling, referrals, meetings, case studies, etc. Ensure continued professional development in line with mandate of facility. Participate in all quality improvement initiatives (audits, projects, etc.). Monitor, service and safe guard OT equipment. Ensure good interpersonal relations with patients, MDT and other stakeholders. To support supervisor in all critical and administrative tasks within the service. To participate in all planned activities within the department.
- ENQUIRIES APPLICATIONS** : Mr D Xulu – Assistant Director- Occupational Therapy Tel No: 031 530 1525
Applications must be hand delivered to: 310 Bhejane Street (Hospital Gate number 2) KwaMashu, 4360 Or Email: pixley.recruitment@kznhealth.gov.za
- FOR ATTENTION NOTE** : Deputy Director Human Resources Management
Applications must be submitted on the NEW prescribed Application for Employment form (Z83) which must be originally signed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. A detailed Curriculum Vitae only must accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. The Reference Number must be indicated in the column (Part A) provided 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, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will be required to submit an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. Non- RSA Citizens/Permanent Residents/ Work Permit holders will be required to submit documentary proof when shortlisted. 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

:

03 March 2023