

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

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

ERRATUM: Provincial Administration: KwaZulu Natal Department Of Health:: Kindly note that the following X1 Post advertised in Public Service Vacancy Circular 04 dated 03 February 2023 with Ref No: CL 01/2023 (**For Clairwood Hospital**), One word of the minimum requirements (Electrical) should be moved to Recommendations for the post Chief Artisan and the closing date will be extended to 10 March 2023.

OTHER POSTS

- POST 07/228** : **HEAD - CLINICAL UNIT/ACEDMIC HEAD OF DEPARTMENT REF NO: HCURHEUM/1/2023**
Department: Rheumatology
- SALARY CENTRE REQUIREMENTS** : R1 754 739 per annum, (all-inclusive package excluding commuted overtime)
: Inkosi Albert Luthuli Central Hospital
: Qualification in the appropriate health science (MBCHB or equivalent) Current registration with the Health Professions Council of South Africa as a Medical Specialist –Physician and certified as a rheumatologist. A minimum of 5 years appropriate experience as a Medical Specialist Rheumatologist. Possession of, or studying towards PhD will be an advantage. Knowledge, Skills, Training and Competence Required: Sound knowledge of and experience in management of rheumatological disorders. Knowledge of national and international demography, current health and public service legislation, regulation and policy including medical ethics, Good communication skills and decision making. Experience in working in multidisciplinary teams. Ability to teach and supervise junior staff. Counselling and conflict resolution skills. Leadership, administration and management skills. Demonstrate the ability to work as part of a multidisciplinary team.
- DUTIES** : Control and management of clinical services. Maintain satisfactory clinical, professional and ethical standards related to these Services. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit and department. Conduct, assist and stimulate research. Training of undergraduate medical students, postgraduate medical students (internal medicine and sub-Speciality registrars in rheumatology) and allied Health Personnel and participation in formal teaching as required by the department. Promote community-orientated services and participate in outreach programmes. Conduct specialized outpatient clinics and provide expert opinion where required. After hours consultant cover for at Inkosi Albert Luthuli Hospital. Assist with the setting of protocols and with the development of clinical audit programmes in the hospitals in the above districts.
- ENQUIRIES APPLICATIONS** : Dr LP Mtshali Tel No: 031 2401124
: 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 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** : 24 March 2023
- POST 07/229** : **MEDICAL SPECIALIST REF NO: MEDSPEC ENT/1/2023 (X1 POST)**
Department: Otorhinolaryngology (ENT)
Re-advert all those that have previously applied are eligible to re-apply.
- 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: 1 534 356 per annum, all-inclusive salary package, (excluding commuted overtime).
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
Specialist qualification in Otorhinolaryngology – Head and Neck Surgery. Current registration with the Health Professions Council of South Africa as a specialist in Otorhinolaryngology. ENT registrars completing training may be absorbed against this post as a medical officer provided proof of successful completion of final exams is provided or HPCSA registration is in process. Recommendation: Post registration experience as an ENT specialist. Fellowship training or experience in an ENT subspecialty. Knowledge, Skills, Training and Competencies: Sound knowledge and experience in Otorhinolaryngology. Patient centred care. Ability to teach and supervise junior staff. Middle Management Skills. Postgraduate MMed qualification / research skills. Good administrative, leadership, decision making and communication skills.
- DUTIES** : Provide specialist otorhinolaryngology – head and neck surgery service to all departments at Inkosi Albert Luthuli Hospital, as well as in 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 and supervision of registrars and junior staff in otorhinolaryngology working in the department. Provide expert opinion where required and consult with specialists on ENT procedures. Provide clinical outreach and training and assistance to DOH hospitals around the province. 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
- ENQUIRIES APPLICATIONS** : Dr A Sibiyi or Dr W Kuhn Tel No: 031 240 1754
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 Ba 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** : 24 March 2023
- POST 07/230** : **MEDICAL SPECIALIST (X1 POST)**
Department: Paediatric Medical Department (Gastroenterology)
- 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
: MB; ChB; Current registration as a Specialist in Paediatrics with the Health Professions Council of South Africa. Registration in the sub-specialty of Paediatric gastroenterology will be an advantage. Experience: **Grade 1:** No Experience required. **Grade 2:** 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics). **Grade 3:** 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics). Knowledge, Skills, training and Competencies required: Broad knowledge of working in general Paediatrics and Ethics. Good communication and supervisory skills. Appropriate specialist assessment, diagnosis and management of patients. Familiarity with procedures and management protocols within the subspecialty of Paediatric gastroenterology. Working with multi-disciplinary teams. Supervision and teaching of Undergraduates and post-graduates. Behavioral attributes: Stress tolerance. Ability to work within a team. Self-confidence. Capacity to build and maintain relationships.
- DUTIES** : The core function of this post is the development of Paediatric Gastroenterology services. This includes the outpatient consultation and management of inpatient services at IALCH for the subspecialty. The duties will include training of registrars, undergraduate and postgraduate students. The incumbent has to maintain satisfactory clinical, professional and ethical standards related to all services provided. The incumbent is expected to work towards getting the unit accredited and training of a pediatrician as a sub specialist in paediatric gastroenterology. The incumbent will utilize the expertise available at IALCH (Paediatric surgery, Adult Gastro-enterology and other Paediatric subspecialties) to further these goals He/she will also establish links with experts in Cape Town and Johannesburg. Duties also include participating in the Outreach Programme and appropriate research. The incumbent will assist with Paediatric services as determined by the Clinical HOD Paediatric Medicine at IALCH. The incumbent is expected to perform after hour's calls and relief duties.
- ENQUIRIES APPLICATIONS** : Prof 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** : 24 March 2023
- POST 07/231** : **DISTRICT COORDINATOR REF NO: CSL01/2023**
Re-advertising of post number: CSL09/2022 and applicants who previously applied for this post are welcome to re-apply as previous applications will not be considered.
- SALARY** : R908 502 per annum, (an all-inclusive remuneration package) is payable to the successful candidate. The package includes a basic salary (70 % of package) and a flexible portion (30% of package) that may be structured in terms of the applicable rules. The successful Candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.
- CENTRE REQUIREMENTS** : uMzinyathi District (Dundee)
: A Degree or National Diploma (NQF level 6) or higher in Social / Police Science or relevant equivalent qualification with a minimum of 3 years junior management experience in the crime prevention environment. A valid driver's license. Applicants must be prepared to work extended hours. Knowledge of the Constitution of RSA, 1996, Knowledge of public service Act and regulations, PFMA, South African Police Act,1995, National Crime Prevention Strategy, 1996, KZN Commissions Act,1999, Domestic Violence Act,1998, Child Care Act,1983, Criminal Procedure Act,1977, Employment Equity Act,1998, Skills Development Act,1998, Promotion of Administrative Justice Act,2000, Promotions of Access to Information Act,2000, Electronic Communications & Transactions Act, 2002, State Information Technology Agency Act,1999, National Youth Development Agency Act, 2008, Civilian Secretariat for Police Service Act,2011, Fleet management, Labour Relations Act,1995, Communication and protocol, Communication skills, Project management skills, Report writing skills, Computer Skills, Financial Management skills, Conflict Resolution skills.
- DUTIES** : To monitor and evaluate the performance of police stations and promote community partnerships within the districts. Develop an integrated, effective and efficient policing system for the district. Develop monitoring and evaluation mechanism of police performance in the district. Coordinate functional initiatives to allow for integrated police service delivery. Monitor indicators which measure the impact of policing in order to positively impact on police practices in the district. Coordinate the management of crime prevention in the district. Ensure effective management of resources for the district.
- ENQUIRIES APPLICATIONS** : Dr L.M Zondi Tel No: 033 - 341 9300
: Applications may be forwarded by post to: Head: Community Safety and Liaison, Human Resource Management, Private Bag X9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.
- FOR ATTENTION NOTE** : Ms. S.S Ngcobo
: Applicants must not submit copies/attachments/ poof /certificates/ID/Driver license/qualifications on application, only when shortlisted. A completed Z83 application for employment form and a detailed CV must only be submitted. Applicants must utilise the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013. Persons with disabilities are also encouraged to apply.
- CLOSING DATE** : 17 March 2023

- POST 07/232** : **DEPUTY DIRECTOR: RADIOGRAPHY GRADE 1 REF NO: GS 2/23**
Component: Radiology
Re-Advertisement and therefore those applicants who have just applied for this post are encouraged to re-apply.
- SALARY** : Grade 1: R896 535.per annum, all-inclusive package consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Grey's Hospital- PMB Metropolitan Hospitals Complex
: Grade 1: Senior Certificate (Standard 10/Grade 12) or equivalent; National Diploma / B Tech/B Rad Degree in Diagnostic Radiography; Current Registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer (Independent Practice); A minimum of 12 year's appropriate experience in the relevant profession after registration with HPCSA of which 7 years must be appropriate experience at Management Level. A valid Code B driver's license. Current Registration with HPCSA (2022/2023). Knowledge, Skills, Attributes and Abilities: Extensive knowledge of Radiography principles, system and procedures. Sound knowledge of radiation safety regulations. Sound knowledge of Public Service Act and Regulations, Labour Relations Act, Health and Safety Act, Public Finance Management Act and other acts applicable in executing the duties. Problem solving, decision making, negotiation and conflict resolution skills. Knowledge of health care system and health professional ethics. Excellent communication and leadership skills. Computer Literacy.
- DUTIES** : Overall management of various radiology sub-departments and supervision of Assistant Directors in Radiography. Provide a comprehensive strategic and operational leadership and management of Radiography services through development, review and implementation of strategic and operational plans. Ensure radiation equipment complies with Radiation Control Directorate licensing requirements and complies with Quality Assurance tests. Register radiation workers with SABS Radiation Protection Services and ensure effective dosimetry service/monitor radiation dose levels and liaise with Radiation Control Directorate when overexposure occurs. Ensure adherence of Infection Control policies, Health and Safety policies, Disaster Management policies and Radiation Control regulations. Budget and Expenditure control in compliance with PFMA. Ensure equitable distribution of resources to achieve optimal service delivery. Manage allocated resources, equipment and avoid wasteful expenditure. Ensure procurement of consumables by leading, controlling and monitoring the replenishment of stock levels. Liaison with internal and external stakeholders (i.e. vendors, radiology technicians, representatives). Conduct internal audits and inspections (i.e. clinical audits, Patient Satisfaction Surveys, Patient waiting times etc.). Monitor and Evaluate departmental employee performance management and development system for radiographers and administrative staff. Responsible for retention, recruitment and selection of radiographers and administrative staff while ensuring that the policies laid down by Department of Health are complied with. Provide HPCSA accredited environment conducive for student radiography training and sub-speciality training for radiographers. Conduct quality Assurance and quality improvement programmes, in-service training and ensure compliance with National Core Standards and clinical governance. Participate in activities within the multidisciplinary committees and ensure representation of Diagnostic Imaging Department in various committees. Ensure effective and efficient utilization of radiography personnel to provide continuous 24 hour service.
- ENQUIRIES APPLICATIONS** : Dr MNR Memela Tel No: 033 897 3756
: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200.
- FOR ATTENTION NOTE** : Mrs M Chandulal
: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum vitae only.
- CLOSING DATE** : 10 March 2023

<u>POST 07/233</u>	:	<u>DEPUTY MANAGER NURSING (LEVEL 1 & 2 HOSPITALS) REF NO: UNTU 11/2023 (X1 POST)</u> Component: Nursing
<u>SALARY</u>	:	R881 961 - R992 634 per annum, (all-inclusive salary package). Other Benefits: 8% Rural Allowance
<u>CENTRE</u>	:	Untunjambili Hospital
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	MRS C.N. Ndadane Tel No: 033-444 1707
<u>APPLICATIONS</u>	:	Applications should be forwarded to: Human Resource Manager, Private Bag X 216, Kranskop, 3268
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must

accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. 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** : 10 March 2023
- POST 07/234** : **MEDICAL OFFICER REF NO: MO ENT/1/2023 (X1 POST)**
Department: Otorhinolaryngology (ENT)
- 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 and DFR
: MBCHB Degree, Registration with HPCSA as a Medical Officer. Current unrestricted registration with the Health Professions Council of South Africa as an Independent Medical Practitioner. Experience: **Grade 1:** No Experience required from South African qualified employees. One 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. 6 Years relevant experience after registration as 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:** Requires ten (10) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. 11 Years relevant experience after registration as 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 Competencies Required: Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Demonstrate the ability to work as part of a multidisciplinary team. Ability to function as a part of the ENT team in the District functional region. Knowledge and skills/experience in surgery and/or ENT is an added advantage; as are CMSA ENT primary qualifications.
- DUTIES** : Participate in the delivery of Otorhinolaryngology services to the district functional region, as determined by the Head of Department. Provide appropriate peri-operative assessment of the ENT patient, management and follow-up of patients as determined by the surgical condition and the patient's co-morbidities. Actively participate in the academic, research and outreach activities of the Discipline. Participate in the quality improvement programs of the department including clinical audits, clinical governance and CPD activities. Maintain clinical, professional and ethical standards. Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. Mandatory participation in Commuted Overtime. The successful applicant will be required to perform after hour duties in the Durban Functional Region, covering more than one hospital in the regional including but not limited to IALCH and King Edward VIII Hospitals.

- ENQUIRIES** : Dr Kuhn (HCU) or Dr Sibiyi (HOD) Tel No: 031-2401754
- 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** : 24 March 2023
- POST 07/235** : **MEDICAL OFFICER REF NO: MO PULMO/1/2023 (X1 POST)**
Department: Pulmonology
- 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, Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Experience: **Grade 1:** No experience required from South African qualified employees. One 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. Six (6) Years relevant experience after registration as Medical Practitioner with the 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 Medical Practitioner with the 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: Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Knowledge and skills in general medicine and ability to assess and manage medical emergencies. Demonstrate ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team.
- DUTIES** : Assist with the provision of pulmonology and critical care services as determined by the Head of Pulmonology at IALCH. Assist with evaluation and management of patients with acute and chronic respiratory conditions at IALCH. Assist with evaluation and management of patients with COVID-19,

both acutely and on follow-up. Maintain clinical, professional and ethical standards. Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. Participate in the academic, research and outreach activities of the department in general, and COVID-19 interventions in particular. Mandatory performance of commuted overtime in adult ICU, managing both COVID and non-COVID patients. Participate in clinical audit programmes, clinical governance and CPD activities.

ENQUIRIES : Professor K Nyamande Tel No: (031 240 1345), Dr Fakey Khan Tel No: (031 240 1376)

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 : 24 March 2023

POST 07/236 : **MEDICAL OFFICER REF NO: MO RHEUM /1/2023 (X1 POST)**
Department: Rheumatology

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 and DFR
REQUIREMENT : MBCHB Degree; Registration with the Health Professions Council of South Africa as a Medical Practitioner. Current registration as Medical Practitioner with HPCSA. Completion of Community Service. Experience: **Grade 1:** No Experience required from South African qualified employees. Must be registered as an independent medical practitioner with the HPCSA. One 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:** 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:** 10 year's 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: Sound clinical knowledge in Internal medicine with the ability to manage medical emergencies, chronic disorders and rehabilitation. Knowledge of ethical medical practice. Good interpersonal relationships with patients, nurses and medical colleagues.

DUTIES : Clinical assessment and management of inpatients and outpatients. Conduct ward rounds and perform related activities. Implement protocols and guidelines of the department. Able to work as part of a multi-disciplinary team. Performance of commuted overtime. Participation and presentation in departmental clinical and academic meetings including morbidity and mortality meetings and clinical audits. Perform and support research, including assisting in record keeping including patient registries. Contribute to the department's academic program. Assist with administrative activities of the department as directed. Participate in outreach programs.

ENQUIRIES : Dr K Chinniah Tel No: (031) 240 1306/1308
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 : 24 March 2023

POST 07/237 : **MEDICAL OFFICERS REF NO: MO O&G/1/2023 (X2 POSTS)**
Department: Obstetrics and Gynaecology

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 : Qualifications: MBChB. Full current registration with the Health Professions Council of South Africa as a General Medical Practitioner. Completion of Community Service. Postgraduate diploma will be of added advantage. Experience: No experience required. The 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**: Experience: 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: 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 eleven 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. Knowledge, Skills, Training and Competencies Required: Sound Knowledge Of women's health issues to allow for accurate diagnosis and appropriate management of clinical problems. Ability to deal with all maternity emergencies. Ability to perform minor gynaecological procedures (ectopic and evacuations) and c/ sections. Good decision making, problem solving, leadership and mentoring skills. Good communication skills.

DUTIES : Participation in the provision of service in the department of O&G in the Durban Functional Region. Perform after hours duties. Assist with the supervision and support of interns and students in the department. Participate in the departmental academic programme. Provide and ensure community orientated clinical services and support to Primary Health Care Services.

ENQUIRIES : Dr S Ramphal Tel No: 031-2602407/ 031-2602345
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 : 24 March 2023

POST 07/238 : **DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT, PLANNING, POLICY AND WELLNESS REF NO: CSL02/2023**
Re-advertising of post number: CSL05/2022 and applicants who previously applied for this post are welcome to re-apply as previous applications will not be considered.

SALARY : R766 584 per annum, (an all-inclusive remuneration package) is payable to the successful candidate. The package includes a basic salary (70 % of package) and a flexible portion (30% of package) that may be structured in terms of the applicable rules. The successful candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.

CENTRE : Pietermaritzburg
REQUIREMENTS : A 3-year National Diploma (NQF level 6) or higher qualification in Human Resource Management / Development or equivalent qualification recognized by SAQA, together with a minimum of three to five years Junior Management experience in the human resources environment. Valid driver's license.

- Applicants must be prepared to work extended hours. Knowledge of public service, regulations, Knowledge of HRD Strategy, Skills Development Act and other training, related legislations, Provincial Growth and Development Strategy; PFMA, HR systems, including "PERSAL", Public service regulations, Knowledge in Project Management, communication skills, Project management skills, Report writing skills, Presentation skills, Facilitation skills, Occupational Health and Safety Act, Employee Health and Wellness Strategic framework for the Public Service, Employment Equity Act.
- DUTIES** : To manage Human Resource Planning, Policy, Development and Wellness (EHW and SHEQ) for the department. Manage the implementation of Performance Management Systems. Manage the quality of work life in the department (EHW and SHEQ). Develop, monitor and review human resources policies, systems, norms and standards. Ensure effective management of resources for the Division.
- ENQUIRIES** : Mr. Mark Ferreira Tel No: 033 - 3419300
- APPLICATIONS** : Applications may be forwarded by post to: Head: Community Safety and Liaison, Human Resource Management, Private Bag X9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.
- FOR ATTENTION** : Ms. S.S Ngcobo
- NOTE** : Applicants must not submit copies/attachments/ poof /certificates/ID/Driver license/qualifications on application, only when shortlisted. A completed Z83 application for employment form and a detailed CV must only be submitted. Applicants must utilise the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013. Persons with disabilities.
- CLOSING DATE** : 17 March 2023
- POST 07/239** : **ASSISTANT MANAGER NURSING-(SPECIALTY STREAM) -PN-B4 REF NO: ANM PAEDS/1/2023**
Department: Paediatrics
- SALARY** : R642 942 per annum, (all-inclusive package)
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Basic R425 qualification (Degree/Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic Diploma in Child Nursing Science or Paediatric Nursing Science (R212). Current registration (2023) with SANC as a General Nurse and Midwife. At least ten (10) years appropriate post registration experience as a professional nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post-basic qualification in Child Nursing Science or Paediatric Nursing Science. At least three (3) years of the period referred to above must be appropriate/recognisable experience at management level. Knowledge, Skills, Training and Competence Required: Knowledge and experience of Public Service Policies, Acts and Regulations. Sound management, negotiation, inter-personal and problem solving skills. Good verbal and written communication skills. Sound working knowledge of nursing component in regional or tertiary hospitals. Sound knowledge of policies and programs within the specialty. Knowledge of human resource management policies and practices, including recruitment, conditions of service, performance management, training and development and labour relations including disciplinary, grievance and abscondment processes / procedures. Computer literacy and hospital information management. Basic financial management Skills.
- DUTIES** : Ensure the provision of highest possible nursing care through adequate supervision, guidance and support. Ensure that there is efficient and effective utilization of allocated budget in the Nursing Service area. Ensure that nursing staff is equitable allocated to units as per needs of each area. Participates in analysis, formulation and implementation of standard operation procedures within the specialty areas and Tertiary/Central hospital. Monitor and ensure that nursing services are of highest possible quality. Ensures that performance of nursing staff is monitored through PMDS system. Ensures that all nursing staff comply with all the relevant Acts / prescripts applicable within the nursing and healthcare environment. Will relieve the office of the Nurse Manager when

required. Ensure that the units comply with the National Core Standards and Office of Health Standard compliance office. Continuous quality improvement programs/projects as determined by the needs of the department. Ensure that quality is monitoring in various programs e.g. IPC, Resuscitation and Health and safety. Ensure that the patient care environment is conducive for best patient-care outcomes. Deal with labour relation issues in terms of legislative and procedural guides. Ensure that policies and practices governing conditions of service of nursing staff, including leave and exits, are adhered to. Monitoring and verification of nursing staff in the pay-point as designated. Participates in supply chain management and financial management process as determined by PFMA. Monitoring, reporting and mitigation of adverse health events in the Peri-Operative environment. Implement risk assessment and monitoring to ensure quality standard of care. Ensures that the Complaints management policy and procedure is adhered to.

- ENQUIRIES** : Mrs S Naidoo Tel No: (031) 240 1063
- 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** : 24 March 2023
- POST 07/240** : **ASSISTANT MANAGER NURSING (SPECIALTY: MATERNITY & PAEDIATRIC) REF NO: UNTU 12/2023 (X1 POST)**
Component: Nursing
Re-Advertised
- 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 no-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 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

: 10 March 2023

POST 07/241 : **ASSISTANCE MANAGER NURSING (GEN) (OSD); PLANING MONITORING, EVALUATION AND REPORTING REF NO: RCH 02/2023 (X1 POST)**

SALARY : R588 378 per annum. Other Benefits: Plus 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements), 8% of Basic Salary (Rural Allowance)

CENTRE REQUIREMENTS : Richmond Hospital
: Grade 12/Standard 10 Certificate National Diploma/ Degree in Public Management, A supporting qualification in monitoring and evaluation will be an added advantage, Three (3) to 5 years' supervisory experience in planning, monitoring and evaluation in a health care environment. Recommendation: A Valid code EB Driver license. Knowledge, Skills and Competencies Required For The Post: Knowledge of the legislative, policy and M&E Framework informing health service delivery, Knowledge of legislation and planning framework, Knowledge of hospitality quality assurance, Knowledge of infection prevention control practices, knowledge of Health Facility functions and operations. Understand HR policies and practices and staff relations, knowledge of DHMIS policy, SOP and relevant information system, Understanding of Financial Management, Knowledge of Data Management Knowledge of M&E principles, Ability to critical analyse complex information and to interpret that in relation to performance, health outcome relevant to institutions, and performance, Strong leadership and management skills, Planning and organising skills, Project Management Skills.

DUTIES : Administer an evidence /results –based monitoring and evaluation system in the institution as well as feeder facilities within the Provincial M&E Framework and monitor research activities in the institution. Provide platform for M&E reports to be discussed by the Management team (including sub-districts) and feeder clinics. Implement the M&E Framework at facility level and monitor of implementations at feeder clinics, Analyses data obtained from the source and other management information system against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed performance, Ensure that institutional plans are in place, and aligned with the district Health Plan. Ensure planning, M&E support to all departments in the institution as well as feeder facilities. Ensure the efficient and effective utilization of resources allocated to the component, inclusive of the development of staff. Ensure that quality control systems and plans are in place for use during inspection and auditing and to provide objective evidence of finding when conducting audits in accordance with the hospital and governing laws.

ENQUIRES APPLICATIONS : Mrs. SR Ranjoomia Tel No: (033)-212 2170
: All applications to be posted to: The Acting Chief Executive Officer, Richmond Hospital, Private Bag X133, Richmond, 3780.

FOR ATTENTION NOTE : Mrs. Ranjoomia
: The applicants must include only completed and signed new Z83, Obtained 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 Documents, Senior Certificate, and the highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.

CLOSING DATE : 24 March 2023

POST 07/242 : **ASSISTANT DIRECTOR: POLICE PERFORMANCE, MONITORING AND EVALUATION REF NO: CSL03/2023**
Re-advertising of post number: CSL06/2022 and applicants who previously applied for this post are welcome to re-apply as previous applications will not be considered.

SALARY : R491 403 per annum (Level 10)
CENTRE : Zululand
REQUIREMENTS : A 3-year National Diploma (NQF level 6) or higher in Social Sciences / Police science or equivalent qualification recognized by SAQA, together with a minimum of 3 years relevant experience in the crime prevention environment. A valid driver's license. Applicants must be prepared to work extended hours. Knowledge of the Constitution, Knowledge of public service Act and regulations, PFMA, Civilian Oversight Act, SAPS Act, Knowledge of Domestic Violence Act, Knowledge of Project Management, Knowledge of Crime

- Prevention Policies, Communication skills, Project management skills, Report writing skills, Computer skills, Financial Management skills, Conflict Resolution skills.
- DUTIES** : To monitor and evaluate police stations and address complaints against police stations for the districts. Monitor and evaluate the implementation of policing policies and directives by police stations in the district. Monitor and evaluate the compliance with legislation the service delivery of police stations in the district. Address complaints against police stations in the district. Develop and review district police oversight arrangements and community relations to properly respond to the needs of the community. Develop and maintain partnerships in crime prevention with relevant organisations within the district.
- ENQUIRIES APPLICATIONS** : Mr. A.K Mtshali Tel No: 035 - 8708600
- FOR ATTENTION NOTE** : Applications may be forwarded by post to: Head: Community Safety and Liaison, Human Resource Management, Private Bag X9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.
Ms. S.S Ngcobo
Applicants must not submit copies/attachments/ poof /certificates/ID/Driver license/qualifications on application, only when shortlisted. A completed Z83 application for employment form and a detailed CV must only be submitted. Applicants must utilise the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013. Persons with disabilities are also encouraged to apply.
- CLOSING DATE** : 17 March 2023
- POST 07/243** : **CHIEF RADIOGRAPHER (GRADE 1) REF NO: CHIEF RAD DIAG/1/2023 (X1 POST)**
Department: Diagnostic Imaging
- SALARY CENTRE REQUIREMENTS** : R487 305 per annum, (all-inclusive package)
Inkosi Albert Luthuli Central Hospital
An appropriate three year National Diploma/Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer (Independent practice). A minimum of three (3) years appropriate experience in Diagnostic Radiography (independent practice) after registration with the HPCSA as a Diagnostic Radiographer. Recommendations: Experience in CT scanning is preferred. Knowledge, Skills Training and Competencies Required: Working knowledge and experience in radiography principals, systems and procedures performed within the radiology department which include CT scanning and Fluoroscopy. Sound supervisory skills. Sound knowledge of radiation safety regulations Sound knowledge of diagnostic radiography equipment and protocols. Ability to train junior radiography staff. Knowledge of relevant public service policies, acts and regulations. Knowledge of HR related policies and procedures. Knowledge of the Employee Performance, Management and Development System. Knowledge and experience in quality assurance policies. Good verbal and written communication skills. Sound interpersonal skills and Human resource management skills.
- DUTIES** : Provide a clinical radiographic service by implementation of departmental policies & procedures, performance of imaging examinations, supervision of junior staff, whilst adhering to radiography protocols, practices, and techniques in a 24 hour diagnostic imaging department. Participate in the radiation protection and quality assurance program, in a completely digital radiology and central hospital environment, ensuring that safety protocols and quality standards in compliance with the Department Of Health policies and procedures are adhered too. Perform all delegated departmental tasks with limited supervision, and having the ability to deal with crisis situations independently. Perform overtime duties as required.
- ENQUIRIES APPLICATIONS** : Ms BV Mfeka Tel No: 031 2401950
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** : 24 March 2023
- POST 07/244** : **CLINICAL PROGRAMME COORDINATOR (INFECTION PREVENTION CONTROL – IPC) REF NO: EMP04/2023**
- SALARY** : Grade 1: R464 466 – R522 756 per annum. 13th cheque, home owners allowance (employee must meet the prescribed requirements), Medical Aid (optional), 8% In-Hospitable allowance
- CENTRE** : Queen Nandi Regional Hospital (Empangeni)
- REQUIREMENTS** : Senior certificate (Grade 12) or equivalent, Degree/ Diploma in General nursing and Midwifery that allows registration with SANC as Professional Nurse, Current SANC Receipt (2023), A minimum of seven (07) years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, Software applications (MS Office), A valid EB (Code 8) Driver's License. Recommendations: Formal certificate in Infection Control and Prevention, 2 years' experience working in the IPC environment. Knowledge, Skills, Competencies And Training Required: Ability to make independent decisions, problem solving and conflict resolution, An understanding of the challenges facing the public health sector, Ability to prioritize issues and other work related matters and to comply with time frames, High level of accuracy, Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework, Strong interpersonal communication and presentation skills, Leadership, Organization, Problem solving and decision making skills. Knowledge about Norms and Standards and Ideal Hospital Realization Maintenance Framework related to Infection Prevention and Control.
- DUTIES** : Develop and implement an Infection Prevention and Control Plan for the institution, Identify Infection control risks and make recommendations on mitigations thereof, Ensure that all Departments comply with the IPC Framework, Guidelines and Protocols, Identify standard operating procedures to be formulated in relation to Provincial Guidelines, Identify outbreak of Infection, initiate investigation and control measures in collaboration with the IPC Committee, Provide effective and efficient Infection Prevention and Control Services in the institution, Conduct IPC Surveillance and report on the incidence and prevalence of alert organisms and communicable diseases to the District CDC, Serve as a clinical governance champion in the facility, ensuring effective clinical risk management system, Identify and report all Hospital Acquired Infections. Visit the departments within the institution to identify infection prevention and control risks, Ensure strong relationship with District IPC and CDC teams as well as Laboratory Services, Ensure that Infection Prevention and Control as well as Antibiotic Stewardship committees are in place and functional, Promote infection prevention culture within the institution by conducting relevant workshops, audits, meetings and awareness, Provide advice on various aspects of infection prevention and control, relevant policies to management, Visit the departments within the institution to identify

		infection prevention and control risks, Ensure strong relationship with District IPC and CDC teams as well as Laboratory Services, Ensure that Infection Prevention and Control as well as Antibiotic Stewardship committees are in place and functional, Provide advice and training to all categories of staff.
<u>ENQUIRIES</u>	:	can be directed to: Mrs J Marais Tel No: 035 907 7005
<u>APPLICATIONS</u>	:	All applications must be forwarded to: Human Resources Offices at Queen Nandi Regional Hospital Private Bag X20005, Empangeni, 3880. Physical Address: 21 Union Street, Empangeni, 3880.
<u>FOR ATTENTION</u>	:	Deputy Director Human Resources Mr SM Ndabandaba Tel No: 035 9077011
<u>NOTE</u>	:	Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021). The Z83 form must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on Z83. Detailed Curriculum Vitae (CV). Information such as Educational qualifications, date(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. Such documents will be requested from shortlisted candidates only. General information: Short-listed candidates must available for interviews at a date and time determine by the KZN Department of Health. 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). People with disabilities should feel free to apply. Males are encouraged to apply for this post. Applicants are respectfully informed that, if no notification is received within 3 months after the closing date, they must consider their applications unsuccessful. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA). 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. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be assessed. Due severe budgetary constraints that the hospital is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The Hospital has a limited accommodation; therefore incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty NB: Shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s and/or certified copies of qualifications prior to the date of the interview.
<u>CLOSING DATE</u>	:	17 March 2023
<u>POST 07/245</u>	:	<u>CLINICAL PROGRAMME COORDINATOR (QUALITY) REF NO: RCH 03/2023 (X1 POST)</u>
<u>SALARY</u>	:	R464 466 per annum. Other Benefits: Plus 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee Must Meet Prescribed Requirements), 8% of Basic Salary (Rural Allowance)
<u>CENTRE</u>	:	Richmond Hospital
<u>REQUIREMENTS</u>	:	Grade 12/Standard 10 Certificate. Basic R425 qualification i.e. Diploma/Qualification in Nursing or equivalent qualification that allows registration with the South African Nursing council as Professional Nurse. Current registration with SANC. Minimum of 7 years or appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general Nursing. Recommendation: A Valid code 08 EB Driver license. Knowledge, Skills and Competencies required for the Post: Through knowledge of nursing care processes and procedures, nursing the statutes, and other relevant legal frameworks such as: Nursing Act, Health Act Occupational Health and Safety Act. Knowledge of HR policies such as: Skills Development Act, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedures, Grievance Procedures. Skills: Operational Management skills, good Communication skills. Report writing skills. Facilitation Skills, Planning & Organising skill. Planning & organising skills. Computer literacy skills. People

<u>DUTIES</u>	: Management. Conflict management. Change management. Knowledge management. : Facilitate and oversee the development of operational /business plans to give strategic guidelines. Manage and utilize resource in accordance with relevant directives and legislation. Ensure that efficient and suitable work procedures are identified, developed and implemented. Provide professional and technical support for the provision of quality patient care through proper management of relevant programme. Utilise the Nursing Act Regulations, Code of Ethics and Professional Practice of the SANC and the body of scientific knowledge in service rendering. Monitoring and evaluation of maintenance of nursing ethos and professionalism. Respond to queries and questions from relevant structures with regard to complaints of nurse's conduct to patients. Analyse staffing needs and develop a plan to meet the needs. Deal with grievance and labour relations issues in terms of the laid down policies/procedures i.e. manage workplace discipline. Manage and monitor the implementation of the EPMDS. Manage and utilise both financial and physical in accordance with relevant directives and legislation. Ensure that spending is maximized in line with strategic objectives. Monitor memorandums of understanding, service level agreements and expenditure review. Monitor and report on the utilization of physical equipment. Initiate and identify ways of containing care without compromising standards. Manage and control material resource and assets. Facilitate the auditing of clinical records by analysing data. Manage and utilize resource in according with relevant directives and legislation. Financial and physical resources. Provide professional and technical support for the provision of quality patient care through proper management of relevant programmes. Develop and implement quality assurance programmes, guidelines, protocols, norms and standard. Establish, maintain and participate in inter-professional and multi- disciplinary teamwork that promotes effective and efficient health care.
<u>ENQUIRES APPLICATIONS FOR ATTENTION NOTE</u>	: Mrs. SR Ranjoomia Tel No: (033)-212 2170 : All applications to be posted to: The Acting Chief Executive Officer, Richmond Hospital Private Bag X 133, Richmond, 3780. : Mrs. Ranjoomia : The applicants must include only completed and signed new Z83, Obtained 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 Documents, Senior Certificate, and the highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.
<u>CLOSING DATE</u>	: 24 March 2023
<u>POST 07/246</u>	: <u>RADIOGRAPHER (MAMMOGRAPHY) REF NO: RAD DIAG/1/2023 (X1 POST)</u> Department: Diagnostic Imaging
<u>SALARY</u>	: Grade 1: R413 688 per annum, Plus 13 th cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements. Grade 2: R487 305 per annum, Plus 13 th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements. Grade 3: R574 020 per annum, Plus 13 th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	: Inkosi Albert Luthuli Central Hospital : An appropriate three year National Diploma/Degree in Diagnostic Radiography. An appropriate Certification in Mammography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer (Independent practice) with mammography certification. Experience: Grade 1: No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. No experience after registration with the Health Professional Council of South Africa as a Diagnostic Radiographer 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: Working knowledge of radiography principals, systems and procedures. Sound knowledge of Mammography techniques and procedures. Sound knowledge of radiation safety regulations. Sound knowledge of diagnostic radiography equipment and protocols. Knowledge of

- relevant public service policies, acts and regulations. Knowledge of HR related policies and procedures. Knowledge of relevant Health and Safety regulations. Good communication and sound interpersonal skills.
- DUTIES** : Perform all clinical radiographic duties in a completely digital radiology department that offers a 24 hour radiology service whilst adhering to the departmental policies & procedures. Perform all diagnostic imaging examinations including mammography whilst adhering to radiography protocols, practices and techniques. Participate in the radiation protection and quality assurance program while adhering to the safety protocols and quality standards in compliance with the Department of Health policies and procedures. Required to produce good quality images in all diagnostic modalities. Perform overtime duties as required.
- ENQUIRIES APPLICATIONS** : Mrs B V Mfeka Tel No: 031 240 1950
: 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** : 24 March 2023
- POST 07/247** : **CLINICAL NURSE PRACTITIONER (X4 POSTS)**
- SALARY** : Grade 1: R400 644 – R646 466 per annum
Grade 2: R492 756 – R606 042 per annum
Plus 8% Inhospital Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
- CENTRE** : Madadeni Provincial Hospital
Osizweni Clinic 3 Ref No: MAD 01/ 2023 (X1 Post)
Madadeni Clinic 1 Ref No: MAD 02/ 2023 (X1 Post)
Stafford Clinic 1 Ref No: MAD 03/ 2023 (X1 Post)
Newcastle Clinic 1 Ref No: MAD04/ 2023 (X1 Post)
- REQUIREMENTS** : Basic R425 Degree/ Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as a professional nurse. A post basic qualification with a duration of at least 1 year in Clinical assessment, treatment and care. A minimum of 4 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. Knowledge, Skills, Training and Competencies Required: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies. Sound knowledge of the health programmes run at the PHC level. Sound knowledge of the National core Standards and data management.

DUTIES : Demonstrate effective communication with patients, supervisory and other clinicians, including report writing and statistics. Assist the unit manager/ Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Implement and advocate for preventive and promotive health initiatives for clients and the community served by the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Ensure effective implementation of National Core Standards and Ideal Clinic Realisation. Supervision of patients and provision of basic patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and the therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package in accordance with set guidelines, monitor performance and outcomes against the set targets and act on deviations. Ensure that programme specific data collected is timeous and accurate. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of care. Refer patients promptly according to the set guidelines, protocols, policies. Ensure proper utilization and safe keeping of basic medical, surgical and pharmaceutical stock.

ENQUIRIES : Mr. R.S.M Ngcobo Tel No: 034 328 8137

APPLICATIONS : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940

FOR ATTENTION : The Recruitment Officer

NOTE : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. EE Target (African Male)

CLOSING DATE : 10 March 2023

POST 07/248 : **CLINICAL NURSE PRACTITIONER (TRAUMA) GRADE 1 REF NO: CNP/A&E/KCHC/03/2023 (X1 POST)**

SALARY : R400 644 – R464 466 per annum. Benefits 13th cheque, Rural Allowance (provided the post meets the Requirements), Home owners allowance (employee must meet Prescribed requirements), Medical Aid (Optional)

CENTRE : Kwamashu CHC

REQUIREMENTS : Basic R425 qualification – Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. One year post basic qualification in Clinical Nursing Science (Trauma and emergency). Current registration with SANC as a Professional Nurse (2019 SANC receipt). A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Only shortlisted candidates will submit proof of current registration. Knowledge, Skills And Competencies: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and

		safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labour relations act, Disciplinary codes and procedures, Grievance procedure. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. 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 counselling skills. Computer skills in basic programs.
<u>DUTIES</u>	:	Ensure that high quality nursing care is rendered to all clients accessing the CHC requiring Trauma and emergency care. Ensure that there is proper management and integration of HAST programs to PHC programs in Casualty department. Manage the utilization and supervision of resources. Coordinate the provision of effective training and research, focusing on the programs aimed at Orthopaedic care. Instill discipline, professionalism and work ethics among employees. Ensure compliance to quality, infection prevention and control (IPC) programs e.g. Ideal clinic realization and maintenance (ICRM) and Norms and standards (NS). Maintain a constructive working with the multi-disciplinary team members. Provide effective support to Nursing services e.g. assist with relief duties to nursing management.
<u>ENQUIRIES</u>	:	Mr. JT Mthabela Tel No: 031 504 8127
<u>APPLICATIONS</u>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance at P61 Mkhivane Road, Kwa-Mashu, 4360 or posted to Private Bag X013, Kwa-Mashu, 4360
<u>NOTE</u>	:	Application for employment form (new form Z83); which is obtainable at any Government Department or from the Website – www.kznhealth.gov.za . Applicant must submit Z83 and updated Curriculum Vitae (CV) only. Copies of Identity document, driver's license, highest educational qualifications and professional registration certificates must not be submitted when applying for employment. These will be requested only from shortlisted candidates. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert (only from shortlisted candidates). People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref. OMN/LIND/01/2022. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Due severe budgetary constraints that the CHC is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The CHC has a limited accommodation; therefore incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty. Interim accommodation in a form of Bed and Breakfast or Hotel Accommodation will not be provided. Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021). Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.
<u>CLOSING DATE</u>	:	10 March 2023
<u>POST 07/249</u>	:	<u>CLINICAL NURSE PRACTITIONER (PHC) GRADE 1 REF NO: CNP/PHC/KCHC/02/2023 (X3 POSTS)</u>
<u>SALARY</u>	:	R400 644 – R464 466 per annum. Benefits 13th cheque, Rural Allowance (provided the post meets the Requirements), Home owners allowance (employee must meet Prescribed requirements), Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	Kwamashu CHC Basic R425 qualification – Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. One year post basic qualification in Clinical Nursing Science (Health Assessment, Treatment and Care) – Primary Health Care. Current registration with SANC as a Professional Nurse (2021 SANC receipt).

A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Only shortlisted candidates will submit proof of current registration Knowledge, Skills And Competencies: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labour relations act, Disciplinary codes and procedures, Grievance procedure. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. 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 counselling skills. Computer skills in basic programs.

DUTIES

: Provision of an integrated quality and comprehensive primary health care, prevention of disease, curative and rehabilitative services to the clients and community. Maintain intersectional collaboration with other government structures. Provide PICT and adherence counselling to all clients. Provide primary prevention strategies and management of communicable and non-communicable diseases. Assist and identify training needs of the staff to increase level of expertise and assist patients and families to develop sense of self care. Manage the utilization and supervision of resources. Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement of communities. Instill discipline, professionalism and work ethics among employees. Ensure compliance to quality, infection prevention and control (IPC) programs e.g. Ideal clinic realization and maintenance (ICRM) and Norms and Standards (N&S). Maintain a constructive working with the multi-disciplinary team members. Provide effective support to Nursing Management services e.g. assist with relief duties to nursing management. Manage and monitor proper utilization of human, financial, physical and material resources. Ensure availability of medication, essential equipment and supplies and proper utilization thereof. Monitor and evaluate HR performance (EPMDS) for all relevant staff. Ensure data management is implemented and monitored. Participate actively in COVID 19 vaccination process.

**ENQUIRIES
APPLICATIONS**

: Mr. JT Mthabela Tel No: 031 504 8127
 : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance at P61 Mkhivane Road, Kwa-Mashu, 4360 or posted to Private Bag X013, Kwa-Mashu, 4360

NOTE

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

constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

CLOSING DATE

: 10 March 2023

POST 07/250

: **PROFESSIONAL NURSE GRADE 1/2: SPECIALTY OPERATING THEATRE
REF NO: UNTU 13/2023 (X1 POST)**
Component: Nursing

SALARY

: Grade 1: R400 644 - R464 466 per annum
Grade 2: R492 756 - R606 042 per annum
Other Benefits: 13th Cheque, Medical Aid (Optional) 8% Rural Allowance
Housing Allowance: Employee Must Meet Prescribed Requirements.

**CENTRE
REQUIREMENTS**

: Untunjambili Hospital
: Senior certificate, Diploma/Degree in Nursing and Midwifery, Registration with the SANC as a Professional Nurse and Midwifery, A Basic Qualification in Operating Theatre Nursing Science registered with SANC, Current SANC registration (2023 Receipt), Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. **Grade 1:** A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and Midwifery and a one year Post Basic Qualification in Operating Theatre Nursing. **Grade 2:** A minimum of fourteen (14) years appropriate / recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ / recognizable experience after obtaining one year Post Basic Qualification in Operating Theatre Nursing. Knowledge, Skills, Attributes and Abilities: Knowledge of Operating Theatre processes and procedures, Strong interpersonal, communication and presentation skills. Knowledge of disciplinary processes. Knowledge of basic / standard management principle of approach. Sound communication, interpersonal, counselling and time management skills. Knowledge of nursing care processes and procedures, nursing statues and other relevant legal Understanding of Human Resources needs and development.

DUTIES

: Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution. Assist in developing/establishing and maintaining constructive working relationship with nursing and other stakeholders. Provision of optimal, holistic specialized nursing care provided within the set standards and professional/legal framework. Provide a safe therapeutic environment that allows for the practice of safe nursing as laid by the Nursing Act, National Core Standards, and Occupational Health and Safety Act and all other applicable prescripts. Assist in managing and supervising for effective utilization of all resources e.g. human, financial material. Assist in managing /prevention and control of infection in the Unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Participate in training and research. Maintain professional growth/ethical standards and self-development. Participate in staff development using EPMS System and other work related programmes and training. Support and mentor student nurses. Relieve the Operational Manager Nurse. Exercise control over discipline, grievance and all labour relations issues as well as management of absenteeism.

**ENQUIRIES
APPLICATIONS**

: Ms I.M.F. Buthelezi Tel No: 033-444 1707
: Applications Should Be Forwarded To: Human Resource Manager Private Bag X216, Kranskop, 3268

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance

(vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. 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** : 10 March 2023
- POST 07/251** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: EKO 01/2023**
- SALARY** : R393 711 – R463 764 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** :
 : Ekombe District Hospital
 : Senior Certificate (Grade 12), Degree/National Diploma in Human Resource Management/Public Management/Administration plus at least 3-5 years appropriate supervisory experience in Human Resource Component Applicant must display Broad Knowledge and understanding of Human Resource Management with in depth knowledge of relevant acts, policies and regulations in HR Management. Sound communication, analytical and decision making and presentation skills. Good knowledge and understanding of Employee Performance Management and Development System and Labour Relations Procedures. Good leadership, coaching, mentoring and personal skills. Sound knowledge of PERSAL and Financial Management.
- DUTIES** : Manage all units forming human resource components i.e. HR Practices, HR Planning and Development, Staff Relations and Employee Health & Wellness for the hospital in order to ensure that high quality of services are being provided. Promote sound Employer-Employee Relationship and minimize conflict within the institution. Develop and implement effective human resource policies within the guidelines set by the Provincial Department of Health. Ensure proper compilation of Workplace Skills Plan and ensure proper implementation of EPMDS within the Hospital. Ensure that advertising, recruitment, appointments and transfers are in accordance with the laid down policies and procedures. Advise managers on all aspects of Human Resource Management, organizational and staffing structures and reporting arrangements. Oversee and deal with misconduct, discipline and grievance procedure in the hospital in terms of Labour Relations Acts. Ensure that EAP programmes are in place and attend to all staff wellness and occupational health and safety of the institution. Develop Human Resource Plan and Equity Plan for the hospital and ensure that plans are put into actions. Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff. Perform other duties assigned by supervisor of any other official designated to assign duties. Attend meetings, trainings and workshops.
- ENQUIRIES APPLICATIONS** : Dr BPG Zungu Tel No: 035 834 8000
 : Please forward application quoting the reference number to the Human Resource Department, Ekombe District Hospital, Private Bag X203, Kranskop, 3268 or hand delivered to Ekombe Hospital, P16 Qudeni Road, Nkandla, 3855

**FOR ATTENTION
NOTE**

: Mr M.T. Mthuli
: 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 DPSS 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

: 10 March 2023

POST 07/252

: **RADIOGRAPHER REF NO: RAD DIAG/1/2023 (X4 POSTS)**
Department: Diagnostic Imaging

SALARY

: Grade 1: R332 427 per annum, Plus 13th cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements.
Grade 2: R389 754 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.
Grade 3: R459 126 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.

**CENTRE
REQUIREMENTS**

: Inkosi Albert Luthuli Central Hospital
: An appropriate three year National Diploma/Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer (Independent practice). Experience:
Grade 1: No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. One year relevant experience after registration with the Health Professional Council of South Africa as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum 10 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 11 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. **Grade 3:** Minimum 20 year relevant experience after registration with the HPCSA as a Radiographer – Diagnostic Imaging in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 21 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer 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: Working knowledge of radiography principals, systems and procedures. Sound knowledge of radiation safety regulations. Sound knowledge of diagnostic radiography equipment and protocols. Knowledge of relevant public service policies, acts and regulations. Knowledge of HR related policies and procedures. Knowledge of relevant Health and Safety regulations. Good communication and sound interpersonal skills.

DUTIES

: Perform clinical radiographic duties in a completely digital radiology department that offers a 24 hour radiology service whilst adhering to the departmental policies & procedures. Perform imaging examinations whilst adhering to radiography protocols, practices, and techniques. Participate in the

radiation protection and quality assurance program while adhering to the safety protocols and quality standards in compliance with the Department of Health policies and procedures. Required to produce good quality images in all diagnostic modalities which include CT scanning. Perform overtime duties as required.

- ENQUIRIES** : Mrs B V Mfeka Tel No: 031 240 1950
- 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** : 24 March 2023
- POST 07/253** : **ENVIROMENTAL HEALTH PRACTITIONER: WASTE MANAGEMENT REF NO: RCH 04/2023 (X1 POST)**
- SALARY** : R331 188 per annum, Plus 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee Must Meet Prescribed Requirements)
- CENTRE** : Richmond Hospital
- REQUIREMENTS** : Grade 12 National Diploma in Environmental Health Registration with HPCSA as an environmental health practitioner current registration with HPCSA as an environmental health practitioner. Valid code EB driver's license Knowledge, Skills and Competencies required for the Post: Bill of Right Occupational Health and Safety Act KwaZulu-Natal Health Act National Health Act Batho Pele Conflict management Organisational Influencing Computer literacy e.g. MS Office suite Relationship management.
- DUTIES** : Mange health care waste (including its budgets) for the entire catchment of the institution including waste from clinics, EMRS bases and medico-legal mortuaries linked to the respective institution. Ensure that all HCRW is weighed and recorded, ensure that all HCRW has a tracking system, Keep proper records and a waste manifest for all HCRW streams. Establish and coordinate all activities of all institutional waste management committee including implementing committee resolution and liaise with institutional management and district office on all such activities. Report to Institutional Management on the status of HCRW management, Report to District Management on the status of HCRW Management Ensure the implementation of all waste management principal, policies legislation and standards. Enforce compile to waste segregation, containerization, storage and transportation, Enforce compliance to all HCRW norms and standards Develop and ensure the implementation of institutional waste management plan and monitor and evaluate its implantation, Submit waste management to institutional management for approval, Submit waste management plans to district management for approval, Oversee and train all staff involved in waste management activities. Identify training needs and conduct in-service training as required.

ENQUIRES APPLICATIONS : Mrs. SR Ranjoomia Tel No: (033)-212 2170
FOR ATTENTION NOTE : All applications to be posted to: The Acting Chief Executive Officer, Richmond Hospital Private Bag X 133, Richmond, 3780.
Mrs. Ranjoomia
: The applicants must include only completed and signed new Z83, Obtained 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 Documents, Senior Certificate, and the highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.

CLOSING DATE : 24 March 2023

POST 07/254 : **SOCIAL WORKER REF NO: RCH 05/2023 (X1 POST)**

SALARY : R269 301 per annum, Plus 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee Must Meet Prescribed Requirements)

CENTRE REQUIREMENTS : Richmond Hospital
Grade 12/Standard 10 Certificate Bachelor of Social Work degree. Registration with the South African Council for Social Work Professions. Current registration with SACSSP. Driver's license code (08). Recommendations: 2 to 3 years working experience as a Social worker after registered with SACSSP. Knowledge, Skills And Competencies Required For The Post: knowledge and understanding of human behaviours, Policies and prescripts related to the field of work, Counselling, Reporting, verbal and written communication, Planning, Advisory, Monitoring and evaluation, Interpretation, Policy analysis, Research.

DUTIES : Render a social work service with regard to the care, support, protection and development of valuable, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. Conduct assessments aimed to identify conditions in individuals, groups' families and communities that justify relevant intervention, Identify and make recommendations on the appropriate interventions required to address the identified condition. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically, Implement the recommended interventions by providing continuous support, counselling, guidance to the affected individual, groups, families and communities, Monitor and evaluate effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions, Study, interpret, apply and give information on legislation and policies in the identified work fields to social auxiliary workers, volunteers and other role players/stakeholders, Produce and maintain records of social work intervention, process and outcome, Support social auxiliary workers and volunteers. Keep up to date with new developments in the social work and social welfare fields. Study professional journals and publications in order to ensure that cognizance is taken of new developments, Monitor and study social services legal and policy framework continuously, Liaise/attend meetings with other departments and non-governmental institutions to take cognizance of the latest development in the relevant fields, Undertake first level social work research and development, Engage in continuous professional development activities as prescribed, Perform all the administrative functions required of the job.

ENQUIRES APPLICATIONS : Mrs. SR Ranjoomia Tel No: (033)-212 2170
FOR ATTENTION NOTE : All applications to be posted to: The Acting Chief Executive Officer, Richmond Hospital Private Bag X 133, Richmond, 3780.
Mrs. Ranjoomia
: The applicants must include only completed and signed new Z83, Obtained 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 Documents, Senior Certificate, and the highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.

CLOSING DATE : 24 March 2023

POST 07/255 : **FACILITY INFORMATION OFFICER (FIO): REF NO: RCH 06/2023 (X1 POST)**

SALARY : R269 214 per annum, Plus 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee Must Meet Prescribed Requirements)

CENTRE REQUIREMENTS : Richmond Hospital
 : Grade 12 / Standard 10 Certificate appropriate Degree or National Diploma Knowledge, Skills And Competencies Required For The Post: Data Management and data research, Understand Regional/ District Health systems (incl. Health and Management Information Systems), Sound Public Health Knowledge, Computer skills, Capturing skills, Communications skills, Supervisory Skills, Presentation skills, Ability to operate office equipment E.G. Photocopiers Fax Machine act.

DUTIES : Co-ordinating the collection of quality data and the maintenance of the Institutional health and Management Information Database. Analyzing and interpreted data. Feeding back information through both summary and comprehensive reports. Providing advice to wards Managers and heads of departments with regard to information technology and systems related needs e.g. Completion of standardized forms and use of clinic register and IT Policy related issues. Putting mechanisms in place to improve the quality of information received. Supervising and training staff.

ENQUIRES APPLICATIONS : Mrs. SR Ranjoomia Tel No: (033)-212 2170
 : All applications to be posted to: The Acting Chief Executive Officer, Richmond Hospital Private Bag X 133, Richmond, 3780.

FOR ATTENTION NOTE : Mrs. Ranjoomia
 : The applicants must include only completed and signed new Z83, Obtained 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 Documents, Senior Certificate, and the highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.

CLOSING DATE : 24 March 2023

POST 07/256 : **HUMAN RESOURCE OFFICER SUPERVISER REF NO: RCH 03/2022 (X1 POST)**

SALARY : R269 214 per annum, Plus 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee Must Meet Prescribed Requirements)

CENTRE REQUIREMENTS : Richmond Hospital
 : Grade 12/Standard 10 Certificate National Diploma/ Degree, Three (3) years' relevant experience. Recommendation: A Valid code EB Driver license Knowledge, Skills And Competencies Required For The Post: Registry duties, Capturing of data, Operate computer, Legislative framework governing the Public service, Working procedures in terms of the working environment, Understanding of work registry, Computer , Planning and organising ,Language ,Good verbal and written communications skills.

DUTIES : Supervise and undertake the more complex implementation and maintenance of human resource administration practices. Recruitment and selection (Advertisement, Appointment, Transfers, Verification of Qualification, Secretariat functions at interviews, Absorptions, Probationary Periods e.g.)Implement condition of service and service benefits(leave, Housing, Medical, Injury on duty, Long Service recognition, overtime, relocation, pension, allowance, PILIR or etc.). Performance Management. Termination of service (indicate steps). Recommend (approve or disapprove) transaction on PERSAL according to delegations (final authorization should happen on a higher level preferable at AD or higher level). Prepare report on human resource administration issues and statistics. Handle human resource administration and enquires. Supervise human resources/staff. Allocate and ensure quality of work personnel development. Assess staff performance. Apply discipline.

ENQUIRES APPLICATIONS : Mrs. SR Ranjoomia Tel No: (033)-212 2170
 : All applications to be posted to: The Acting Chief Executive Officer, Richmond Hospital Private Bag X 133, Richmond, 3780.

FOR ATTENTION NOTE : Mr. S.E Ndlela
 : The applicants must include only completed and signed new Z83, Obtained 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 Documents, Senior Certificate, and the highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.

CLOSING DATE : 24 March 2023

POST 07/257 : **SUPPLY CHAIN MANAGEMENT PRACTITIONERS ACQUISITION)**
G03/2023 (X5 POSTS)

Cluster: Finance: Central Supply Chain Management

These posts were previously advertised, all applicants who applied before will have to re-apply

SALARY

: R269 214 per annum (Level 07). Other Benefits: 13th cheque; Medical Aid (Optional); Housing Allowance: Employee must meet prescribed requirements

CENTRE

: Head Office, Pietermaritzburg

REQUIREMENTS

: Matric Certificate (Grade 12), An appropriate Bachelor's Degree/National Diploma in Business Administration/Commerce/Public Management; PLUS. A minimum of three (3) years' experience in Supply Chain Management environment. Recommendations Training programmes and/ or experience in Business Processes Development, System Development Public Administration and Public Service SCM Systems will serve as a recommendation. Unendorsed valid Code EB driver's license (Code 08). All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training And Competence Required:-The incumbent of this post will report to the Assistant Manager: Supply Chain: Acquisition Management Services, and will be responsible to provide acquisition management services for equipment and instrument acquisition services falling outside the scope delegation of institutions, and as such the ideal candidate must:-Possess technical knowledge of SCM practices. Possess knowledge of the legislative and policy frameworks informing the area of operation. Possess policy analysis skills. Possess high levels of integrity and professionalism. Possess sound conflict and resolution skills. Ensure and enable effective communication between the Department and all stakeholders in Health. Be computer literate with a proficiency in MS Office Software Applications.

DUTIES

: Analyse the nature of the goods and services that must be procured, and identify within the policy framework the optimal acquisition process to be followed based on the results of a supplier analysis with due consideration to the preferential procurement policy imperatives of the department. Determine the value of goods and services to be procured with a view to initiate a response by suppliers registered on the provincial database or to activate a bidding response from other suppliers. Manage and administer the development of bidding documents in accordance with the departmental, provincial and national policy imperatives, inclusive of ensuring that bidding requirements are clearly specified to facilitate value for money decision making processes. Manage and administer invitation processes to obtain responses from suppliers in accordance with the policy framework. Manage and administer the receiving of supplier responses in accordance with the policy framework. Manage and administer the prescribed evaluation processes ensuring value for money and conduct appropriate clearance of the preferred bidder and facilitate contractual bidding processes. Ensure the effective and efficient utilisation of resources allocated to the Sub-Component.

ENQUIRIES

: Mr R Mkhize Tel No: 033 815 8305

APPLICATIONS

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

FOR ATTENTION

: Ms N Mnyandu

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 (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** : 17 March 2023
- POST 07/258** : **HUMAN RESOURCE SUPERVISOR REF NO: HRS/KCHC/01/2023 (X1 POST)**
- SALARY** : R269 214 per annum (Level 07). Benefits: 13th cheque, Rural Allowance (provided the post meets the Requirements), Home owners allowance (employee must meet Prescribed requirements), Medical Aid (Optional)
- CENTRE** : Kwamashu Community Health Centre
- REQUIREMENTS** : National Senior Certificate / Grade 12 / Standard 10 / or equivalent, plus 3-5 years' experience in Human Resource Practices. Only shortlisted candidates will submit proof of current and previous work experience endorsed and stamped by the Human Resource Department. Recommendation: PERSAL Certificate. Computer Literacy. Valid driver's license Knowledge, Skills, Training And Competence Require Broad knowledge of Legislative framework governing the Public Service and HR Management Policies for Practices, Labour Relation and HR Development & Planning. Extensive knowledge of PERSAL System and the ability to draw and analyse PERSAL reports. Good supervisory and decision making skills and ability to work under pressure. Ability to maintain high level of confidentiality with effective records management (Registry duties) skills. Good Interpersonal Relations and problem solving skills. Working procedures in terms of ethical working environment. Able to deputize the Human Resource Manager in their absence.
- DUTIES** : Supervise and Undertake The More Complex Implementation And Maintenance Of Human Resource Administration Practices. Manage the day to day functioning of the section to ensure that the high quality of services is being provided in Human Resource Practices. Recruitment and Selection (Advertisements, Appointments, Transfers, Verification of qualifications, secretariat functions at interviews, absorptions, probationary periods e.g.). Implement conditions of service and service benefits (Leave, housing, Medical, Injury on duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, Debt Management, PILIR or etc.). Manage and maintain staff records on all types of leave, housing, injury on duty and related matters. Termination of service - supervise the process of payment of exit benefits for all staff exiting the public service in the institution. Recommend (approve) transactions on PERSAL according to delegations. Prepare reports on human resource administration issues and statistics. Performance Management Supervise Human Resources/Staff Allocate and ensure quality of work. Personnel development and assess staff performance. Apply discipline or consequence management. Handle Human Resource Administration Enquiries Related To The Following: Labour Relation – Promotion of sound employer–employee relationships and minimize conflict within an institution. Monitor the implementation and adherence and advice to Labour Relations policies and procedures within the institution to deal with grievance, discipline and misconduct cases. Participate in the development of Staff Relations policies and collect statistics in respect of labour related issues. Human Resource Planning, Development and Training – Providing HR Planning, Training and Development services in a manner that will enable the CHC to deliver a sustainable, integrated and coordinated services. Participates in the formulation of HR Development policies and strategies in relation to Employment Equity, Workplace Skills Plan and Succession Planning. And ensures that the current policies used in the CHC and clinics are in line with the latest acts and regulations. Participate in the effectiveness of training as far as the performance of staff and the compilation of statistics of all training undertaken by the staff.
- ENQUIRIES** : Mr. D Reddy Tel No: 031 504 8135
- 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 at

- P61 Mkhiwane Road, Kwa-Mashu, 4360 or posted to Private Bag X013, Kwa-Mashu, 4360
- NOTE** : Application for employment form (new form Z83); which is obtainable at any Government Department or from the Website – www.kznhealth.gov.za. Applicant must submit Z83 and updated Curriculum Vitae (CV) only. Copies of Identity document, driver's license, highest educational qualifications and professional registration certificates must not be submitted when applying for employment. These will be requested only from shortlisted candidates. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert (only from shortlisted candidates). People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref. OMN/LIND/01/2022. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Due severe budgetary constraints that the CHC is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The CHC has a limited accommodation; therefore incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty. Interim accommodation in a form of Bed and Breakfast or Hotel Accommodation will not be provided. Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021) Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.
- CLOSING DATE** : 10 March 2023
- POST 07/259** : **ADMINISTRATION OFFICER: DISTRICT SUPPORT REF NO: CSL04/2023**
Re-advertising of post number: CSL10/2022 and applicants who previously applied for this post are welcome to re-apply as previous applications will not be considered.
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)
: Durban North
: A 3-year National Diploma (NQF level 6) or higher in Public Administration together with a minimum of one-year administrative experience. A valid driver's license. Knowledge of the Constitution, Knowledge of Public Service Act and Regulations, PFMA, Communication skills, Computer skills, Report writing skills, Financial Management skills.
- DUTIES** : Provide administrative support to the district. Manage all travel and accommodation arrangements. Provide logistic services. Render Supply Chain Management Services for the Office of the District Coordinator. Provide secretarial services to the district meetings. Source information required by the District Coordinator.
- ENQUIRIES APPLICATIONS** : Mrs. K.E Mbongwe Tel No. 033 - 3419300
Applications may be forwarded by post to: Head: Community Safety and Liaison, Human Resource Management, Private Bag, X 9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.
- FOR ATTENTION NOTE** : Ms. S.S Ngcobo
: Applicants must not submit copies/attachments/ poof /certificates/ID/Driver license/qualifications on application, only when shortlisted. A completed Z83 application for employment form and a detailed CV must only be submitted. Applicants must utilise the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013. Persons with disabilities are also encouraged to apply.
- CLOSING DATE** : 17 March 2023

<u>POST 07/260</u>	:	<u>FACILITY INFORMATION OFFICER REF NO: INA-FIO 01/2023 (X1 POST)</u>
<u>SALARY</u>	:	R269 214 per annum. Other benefits: 13 th cheque, Home owners allowance (employee must meet prescribed requirements, Medical Aid (Optional).
<u>CENTRE</u>	:	Inanda C Community Health Centre
<u>REQUIREMENTS</u>	:	Grade 12 Senior Certificate or equivalent. Degree/Diploma in information Technology/Management Information Systems Statistics/ Computer Science. Knowledge, Skills and Competencies Required: In depth knowledge and technical skills in information Health Systems and Data Management. Computer Literacy skills in basic programmes. Ability and skills to compile presentation and graphic presentation of facility health information/statistics. Ability to work under pressure and meet reporting deadlines. Good communication, interpersonal relations and problem solving skills. Data management, data research and understand /Regional/District health system (include Health and Management Information Systems), Sound public Health knowledge. Capturing skills and ability to operate office equipment e.g. Photocopiers, fax machine etc.
<u>DUTIES</u>	:	Coordinate the collection of quality routine and non-routine facility data and the maintenance of the institutional Health Management Information Databases. Ensure the maintenance and security of DHIS, TB/HIV information system. Supervision and ensuring that data capturees capture correctly and timeously all health information as per collection tools and various other health information. Ensure validation, completeness and integrity of all health information data. Compiling and presentation of facilities' monthly clinical statistical reports and information to promote health information use. Presentation of facility health information at the monthly Health information committee meeting. Ensuring that quarterly reports are compiled, captured and submitted timeously to the next level inclusive of surveys. Improvement provision of accurate and complete data through staff trainings on data management process/standards operating procedures/policies. Conduct validation and verification audits on collected health information to ensure quality of data. Providing advice towards managers and heads of departments regarding information technology and systems related needs e.g., completion of standardized collection tools and use of face value registers and IT policy related issues. Ensure the effective and economical management of all allocated resources of the Data Management office. Manage EPMS of staff in Data Management Office.
<u>ENQUIRIES</u>	:	Dr SCV Mncwango (CEO) Tel No 031-519 0455
<u>APPLICATIONS</u>	:	Application to be hand delivered to: The Human Resource Department, Inanda Community Health Centre, C135 Umshado Road, Inanda 4309 or Posted to The Human Resource Manager, Inanda C CHC, Private Bag X04, Phoenix 4080.
<u>NOTE</u>	:	Directions to candidates: the following documents must be submitted: Application for employment form (Z83) which is obtained at any Government Department or from Website-www.kznhealth.gov.za and a detailed CV only. Only shortlisted candidate will be requested to bring certified copies of qualifications.
<u>CLOSING DATE</u>	:	10 March 2023
<u>POST 07/261</u>	:	<u>ADMINISTRATIVE CLERK: FLEET MANAGEMENT REF NO: CSL05/2023</u> Re-advertising of post number: CSL07/2022 and applicants who previously applied for this post are welcome to re-apply as previous applications will not be considered.
<u>SALARY</u>	:	R181 599 per annum (Level 05)
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent qualification together with a minimum of 1 year experience in fleet management. A valid driver's license. Relevant qualification recognised by SAQA and Practical knowledge of Fleet Services in the Public Service will be an added advantage. Knowledge of Transport policies and procedures, Departmental Policies, Understanding HRM practices in the Public Service, Public Service reporting procedures and work environment, Research and policy development processes, Interpretation of legislation, policies and statistics, understanding of all prescripts, practices and procedures, Interpretation and application of policies/legislation, Problem solving and analytical thinking, Computer skills, Communication, Negotiation skills.

- DUTIES** : To render an effective administrative service for Government vehicles and to ensure effective management and control. Allocate pool vehicles. Ensure maintenance of pool vehicles, including cleanliness of pool vehicles. Administer log sheets for pool vehicles. Provide administrative support, including compliance departmental policies and prescripts.
- ENQUIRIES APPLICATIONS** : Mr. V.V Khumalo Tel No: 033 - 3419300
may be forwarded by post to: Head: Community Safety and Liaison, Human Resource Management, Private Bag X9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.
- FOR ATTENTION NOTE** : Ms. S.S Ngcobo
: Applicants must not submit copies/attachments/ poof /certificates/ID/Driver license/qualifications on application, only when shortlisted. A completed Z83 application for employment form and a detailed CV must only be submitted. Applicants must utilise the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013. Persons with disabilities are also encouraged to apply.
- CLOSING DATE** : 17 March 2023
- POST 07/262** : **MEDICAL SPECIALIST**
Department: Paediatrics – Rheumatology
- SALARY** : Grade 1: R556.00
Grade 2: R636.00
Grade 3: R738.00
No of Sessions Per Week: 10 (Each Session is equivalent to 1 hour)
Nature of Appointment: Sessional – Not exceeding 12 months; subject to annual review Hourly Rate per Session
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
: Current registration with Health Professions Council as a Medical Specialist. Certificate in Sub-speciality: Paediatric Rheumatology will be an advantage. Experience: **Grade 1:** No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Specialist 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 Specialist after Registration with HPCSA as a Medical Specialist. Six years relevant experience after registration as a Medical Specialist 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 Specialist after Registration with HPCSA as a Medical Specialist. Eleven years relevant experience after registration as a Medical Specialist 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 Paediatric Rheumatology. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Assistance in medico-legal matters would be an advantage.
- DUTIES** : The candidate will be expected to work in the Paediatric Rheumatology – ward and clinics. 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. Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes. To assist in 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** : 24 March 2023
- POST 07/263** : **MEDICAL SPECIALIST: 10 HOURS SESSIONAL REF NO: MEDSPEC SESS RHEUM/1/2023 (X4 POSTS)**
Department: Rheumatology
- SALARY** : Grade 1:R556.00
Grade 2: R636.00
Grade 3: R738.00
Hourly Rate per Session
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
: MBCHB or equivalent qualification, FCP (SA) and Current registration as a Specialist Rheumatologist with the Health Professions Council of South Africa. Experience: **Grade 1:** No experience required. The appointment to Grade 1 requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Specialist Physician. Rheumatology 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 Specialist Physician. **Grade 3:** Requires appropriate qualification, registration certificate plus 10 years' experience after registration with the Health Professions Council of South Africa as a Specialist Physician.
- DUTIES** : To efficiently execute duties which support the aims and objective of the Department of Rheumatology. To provide specialist care for in-patients and out-patients in the Department of Rheumatology as delegated by the Head of Department. To participate in the teaching and training of registrars in Internal Medicine and rheumatology. To participate in and contribute to all the education, training and research of the Department of Rheumatology.
- ENQUIRIES APPLICATIONS** : Dr K Chinniah Tel No: 031 240 1306
: 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 : 24 March 2023

DEPARTMENT OF TRANSPORT

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

APPLICATIONS : Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.

FOR ATTENTION : Mr C McDougall
CLOSING DATE : 10 March 2023. (@ 16h00). Applications received after the closing date and time will not be considered.

NOTE : Applications must be submitted on the NEW Application for Employment Form, Z83 (obtainable on the internet at www.gov.za/documents). Applicants are advised that all fields of the new Z83 form are compulsory to complete and that the signature of the applicant is mandatory. Should an application be received using the incorrect application for employment (Z83) or the application is not completed in full, initialled and signed, such application will not be considered. The fully completed and signed Z83 must be accompanied by a detailed comprehensive CV. Kindly take note that only shortlisted candidates will be required to provide certified copies of required documents on or before the date of the interviews following communication from Human Resources. Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must provide a copy of their Permanent Residence Permits if shortlisted for an interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such if shortlisted for an interview. Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications and should you not receive an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. Prior to appointment being made to an SMS post, the appointee must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. The Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency

based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the advertised post(s) at any stage of the recruitment process.

OTHER POST

- POST 07/264** : **DEPUTY DIRECTOR: VETTING SUPERVISOR REF NO: P02/2023**
Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
- SALARY** : R908 502 per annum, (all Inclusive, flexible remuneration package)
- CENTRE** : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
- REQUIREMENTS** : An undergraduate qualification in the field of Social/ Behavioural Science or Security Management or Law or Intelligence studies (NQF Level 6 or Higher), plus A minimum of 3 years junior management experience (Assistant Director Level) in vetting investigation, plus A valid driver's licence (minimum code B). SSA vetting course will be an added advantage. Knowledge, Skills and Competencies Required: Knowledge of minimum information security standards (MISS); knowledge of National Vetting Strategy guidelines; knowledge of National Vetting norms. Knowledge of relevant legislation: Constitution of the Republic of South Africa, Basic Conditions of Employment Act, 1997 (Act 75 of 1007), Labour Relations Act, 1995 (Act 66 of 1995), National Strategic Intelligence Act, 1994 (Act 39 of 1994), Promotion of the Administration of Justice Act,2000 (Act 3 of 2000), Public Finance Management Act, 1999 (Act 1 of 1999), Public Service Act,1994, Public Service Regulations, 2001, Protection of Information Act, 1982 (Act 84 of 1982) and Protection of Personal Information Act,2013 (Act 4 of 2013).Strong qualitative and quantitative analytical skills; report-writing skills; Experience in the use of Microsoft (MS) Office software packages, such as MS Word, MS PowerPoint and MS Excel, as well as the Internet. Critical competencies required are as follows: Planning and organising skills; communication and presentation skills; decision-making skills; ability to initiate action. Problem solving and analysis skills. Decision making skills. Programme and project management skills. Team leadership skills, analytical and creative skills. Financial management skills. Customer focus and responsiveness skills. Delegation and development of others' skills. Planning, organizing and execution skills. Ability to manage conflict. Insight and listening skills, language proficiency skills. Diplomatic skills. The ideal candidate should be approachable, team orientated, receptive to suggestions and ideas and an innovative thinker.
- DUTIES** : Manage the execution of fieldwork investigations within the Department. Provide effective communication channel and systems between the Department and other relevant agencies. Develop, manage and implement policies, guidelines, norms and standards in vetting and investigation. Manage human resources.
- ENQUIRIES** : Mr B Tibe Tel No: 033 – 355 8088
- NOTE** : It is the intention of this Department to consider equity targets when filling this position.