

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

**OTHER POSTS**

- POST 09/196** : **CHIEF EXECUTIVE OFFICER REF NO: G32/2023**  
Cluster: Hospital Management Services
- SALARY** : R908 502 per annum (Level 12), (an all-inclusive MMS salary package)
- CENTRE** : McCORD Provincial Eye Hospital
- REQUIREMENTS** : A degree/advanced diploma in a health related field, registration with relevant professional council; Plus a degree/diploma in health management Or a degree/advanced diploma in a management field. Plus At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's license (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management change management people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.
- DUTIES** : Job Purpose: To plan , direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the Hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation, asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes.
- ENQUIRIES** : Mrs RT Dube Tel No: 033- 940 2499
- APPLICATIONS** : All applications should be forwarded to: The Chief Director: Human Resource Management Services, KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower
- FOR ATTENTION** : Mr. A Memela
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications

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

**CLOSING DATE**

: 27 March 2023

**POST 09/197**

: **MEDICAL OFFICER GRADE 1, 2 & 3 REF NO: NGWE 31/2023**  
Department: Surgery

**SALARY**

: Grade 1: R858 528 – R924 876 per annum, all-inclusive salary packages  
Grade 1: R981 639 – R1 073 355 per annum, all-inclusive salary packages  
Grade 3: R1 139 217 – R1 424 286 per annum, all-inclusive salary packages  
Other Benefits: this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted overtime which is determined by service delivery needs of the department.

**CENTRE REQUIREMENTS**

: Ngwelezana Tertiary Hospital  
: Senior Certificate / Grade 12. Tertiary qualification in the Health Science MBChB. Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. **Grade 1:** No experience required in respect of South African citizen of whom it is required to perform community service. A minimum of one (01) year experience after registration as Medical Practitioner with recognized 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:** A minimum of five (05 years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of six (06) years relevant experience after registration as Medical Practitioner with recognized 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:** A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of eleven (11) years relevant experience after registration as a Medical Practitioner with a recognized 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. Current ATLS certification and proof of having passed the FCS Primary exam. Knowledge, Skills, Attributes and Abilities: Appropriate medical knowledge and sound clinical skills. Knowledge of health care system and medical ethics. Knowledge of relevant acts, policies and regulations of the department of health. Good team building and problem solving skills. Excellent human, communication and leadership skills required. Awareness of cross-cultural differences. Concern of excellence.

**DUTIES**

: Provision of quality patient-centred care for all patients in the hospital and satellite clinics. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services in a form of commuted overtime as per the departmental needs. Provide medical related information to clinical staff as may be required. Undertake on-going care individual's patients to allow for continuity of care including ward rounds and clinic visits. Maintain accurate health records in accordance with the legal ethical considerations. Train and guide staff who are health professionals. Actively participate in morbidity and

mortality reviews. Attend and participate continuous medical education and training. Participate in quality improvement programs which include clinical governance and national core standards. Ensure cost-effective service delivery is maintained within the respective department. Attend to administrative matters as required. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning. Perform duties as assigned by the supervisor or other senior officials.

**ENQUIRIES**  
**APPLICATIONS**

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

**FOR ATTENTION**  
**NOTE**

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

**CLOSING DATE**

: 31 March 2023

**POST 09/198**

: **MEDICAL OFFICER GRADE 1,2 & 3 REF NO: NGWE 32/2023**  
Department: Urology

**SALARY**

: Grade 1: R858 528 – R924 876 per annum, all-inclusive salary packages  
Grade 1: R981 639 – R1 073 355 per annum, all-inclusive salary packages  
Grade 3: R1 139 217 – R1 424 286 per annum, all-inclusive salary packages  
Other Benefits: this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted overtime which is determined by service delivery needs of the department.

**CENTRE**  
**REQUIREMENTS**

: Ngwelezana Tertiary Hospital  
: Senior Certificate / Grade 12. Tertiary qualification in the Health Science MBChB. Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. **Grade 1:** No experience required in respect of South African citizen of whom it is required to perform community service. A minimum of one (01) year experience after registration as Medical Practitioner with recognized 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:** A minimum of five (05) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of six (06) years relevant experience after registration as Medical Practitioner with recognized

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:** A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of eleven (11) years relevant experience after registration as a Medical Practitioner with a recognized 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, Attributes and Abilities Appropriate medical knowledge and sound clinical skills. Knowledge of health care system and medical ethics. Knowledge of relevant acts, policies and regulations of the department of health. Good team building and problem solving skills. Excellent human, communication and leadership skills required. Awareness of cross-cultural differences. Concern of excellence

**DUTIES** : Provision of quality patient-centred care for all patients in the hospital and satellite clinics. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services in a form of commuted overtime as per the departmental needs. Provide medical related information to clinical staff as may be required. Undertake on-going care individual's patients to allow for continuity of care including ward rounds and clinic visits. Maintain accurate health records in accordance with the legal ethical considerations. Train and guide staff who are health professionals. Actively participate in morbidity and mortality reviews. Attend and participate continuous medical education and training. Participate in quality improvement programs which include clinical governance and national core standards. Ensure cost-effective service delivery is maintained within the respective department. Attend to administrative matters as required. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning. Perform duties as assigned by the supervisor or other senior officials.

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

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

**CLOSING DATE** : 31 March 2023

**POST 09/199** : **MEDICAL OFFICER GRADE 1,2 &3 REF NO: NGWE 33/2023**  
Department: Intensive Care Unit (ICU)

**SALARY** : Grade 1: R858 528 – R924 876 per annum, all-inclusive salary packages  
Grade 1: R981 639 – R1 073 355 per annum, all-inclusive salary packages  
Grade 3: R1 139 217 – R1 424 286 per annum, all-inclusive salary packages  
Other Benefits: this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted overtime which is determined by service delivery needs of the department.

**CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital  
: Senior Certificate / Grade 12. Tertiary qualification in the Health Science MBChB. Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. **Grade 1:** No experience required in respect of South African citizen of whom it is required to perform community service. A minimum of one (01) year experience after registration as Medical Practitioner with recognized 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:** A minimum of five (05) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of six (06) years relevant experience after registration as Medical Practitioner with recognized 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:** A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of eleven (11) years relevant experience after registration as a Medical Practitioner with a recognized 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. Experience in Critical Care would be an advantage. Courses in Critical Care would be an advantage. Evidence of research would be an advantage. Knowledge, Skills, Attributes and Abilities: Appropriate medical knowledge and sound clinical skills. Knowledge of health care system and medical ethics. Knowledge of relevant acts, policies and regulations of the department of health. Good team building and problem solving skills. Excellent human, communication and leadership skills required. Awareness of cross-cultural differences. Concern of excellence.

**DUTIES** : Provision of quality patient-centred care for all patients within the Critical Care Unit Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services to care in the Critical Care Unit. Assist in the development of undergraduate and or post graduate medical students and interns. Participation in activities with the discipline including case presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning. Perform other duties as assigned by the supervisor or other senior officials.

**ENQUIRIES APPLICATIONS** : Dr. S Sewpersad Tel No: 035 901 7000  
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni, 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

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

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

**CLOSING DATE**

: 31 March 2023

**POST 09/200**

: **MEDICAL OFFICER REF NO: SAH 03/2023 (X2 POSTS)**

**SALARY**

: Grade 1: R858 528 per annum, (all-inclusive package)  
 Grade 2: R981 639 per annum, (all-inclusive package)  
 Grade 3: R1 139 217 per annum, (all-inclusive package)  
 Other Benefits: 13<sup>th</sup> Cheque, 22% Rural Allowance, Commuted Overtime, Medical Aid (Optional)

**CENTRE**

: ST Andrews Hospital: Medical and Surgical Wards

**REQUIREMENTS**

: **Grade 1:** Senior Certificate PLUS Appropriate qualification in Health Science-MBCHB Plus Current registration with HPCSA as a Medical Practitioner OR 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:** Senior Certificate Plus Appropriate qualification in Health Science-MBCHB Plus Current registration with HPCSA as a Medical Practitioner plus 5 years experience after registration with the HPCSA as a Medical Practitioner OR 6 years 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:** Senior Certificate PLUS Appropriate qualification in Health Science-MBCHB Plus Current registration with HPCSA as a Medical Practitioner plus 10 years experience after registration with the HPCSA as a Medical Practitioner or 11 years experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa  
 Skills: Ability to diagnose and manage common medical and surgical problems including emergencies in the major clinical disciplines. Surgical and Anesthetic skills. Sound knowledge and experience in the respective medical discipline. Sound knowledge of Human Resource Management, Information Management and Quality Assurance Programme. Knowledge of current health and public service legislation, regulations and policies. Sound Medical ethics and emphasis on budget control, epidemiology and statistics. Sound teaching and supervisory skills. Good communication and interpersonal skills.

**DUTIES**

: Providing a holistic patient care, inclusive of preventive measures, treatment and rehabilitation. Assist with human resource development for medical staff. Conduct orientation and induction for new staff. Conduct continuous professional development by organizing information seminars. Ensuring correct patient management through the implementation of quality standards and practice and treatment protocols. Ensuring the development, maintenance and updating of clinical procedures. Ensuring effective utilization of all resources in the clinical field within the sphere of functioning. Provide Medical Services at the department appointed to. Clinical responsibilities including examine, investigate, diagnose and oversee that treatment of patients in the relevant department. Provide guidance, training, evaluation and mentorship of junior medical staff. Participate in community health programmes. Monitor the cost effectiveness of medical examinations with due regard of effective patient

		care, and ethical decision making. Assist the evaluation of existing standards and effectiveness of health care. Assist with application of sound labour relations policy in accordance with relevant legislation and guidelines.
<b><u>ENQUIRIES</u></b>	:	Dr SK Lumeya Tel No: 039 433 1955 EXT 214
<b><u>APPLICATIONS</u></b>	:	Should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010, Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding, 4680.
<b><u>FOR ATTENTION</u></b>	:	Human Resource Manager
<b><u>NOTE</u></b>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (ONLY). Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate only when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof only when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.
<b><u>CLOSING DATE</u></b>	:	28 March 2023
<b><u>POST 09/201</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (SPECIALTY AREAS) REF NO: NURS 23/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R642 942 – R723 624 per annum. Other Benefits: 13 <sup>th</sup> Cheque, 8% Inhospitable Area Allowance, Medical Aid: Optional (Employee must meet prescribed Requirements)
<b><u>CENTRE</u></b>	:	Harry Gwala Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate / Senior Certificate. Basic R425 Qualification (i.e. Diploma/Degree in Nursing obtained from the University/College) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post Basic qualification – Advanced Midwifery and Neonatal Nursing Science. Current South African Nursing Council receipt – license to practice (2023). A minimum of Ten (10) years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least Six (6) years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the One (1) year Post Basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Computer Literacy. Driver's License. Knowledge and insight into nursing processes and procedures. Nursing statutes and other relevant Public Service Acts legislations. Decision-making & problem solving skills. Interpersonal skills in dealing with conflict management. Knowledge and implementation of Batho Pele principles. Good communication skills. Supervisory and analytical thinking skills. Knowledge of MCWH, CARMMA, PMTCT and ESMOE programmes. Ability to manage conflict Recommendation: Diploma /Degree in Nursing Management will be an added advantage.
<b><u>DUTIES</u></b>	:	Ensure that maternal, neonate and child health care programmes are implemented. Improve the health systems for mothers and babies. Ensure Saving the Mother /Baby recommendations are being implemented. Develop and implement quality assurance progress policies & operational plans. Implement standards, practices and indication for Maternal and Child Health Care. Ensure perinatal mortality meetings are conducted and develop Quality Improvement Projects. Ensure reduction of Mother to Child Transmission rate. Ensure staff is trained on ESMOE. Strengthen Reproductive Health and Postnatal services. Ensure that the hospital is a Mother Baby Friendly Hospital. Improve Data Management system and ensure timeous submission to FIO. Ensure effective utilization of resources. Ensure that Infection Prevention and Control policies are implemented in the department. Monitor and evaluate staff performance (EPMDS). Strengthen PMTCT through implementation of PMTCT policies and guidelines. Ensure that CARMMA elements are implemented.

Ensure that monitoring and evaluation of staff performance is done. Ensure that policies and procedures are reviewed and implemented. Ensure that National Core Standards are implemented. Ensure staff development. Ensure that PPIP data is captured and minutes are available. Ensure that clinical audits are done. Participate in disaster planning.

**ENQUIRIES  
APPLICATIONS**

: Mrs. N.T. Nxaba Tel No: 033 395 4039  
: All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X 509, Plessislaer, 3216 or hand delivered to the box main gate behind the security office.

**FOR ATTENTION  
NOTE**

: Mr. T.C. Manyoni  
: The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2022. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply.

**CLOSING DATE**

: 04 April 2023

**POST 09/202**

: **OPERATIONAL MANAGER PHC SPECIALTY REF NO: SAHPISGAH 01/2023 (X1 POST)**

**SALARY**

: R588 378 per annum. Other Benefits: 13<sup>th</sup> cheque, 12 % rural allowance, home owners allowance (employee must meet prescribed requirements)

**CENTRE  
REQUIREMENTS**

: ST Andrews Hospital – Pisgah Clinic  
: Diploma / Degree in General Nursing and Midwifery Plus 1 year post basic qualification in Primary Health Care as per R212 SANC Regulations. Current registration with SANC as a General Nurse, Midwife and Primary Health Care Nurse. A minimum of 9 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which at least 5 years must be appropriate / recognisable experience after obtaining the one year post basic qualification in Primary Health Care. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework, Interpersonal skills including public relations, negotiating, conflict handling and counseling skills, Financial and budgetary knowledge pertaining to the relevant resources under management, Insight into procedures and policies pertaining to nursing care, Computer skills in basic programs.

**DUTIES**

: To plan, organize and monitor the objectives of the unit in consultation with subordinates. Provision of Quality Nursing Care through the implementation of National core standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilization and supervision of resources. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-



development. Coordinate optimal, holistic, specialised nursing care with set standards and within a professional / legal framework. Implementation and management of Infection Control and Prevention Protocols. Maintain accurate and complete patient records according to legal requirements. To participate in quality improvement programmes and Clinical Audits. Participate in staff, student and patient training. Monitor the implementation of EPMDs. Exercise control over discipline, grievance and labour relation issues according to the laid down policies and procedures. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients' Rights Principles. Implementation of programmes for prevention. Detection and treatment on non-communicable diseases and illnesses. Develop policies and protocols to improve triaging and resuscitation techniques. Monitor and improve emergency services rendered in the department.

- ENQUIRIES** : Mrs VV Ncume Tel No: 039 433 1955 EXT 259
- APPLICATIONS** : Should be forwarded: The Chief Executive Officer, St Andrews Hospital, Private Bag X1010, Harding, 4680 Or Hand Delivery: 14 Moodie Street, Harding, 4680.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (Only). Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate only when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof only when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.
- CLOSING DATE** : 28 March 2023
- POST 09/203** : **OPERATIONAL MANAGER (SPECIALTY STREAM) REF NO: FNH 05/2023 (X1 POST)**
- SALARY** : R588 378 - R662 220 per annum. Other Benefits: 13<sup>th</sup> Cheque Medical Aid Optional Housing Allowance (Employee must meet prescribed requirements)
- CENTRE** : Fort Napier Hospital
- REQUIREMENTS** : Senior certificate (Grade 12) Degree/Diploma in General Nursing plus post basic qualification in Psychiatry with a duration of at least one year accredited with SANC in terms of Government Notice No R212. Certificate of registration with SANC as a Post basic qualification in Psychiatry. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council in General Nursing of which 5 years must be appropriate /recognizable experience after obtaining post basic qualification in Psychiatry (Advance Psychiatric Nursing). Current S.A.N.C receipt. Recommendation: Recognizable experience as a Team Leader/Programme Coordinator Certificate of Service endorsed by HR. Knowledge, Skills, Training & Competences Required: Good communication, leadership, interpersonal skills, conflict management and knowledge of labour relations and disciplinary process/procedures; Human Resource and financial management skills. Sound knowledge of disciplinary processes and grievance procedures. Knowledge of nursing care processes and procedures. Knowledge of Occupational Health and Safety, infection control, medical waste and risk assessment and Mental Health Care Act and team building and supervisory skills. Good communication, leadership, interpersonal and conflict management skills.
- DUTIES** : Manage, Supervise and lead the unit in rendering efficient and professional nursing care as laid down by the Nursing Act. Engages in clinical assessment of Mental Health Care Users in a specialized psychiatric setting. Work effectively, co-operatively, amicably at supervisory level with person of diverse intellectual cultural racial or differences. Ensures provision of optimal, holistic, specialized care in accordance with laws and regulations relevant to nursing

and health care in the Unit. Participate in training and research with a view to increase body of knowledge in a specialized psychiatric setting. Implement standards, practices, criteria and indicators for quality nursing practices. Maintain constructive working relationships with nursing and other stakeholders. Exercise control and account for expenditure by managing and monitor utilization of human, financial and material resources. Manage the disciplinary and grievance matters including monitoring and managing for absenteeism in terms of laid down policies and procedures. Maintain professional growth/ethical standards and development of self and personnel, by analyzing their needs, formulating and implementing the training and developmental strategies and monitoring its effectiveness. Conduct performance reviews for staff i.e. EPMDS Participate in health promotion & illness prevention initiatives within the institution.

- ENQUIRIES** : Mrs. TN Ngcobo Tel No: 033 260 4314
- APPLICATIONS** : Must be forwarded to: The Human Resource Manager, Fort Napier Hospital, PO Box 370, Pietermaritzburg, 3201
- CLOSING DATE** : 28 March 2023
- POST 09/204** : **CHIEF SPEECH THERAPIST REF NO: NGWE 34/2023**  
Department: Therapy Unit
- SALARY** : R487 305 – R540 840 per annum. Other Benefits: 13<sup>th</sup> Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 12%In-hospitable area allowance
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : National Senior Certificate / Grade 12. Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Speech Therapist. Current registration with the HPCSA as a Speech Therapist. Minimum of 3 years relevant working experience after registration with HPCSA as Speech Therapist. Knowledge, Skills, Attributes and Abilities Appropriate medical knowledge and sound clinical skills. Knowledge of health care system and medical ethics. Knowledge of relevant acts, policies and regulations of the department of health. Good team building and problem solving skills. Excellent human, communication and leadership skills required. Awareness of cross-cultural differences. Concern of excellence.
- DUTIES** : Ensure provision of good quality Speech Therapy Services according to patient's needs. Provide leadership and guidance in the Speech Therapy Services and Audiology Services Supervise junior speech therapists including Community Service Officers. Develop and monitor implementation of SOP's and other quality improvement programmes to ensure compliance with National Core Standards. Represent Speech and Audiology Services in meetings, workshops and events. Render diagnostic and therapeutic Speech Therapy Services in accordance with patient needs including completions of disability grant assessments and work assessments; and prescribing and ordering of relevant assistive devices according to patient's needs. Facilitate psycho-social rehabilitation support groups for patients with speech and mental illness. Facilitate procurement of patients' assistive devices. Use a holistic approach in providing health care services including counselling of both patient and family when necessary. Inspect and use equipment professionally by ensuring that it complies with the safety standards Write reports when required and submit accurate treatment records. Attend ward rounds regularly and report on patient progress to the health care team. Attend institutional in-service training programmes, conduct campaigns and awareness. Contribute to the overall growth of the Speech Therapy and Audiology unit in the institution.
- ENQUIRIES** : Dr. RS Moeketsi Tel No: 035 901 7000/7260
- APPLICATIONS** : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni, 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880
- FOR ATTENTION** : Mr MP Zungu
- NOTE** : Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification,

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

- CLOSING DATE** : 31 March 2023
- POST 09/205** : **OPERATIONAL MANAGER NURSING GENERAL STREAM REF NO: NGWE 35/2023**  
Department: Medical Ward
- SALARY** : R464 466 – R522 756 per annum. Other Benefits: 13<sup>th</sup> Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional), 8% inhospitable area allowance
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital  
: Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with the SANC as Professional Nurse. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 7 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing Knowledge, Skills, Attributes and Abilities Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework. Strong interpersonal, communication and presentation skills. Ability to make independent decisions, problem solving and conflict resolution. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills.
- DUTIES** : Provide effective and professional leadership in medical ward. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Demonstrate effective communication with patients and other health professionals and junior colleagues including complex report writing as required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Develop and implement quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the unit. Improve quality care through reduction of patient complaints. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention policies are implemented in the unit. Manage and supervise effective utilization of all the resources e.g. human, financial material. Develop, monitor and evaluate staff in terms of EPMDS. Exercise control over discipline, grievance and all labour relations issues. Perform both clinical and administrative duties as required. Attend to meetings and workshops as directed. Serve as a paymaster for unit pay point. Adhere to correct channels of communication as per the hospital

		organogram. Perform other duties as assigned by the supervisor and hospital management. Ensure implementation of NCS, Make Me Look Like a Hospital, Ideal Hospital and other departmental initiatives including provincial priorities. Provision of effective support to Nursing Service i.e.; assist with relief of the supervisors and partake overall specialized unit function in team building.
<b><u>ENQUIRIES</u></b>	:	Ms. RM Sithole Tel No: 035 901 7258
<b><u>APPLICATIONS</u></b>	:	Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880
<b><u>FOR ATTENTION</u></b>	:	Mr MP Zungu
<b><u>NOTE</u></b>	:	Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> 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.
<b><u>CLOSING DATE</u></b>	:	31 March 2023
<b><u>POST 09/206</u></b>	:	<b><u>CLINICAL PROGRAMME COORDINATOR: IPC REF NO: UGU 01/2023</u></b>
<b><u>SALARY</u></b>	:	R464 466 per annum, plus 13 <sup>th</sup> cheque, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed requirements) Rural allowance (on claim basis)
<b><u>CENTRE</u></b>	:	Ugu Health District Office
<b><u>REQUIREMENTS</u></b>	:	Senior certificate/matric or Grade 12. B Degree / National Diploma in General Nursing with Midwifery that allows registration with the South African Nursing Council (SANC) as a General Nurse. Minimum 7 years appropriate /recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Current registration with SANC (2023 SANC receipt). Valid Code EB/ C1 license (Code 08 or 10). Knowledge: Sound Project Management skills. Good facilitation, Human Relations, negotiation and problem solving skills. Good verbal and written communication skills. Good monitoring and evaluation skills. Knowledge of District System. Knowledge of Public Service Legislative prescripts. Basic Financial Management Skills. Presentation skills. An understanding of the challenges facing the public health sector. Aptitude of research so as to acquire new knowledge swiftly Computer Literacy: Ms. Office Software Applications.
<b><u>DUTIES</u></b>	:	Monitoring and evaluation on the implementation of the IPC strategy. Plan and coordinate IPC training for staff at health facilities. Provide input within the district on the surveillance, prevention, investigation and control of infectious diseases in the community and health facilities. Review data on HALs towards strengthening implementation strategies and submit quarterly reports to

		province. Monitor IPC risk management and disaster management in line with national and provincial policies. Provide technical support to health facilities on waste management. Support ideal facility realisation.
<b><u>ENQUIRIES</u></b>	:	Mrs. N Govender Tel No: 039 – 688 3007
<b><u>APPLICATIONS</u></b>	:	Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240
<b><u>FOR ATTENTION</u></b>	:	Mr. J.L. Majola
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae ONLY. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and emailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof only when they are shortlisted.
<b><u>CLOSING DATE</u></b>	:	27 March 2023
<b><u>POST 09/207</u></b>	:	<b><u>CLINICAL PROGRAMME COORDINATOR: NON-COMMUNICABLE DISEASES, EYE CARESERVICES, GERIATRICS AND PALLIATIVE CARE REF NO: UGU 04/2023</u></b>
<b><u>SALARY</u></b>	:	R464 466 per annum, plus 13 <sup>th</sup> cheque, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed requirements) Rural allowance (on claim basis)
<b><u>CENTRE</u></b>	:	Ugu Health District Office
<b><u>REQUIREMENTS</u></b>	:	Senior certificate/matric or Grade 12. B Degree/ National Diploma in General Nursing with Midwifery that allows registration with the South African Nursing Council (SANC) as a General Nurse. Minimum 7 years appropriate / recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Current registration with SANC (2023 SANC receipt). Valid Code EB/ C1 license (Code 08 or 10) Knowledge: Project management. Excellent management, facilitation, communication and interpersonal skills. Ability to do PowerPoint presentations. Report writing skills. Financial management skills. Empathy and counselling skills and knowledge. Ability to make independent decisions. An ability to prioritize issues and other work related matters and to comply with timeframes. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. A clear understanding of challenges facing the Public Sector. Ability to work under pressure. Ability to meet the set targets.
<b><u>DUTIES</u></b>	:	Develop an operational plan for the NCD programmes. Conduct quarterly NCD program data audits to determine understanding and implementation of program guidelines. Support in coordination of training of health care providers on non-communicable diseases. Assist in follow up of trained health care workers to ensure quality implementation. Ensure availability of guidelines for NCD, eye care and geriatrics services in all health facilities. Encourage clients to manage clients according to ICSM and integrate NCD services in all programs. Advocate for the services of diabetes care, hypertension; eye care and geriatrics are catered for in these plans. Coordinate, monitor and evaluate non-communicable diseases, Geriatrics and care services in the District Monitor and analyse the performance of the NCD indicators. Monitor indicators which measure Health Practice in Institutions. Ensure efficient information management system through validation and verification of data all levels Provide technical support on the implementation of the NCD programme in all the health facilities. Support community events related to non-communicable diseases, Geriatrics and Eye care services. Collaborate with community based organisation and provide health promotion activities. Provide leadership on the realisation of the project management in the community. Participate in the ideal clinic realisation and maintenance in the achievement of the integrated clinical

		services and management. Monitor the district performance on Central Chronic Medicines Dispensing and Distribution (CCMDD) programme.
<b><u>ENQUIRIES</u></b>	:	Mr. BI Khowane Tel No: 039 – 688 3003
<b><u>APPLICATIONS</u></b>	:	Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240
<b><u>FOR ATTENTION</u></b>	:	Mr. J.L. Majola
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae ONLY. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and emailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof only when they are shortlisted.
<b><u>CLOSING DATE</u></b>	:	27 March 2023
<b><u>POST 09/208</u></b>	:	<b><u>ULTRASOUND RADIOGRAPHER REF NO: ITSH 02/2023</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R413 688 per annum Grade 2: R487 305 per annum Grade 3: R574 020 per annum Other Benefits: 17% Rural Allowance Tshelejuba Hospital, Salary
<b><u>CENTRE REQUIREMENTS</u></b>	:	Senior certificate or equivalent, National Diploma in Ultrasound/ Bachelor Degree in Technology: Ultrasound, Registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer (Ultrasound), Current registration with HPCSA for 2023/2024 in the category Independent Practice Ultrasound. Required Experience: <b>Grade 1:</b> No experience required after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service as required in South Africa. One year after registration with HPCSA in the relevant profession in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. <b>Grade 2:</b> Minimum of 10 years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service as required in South Africa. Minimum of eleven years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. <b>Grade 3:</b> Minimum of 20 years relevant experience after registration with HPCSA or 21 years relevant experience after registration with HPCSA in respect of foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of Ultrasound procedures and equipment, Competent in scanning all levels of obstetrics and Gynaecology, Compliant in identifying pathologies and committed to research and continuous personal development, Be able to work under pressure and ensure service delivery is not compromised ,Knowledge of relevant Health and Safety policies, Sound planning and organizational skills, Knowledge of Radiation Control and Safety Regulation, Sound communication and problem solving skills, Good interpersonal relations and ability to perform well within a team, Ability to perform basic quality assurance test, Computer literacy, report writing and administrative skills.
<b><u>DUTIES</u></b>	:	Provide a high quality ultrasound service according to patient needs, Participate in shift and standby duties including nights, weekends and public holidays, Ensure optimal care of patients, correct interpretation of ultrasound scans, Participate in quality assurance and quality improvement programmes, General administrative duties, report writing and reception duties as allocated, Play a role in institutional radiographic policy making and planning for service improvement, Provide guidance and supervision to Junior Radiographers and

staff within the component, Inspect and use equipment to ensure compliance with safety standards, Assist in compiling reports and statistics for work area, Participate in Quality Assurance Programme, Perform other duties as per delegation by radiography management, Inspect and use equipment to ensure compliance with safety standards, Assist in compiling reports and statistics for work area, Perform other duties as per delegation by radiography management.

- ENQUIRIES** : All enquiries should be directed to Ms. NG Zitha Tel No: 034-4134000
- APPLICATIONS** : All applications must be addressed to Itshelejuba Hospital Private Bag X0047, Pongola, 3170 or hand delivered to Human Resource Office.
- NOTE** : Applications 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. 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, documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. 2. The reference number must be indicated in the column provided on z83. E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.
- CLOSING DATE** : 31 March 2023
- POST 09/209** : **PROFESSIONAL NURSE SPECIALITY (MATERNITY) ADVANCED MIDWIFERY REF NO: ITSH 03/2023**
- SALARY** : Grade 1: R400 644 per annum  
Grade 2: R492 756 per annum  
Other Benefits: 12% rural allowance of basic salary, 13 cheque, housing allowance (employee must meet prescribed requirements and Medical Aid (optional)
- CENTRE** : Itshelejuba Hospital (Maternity Ward)
- REQUIREMENTS** : Senior Certificate/ Grade 12 or equivalent qualification. Degree/ National Diploma in general nursing and Midwifery. A Post Basic qualification with duration of at least one year accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. Current Registration with SANC as a General Nurse and Midwifery Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least ten years of the period referred to above must be appropriate/recognizable experience in Maternity after obtaining the 1 year Post Basic qualification in Midwifery and Neonatal Nursing Science. Knowledge, Skills, Training & Competencies Required: Knowledge of nursing care process and procedures, nursing statuses and other relevant legal framework. Good communication skills, verbal, written leadership, interpersonal problem solving, conflict management and decision making skills. Co- ordination and liaison skills, Knowledge of public services policies Act, and Regulations, Knowledge of Labour Relations Act, disciplinary and grievances procedures, Knowledge of Nursing Act, Occupational Health and Safety Act of 1995. Knowledge and implementation of Batho Pele Principles, Patient's Rights Charter and Code of Conduct.
- DUTIES** : Perform clinical nursing in accordance with the scope of practice and nursing standards. To execute duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties/ functions within the prescripts of all applicable legislation. Maintain client satisfaction

through quality service, innovation and professional nursing care by uploading the principles of Batho Pele and the standards sets by the accreditation process, Ensure proper utilization of the resources and exercise care of the Government Property and HR. Compile and analyze monthly statistics and use the information for the future planning. Maintain clinical competence by ensuring that specific principles of nursing care are within the legal requirement. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Ensure ongoing education and staff training in ESMOE, CARMA, PMTCT, MBFHI, etc. Provision of quality maternal and neonatal care through setting of standards. Participate in the implementation of National Priorities clinical guidelines and protocol e.g. IPC, Quality Assurance etc. Maintain accurate and complete patient records. Participate in Health Promotion and illness prevention initiatives. Participate in the formulation and analysis of standard operating procedures and ensure that these are in accordance with the current statutory regulations and guidelines. Assist unit manager with overall management and support for the effective functioning of the unit. Attend sub district and district perinatal meetings. Conduct clinical audit and compile summary report in order to monitor implementation of guidelines and protocols. Ability to work independently in all sections of the unit. Participate in the implementation of priority programs and strategies to reduce morbidity and mortality, To take charge of the unit during the absence of Operational Manager in charge and to manage the unit accordingly.

- ENQUIRIES** : All enquiries should be directed to Ms. JN Mthenjana Tel No: 034-4134000
- APPLICATIONS** : All applications must be addressed to Itshelejuba Hospital, Private Bag X0047, Pongola, 3170 or hand delivered to Human Resource Office.
- NOTE** : Applications 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. 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, documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. 2. The reference number must be indicated in the column provided on z83. E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.
- CLOSING DATE** : 31 March 2023
- POST 09/210** : **PROFESSIONAL NURSE SPECIALTY-ORTHOPEADIC REF NO: ITSH 04/2023) (X2 POSTS)**
- SALARY** : Grade 1: R400 644 per annum  
Grade 2: R492 756 per annum  
Other benefits: 12% rural allowance of basic salary, 13 cheque, housing allowance (employee must meet prescribed requirements and Medical Aid (optional)
- CENTRE** : Itshelejuba Hospital (Out Patient Department)
- REQUIREMENTS** : Senior Certificate/ Grade 12 or equivalent qualification. Degree/ National Diploma in General nursing and Midwifery. One year Post Basic Qualification in the Speciality- Diploma in Orthopaedic Nursing. A minimum of four years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/ recognizable experience in nursing after



registration as a Professional Nurse with the SANC in General Nursing. At least ten years of the period referred to above must be appropriate/recognizable experience in Orthopaedic Nursing Speciality after obtaining the 1 year Post Basic qualification in relevant speciality. Knowledge, Skills, Training & Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Good communication skills, verbal and written leadership, interpersonal skills problem solving, conflict management and decision making skills. Co-ordination and liaison skills, Knowledge of public services policies Act, and Regulations, Knowledge of Labour Relations Act, disciplinary and grievances procedures, Knowledge of Nursing Act, Occupational Health and Safety Act of 1995. Knowledge and implementation of Batho Pele Principles, Patient's Rights Charter and Code of Conduct.

**DUTIES**

: Provide comprehensive, quality nursing care to patients/clients in speciality unit in a cost effective manner. Assist in planning, organizing and monitoring of objectives of the specialized unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including the awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele principles). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all national, provincial and professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff within the unit and give guidance. Order and monitor appropriate level of consumables. Ensure that equipment in the unit is adequate and is checked and in working order. Provide for a safe, therapeutic and hygienic environment. Work effective and amicably at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate and understanding of Human Resource and financial management policies and procedures. Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient's records. To deliver quality nursing care to orthopedic patients in the ward, OPD and clinics. To offer patients by assessing, collecting interpreting information on orthopedic clients and prescribing interventions. Assist in the formulation of policies and procedures for nursing services and to ensure that this is keeping with the current statutory regulations, guidelines and code of ethics. To co-operate the multidisciplinary health team in the provision of quality holistic and individualized patient care. To facilitate experiential training for neophyte nurses allocated in the unit.

**ENQUIRIES**

: All enquiries should be directed to Ms. JN Mthenjana Tel No: 034-4134000

**APPLICATIONS**

: All applications must be addressed to Itshelejuba Hospital Private Bag X0047, Pongola, 3170 or hand delivered to Human Resource Office.

**NOTE**

: Applications 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. 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, documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. The reference number must be indicated in the column provided on z83. E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the

		application not being considered. Person with disabilities should feel free to apply for the post.
<b><u>CLOSING DATE</u></b>	:	31 March 2023
<b><u>POST 09/211</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER GRADE 1 OR 2 REF NO: ITSH 05/2023 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R400 644 per annum Grade 2: R492 756 per annum Other Benefit: 13 <sup>th</sup> cheque, 12% rural allowance, home owners allowance (employee must meet prescribed requirements), Medical Aid (optional)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Itshelejuba Hospital-Pongola Clinic Senior Certificate/ Grade 12 or Equivalent qualification, Degree/National Diploma in general nursing and Midwifery plus one year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as a General Professional Nurse and Primary Health care plus, a minimum of four (4) years appropriate/ recognizable Nursing Experience as a General Nurse. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/ recognizable experience as General Nurse. <b>Grade 2:</b> A minimum of fourteen (14) years appropriate/recognizable experiences as General Nurse. At least Ten (10) of period must be appropriate/recognizable experience in PHC after obtaining the one year post basic Qualification for the relevant specialty (PHC). Knowledge, Skills And Competences Required: Knowledge and experience of Public Service Policies and Regulations. Sound Management and negotiation skills. Knowledge of Labour Relations. Clinical Competences. Knowledge of nursing care delivery approaches.
<b><u>DUTIES</u></b>	:	Provide quality comprehensive Primary Health Care by promoting, preventative, Curative and rehabilitative services for the clients in community in line with PHC engineering. Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care. Provide administrative services such as providing accurate statistics for evaluation and future planning identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Provide safe and therapeutic environment as laid down by the Nursing Acts, Occupational Health and Safety Acts and all other applicable prescripts. Plan and organise own work and that of support personnel to ensure proper nursing care, able to implement the institutional major incident (disaster) plan as required. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give the guidance in support of the operational manager. Order and monitor appropriate level of consumables. Participate in clinical record audit and acts on GAPS identified. Work effectively, co-operatively and amicably with person of diverse intellectual, culture, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's need and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. The incumbent will be expected to work extended hours: after hour on call services.
<b><u>ENQUIRIES</u></b>	:	All enquiries should be directed to Ms CN Mwelase contact details: 034-4134000
<b><u>APPLICATIONS</u></b>	:	All applications must be addressed to Itshelejuba Hospital, Private Bag X0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital
<b><u>NOTE</u></b>	:	Applications 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 it must be accurately completed and signed. Reference number must be indicated in the column provided on the Z.83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 and a detailed and informative curriculum vitae (Experience must be clearly indicated with full dates and positions ).Documents will be limited to shortlisted

candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. 2. The correct reference number must be indicated in the column provided on Z83. E.g. reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Person with disabilities should feel free to apply for the post.

- CLOSING DATE** : 31 March 2023
- POST 09/212** : **PROFESSIONAL NURSE (SPECIALTY) GRADE 1, 2 REF NO: NGWE 36/2023**  
Department: Renal Unit
- SALARY** : R400 644 – R464 466 per annum. Other Benefits: 13<sup>th</sup> Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional), 8% inhospitable area allowance
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital  
Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with the SANC as Professional Nurse. Registration with the SANC as a Professional Nurse. A one year post basic qualification in Nephrology Nursing Science. Current SANC receipt. **Grade 1:** A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience in a specific field after obtaining post basic qualification in that specialized field. Current SANC receipt. Knowledge, Skills, Attributes and Abilities Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.
- DUTIES** : Render an optimal holistic quality specialized nursing care as directed by the scope of practice and standards determined by relevant specialty. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs. Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital programmes. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Participate in staff development using EPMDS System and other work related programmes and training. Ensure effective and efficient management of resources and availability of essential equipment. Attend to meetings, and assist with relief duties of supervision as assigned by the supervisor.
- ENQUIRIES APPLICATIONS** : Ms. RM Sithole Tel No: 035 901 7298 / 7224  
Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880
- FOR ATTENTION NOTE** : Mr MP Zungu  
Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official

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

- CLOSING DATE** : 31 March 2023
- POST 09/213** : **PROFESSIONAL NURSE SPECIALTY OCCUPATIONAL HEALTH REF NO: EMS/09/2023**
- SALARY** : Grade 1: R400 644 – R464 466 per annum  
Grade 2: R492 757 –R606 042 per annum  
Other Benefits: Medical Aid (Optional) 13<sup>th</sup> Cheque PLUS 8% rural allowance, Housing allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Emmaus Hospital  
: **Grade 1:** Senior Certificate (Grade 12). Degree/ Diploma in General Nursing and Midwifery, Plus 1 (one) year post basic qualification in occupational Health. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as professional nurse with SANC. Current registration with SANC as a General nurse, and Occupational Health a post basic qualification in Occupational Health with duration of at least 1 year accredited with the south African nursing council. **Grade 2:** Minimum of 14 years appropriate recognizable experience in nursing after registration as professional nurse with SANC in Occupational health. NB: certificate of service from previous employers is compulsory when shortlisted. Please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management (only when shortlisted). Knowledge & Skills: Sound knowledge of Occupation health and safety act no. 85/1993, compensation for occupational injuries & disease act no 130/1993 and other public service regulations. Clinical & administrative knowledge in the field of Occupational Health nursing. Strong interpersonal, communication, and presentation skill. Ability to make independent decision and adhere knowledge of infection prevention and control policies and risk management. An ability to uphold high level of confidentiality. Computer skills in basic programs.
- DUTIES** : Advice provides support and assistance to ensure optimal health status for all employees in the institution and clinic. Roll out occupational health programmes for hospital and clinics. Conduct medical surveillance and programme to all employees. Execute all duties functions and responsibilities in compliance with occupational health and safety act 85 of 1993 and other relevant legislation. Compile and submit occupational health statistics and report to the supervisor. Render an optimal, holistic, specialized nursing care to employee, maintain accurate staff record and submit report to relevant stakeholders. Advocate for proper health care treatment and willingness to respond to employee needs, requirements and expectations. Ensure the unit complies with infection prevention and control as well as Occupational Health and safety policies. Maintain Accreditation standard by ensuring complies with national norms and standard. Develop quality improvement plans, strategic plan, policies and procedures for the units. Ensure that baseline medical

		surveillance, periodical and exit medical examinations are offered to all eligible employees. Orientate, train and develop staff on occupational health matters within the sub-district.
<b><u>ENQUIRES APPLICATIONS</u></b>	:	Mr T.B.Khumalo Tel No: 036 488 1570 EXT 8206
	:	Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.
<b><u>FOR ATTENTION NOTE</u></b>	:	Human Resource Manager
	:	Application should be submitted on the most recent form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling, Resettlement allowance will be paid for interview.
<b><u>CLOSING DATE</u></b>	:	27 March 2023 at 16:00
<b><u>POST 09/214</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER GRADE 1, 2 REF NO: NGWE 37/2023</u></b>
<b><u>SALARY</u></b>	:	R400 644 – R464 466 per annum R492 756 – R606 042 per annum Other Benefits: 13 <sup>th</sup> Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional), 8% inhospitable area allowance
<b><u>CENTRE REQUIREMENTS</u></b>	:	Ngwelezana Tertiary Hospital: Isiboniso Clinic
	:	<b>Grade 1:</b> Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with the SANC as Professional Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with the SANC as Professional Nurse. Registration with SANC as Professional Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. A minimum of 14 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care. Current SANC receipt. Knowledge, Skills, Attributes and Abilities Leadership, organizational, decision-making and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge of nursing care processes and procedures, nursing statutes and other relevant. Legal framework such as Nursing Act, Health Act, OHSA, PSR etc. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Demonstrate a basic understanding of H.R and financial policies. Insight into procedures and policies pertaining nursing care, computer skills in basic programs.
<b><u>DUTIES</u></b>	:	Provision of an integrated quality and comprehensive primary health care services by promoting health, prevention of diseases, curative services to the clients and community. Provide PICT, UTT and adherence counselling to all clients. Perform a clinical nursing practice in accordance with scope of practice and nursing standards as determined for a primary health care facility. Work as part of the multi-disciplinary team to ensure good nursing care at PHC level. Provide primary prevention strategies and management of communicable and non-communicable diseases. Provision of good quality care according to Ideal Clinic Realization and Maintenance (ICRM) and office of health standard compliance guidelines. (OHSC) Manage and monitor proper utilization of human, financial, physical and material resources. Ensure data management

is implemented and monitored. Demonstrate effective communication with patient, supervisors, and other clinicians including report writing when required. Work effectively co-operatively and amicably with persons of diverse intellectual cultural racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles and patients' Rights charter. Handle obstetric emergencies and high risk conditions. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observations of patients in the clinic. Ensure proper utilization and safe keeping of basic medical surgical pharmaceutical and stock suppliers. Supervision of patients and provision of basic patient needs, e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic using EDL guidelines. Ability to assess, diagnoses, treat and refer the patients with clinical problems above PHC scope. Ensure compliance with all indicators for DOH Programmes. Ensure the implementation of community based model.

**ENQUIRIES**  
**APPLICATIONS**

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

**FOR ATTENTION**  
**NOTE**

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

**CLOSING DATE**

: 31 March 2023

**POST 09/215**

: **CLINICAL NURSE PRACTITIONER GRADE 1 OR 2 (MENTAL HEALTH CARE COORDINATOR) REF NO: GTN 08/2023 (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, plus 12% Rural allowance, Medical aid (Optional). Housing allowance

**CENTRE**  
**REQUIREMENTS**

: Greytown Hospital (PHC)  
 : Senior Certificate /Grade 12 Plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) that allows registration with South African Nursing (SANC) as a Professional Nurse Plus; Diploma /Degree in General, Psychiatry and Midwifery Nursing Science plus 1 year post basic qualification in Clinical

Nursing Science, Health Assessment, Treatment and Care PLUS; Certificates of Registration with SANC in (General Nursing and relevant post basic qualification) PLUS; Current S.A.N.C receipt 2023, Plus Valid driver's license code 8 Experience **Grade 1:** A minimum of four (4) years appropriate / recognizable nursing experience in nursing after registration as a Professional Nurse with SANC in General Nursing plus one (1) year post basic qualification in Clinical Nursing Science ,Health Assessment , Treatment and Care. **Grade 2:** A minimum of fourteen (14) years recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing of which at least ten (10) years must be appropriate recognizable experience in the specific speciality after obtaining 1 year post basic qualification in Clinical Nursing Science , Health Assessment, Treatment and Care. Knowledge, skills, Training and Competences required. Demonstrate effective communication with patient, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. A sound knowledge and understanding of all relevant legislative framework i.e. Nursing Act, Mental Health Act ,Occupational Health and Safety Act, National Health Act, SANC Rules and Regulations , Labour Relations Act, Public Service Act etc. Knowledge of Batho Pele Principles and Patients' Right Charter. Good communication, interpersonal and problem solving skills. Sound knowledge of disciplinary processes and grievance procedures. Knowledge of code of conduct, leadership, organizational, decision making, counselling and conflict management skills. Report writing and time management skills.

**DUTIES**

: Monitor and evaluate performance of clinic staff according to set standards, norms, and target and to ensure effective reporting. Facilitate implementation of the mental Health Care Act. Facilitate clinical audit system for mental health. Support and strengthening of partnership with community based organisation. Improve the quality of mental health care by establishing minimum based organisation. Improve the quality of mental health care by establishing minimum norms and standards. Assisting the sub district to provide comprehensive mental health and substance abuse services with an emphasis on community based care. Ensuring human rights of people with mental disability and shifting community attitudes towards the mentally ill. Intensify programmes for the prevention and treatment of substance abuse. Informing the Institution of health management of potential risks and threats to the effective implementation of mental health service delivery. Engagement with other stakeholders in the field of mental health and substance abuse. Understanding of challenges facing the Public Health Sector. Ability to plan and prioritize issues and other work related matters and to comply. Ensure provision of Nursing Care through adequate supervision and provide nursing care that leads to improved service delivery by maintaining client satisfaction. Screening diagnosis and treatment of patients. Ensure the efficient and effective control of surgical sundries pharmaceuticals, equipment and miscellaneous stores. Maintain accurate and complete patient's records according to legal requirements. Assist in compiling and updating of procedural guidelines. Coordinate services within the institution and other services related to community health (NGOs, CBOs and CHWs). Ensure data management at all levels. Demonstrate effective communication with health teams, supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organize own work and that of support personnel to ensure good community care. Provide educational services to staff and communities. Display concern for the community; promoting and advocating proper care including awareness and willingness to respond to community needs. Assist with performance management through EPMDs. Ensure increased accessibility of health services to all community members including staff.

**ENQUIRIES**  
**APPLICATIONS**

: Ms P.P.L Nkala Tel No: (033) 4139 410  
: Applications forwarded to: Human Resource Manager, Private bag X5562, Greytown, 3250.

**FOR ATTENTION**  
**NOTE**

: Mrs Z.J Ngobe  
: The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not

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

- CLOSING DATE** : 31 March 2023
- POST 09/216** : **PROFESSIONAL NURSE (SPECIALTY THEATRE AND CSSD) REF NO: GTN 09/2023 (X1 POST)**  
Component: Nursing (Theatre & CSSD)
- SALARY** : Grade 1: R400 644 – R464 466 per annum  
Grade 2: R492 756 – R606 042 per annum  
Other benefits: 13th cheque, plus 12% Rural allowance, Medical aid (Optional).  
Housing allowance
- CENTRE REQUIREMENTS** : Greytown Hospital  
Grade 12 (senior certificate) Standard 10 PLUS Diploma/Degree qualification that allows registration to General and Midwifery Nursing Science Plus One (1) year Diploma / Degree in Medical and Surgical Nursing Science (Diploma in Operating Theatre technique) (DOTT) Plus. Current registration with SANC as General Nurse with Midwifery and Medical and Surgical Nursing Science (DOTT) Experience **Grade 1:** A minimum of 4 years appropriate/ recognizable experience after registration as a Professional Nurse with S.A.N.C. in General Nursing plus one (1) year post basic qualification in relevant field (DOTT). **Grade 2:** A Minimum of 14 years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with S.A.N.C. in General Nursing At least 10 years of the period referred to above must be appropriate / recognisable Theatre experience after obtaining one (1) year post basic qualification in relevant field (DOTT). Knowledge, Skills, Training and Competences required: Sound knowledge of latest technology in Theatre Nursing. Sound knowledge nursing care. Sound knowledge of nursing care delivery approaches. Formulation of mission and objectives of the unit. A Sound knowledge of the Provincial Health Act of 2000, the Nursing Act, Occupational Health & Safety Act of 1995. Maintain accurate and complete patient records according to legal requirements.
- DUTIES** : Ensure obstetric and emergencies and high risk conditions are handled appropriately. Provide a safe therapeutic environment and ensure ethical standards within a professional and legal framework is maintained as laid down by the Nursing Act Provide an optimal, holistic specialized nursing care with set standards and within a professional/ legal framework. Delegate duties and support staff in the execution of patient care. Assist with relief duties of the supervisor and act as a junior shift-leader on both day and night shift. To participate in quality improvement programmes and clinical audits. Co-ordination of optimal holistic specialised nursing care provided within set standards and a professional / legal framework. Manage effectively the utilization and supervision of human, financial, physical and material resources and services. Co-ordination of the provision of effective training research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development. To relieve with duties of the supervisor i.e. Operational Manager. To partake in overall specialized unit



functions i.e. Team Building. Participate in the analysis, formulation and implementation of nursing guidelines practice standards and procedures. Ensure and monitor adherence of decontamination policy in CSSD. Ensure safe handling of unused and used instruments, including their checking and transport to CSSD. Ensure implementation and monitoring of evaluation and testing of instruments and all equipment. Maintain constructive working relationships with nursing and other stakeholder's i.e inter-professional and inter-sectoral and multi-disciplinary team work. Exercise control over discipline, grievance and labour relation issues

- ENQUIRIES** : Ms P.P.L Nkala Tel No: (033) 413 9410
- APPLICATIONS** : Applications forwarded to: Human Resource Manager, Private bag X5562, Greytown, 3250.
- FOR ATTENTION** : Mrs Z.J Ngobe
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.
- CLOSING DATE** : 31 March 2023
- POST 09/217** : **CLINICAL NURSE PRACTITIONER REF NO: SAHXHAM 02/2023 (X1 POST)**
- SALARY** : Grade 1: R400 644 per annum  
Grade 2: R492 756 per annum  
Other Benefits: 13<sup>th</sup> cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE** : ST Andrews Hospital: Xhamini Clinic
- REQUIREMENTS** : Senior Certificate. Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. **Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. **Grade 2:** Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Skills: Knowledge of nursing care and processes and procedures, Basic knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills, Team building and cross cultural awareness.
- DUTIES** : To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to the scope of practice. Ensuring

supervision and provision of basic needs of patients viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and keeping a good valid record on all client interventions. Ensuring proper utilization of Human, Material and Financial resources and keeping up to date records of resources.

- ENQUIRIES** : Mrs VV Ncume Tel No: 039-4331955 EXT 259
- APPLICATIONS** : Should be forwarded: The Chief Executive Officer, St Andrews Hospital, Private Bag X1010, Harding, 4680. or Hand Delivery: 14 Moodie Street, Harding 4680.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (ONLY). Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate only when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof only when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.
- CLOSING DATE** : 28 March 2023
- POST 09/218** : **CLINICAL NURSE PRACTITIONER REF NO: SAHELIM 03/2023 (X1 POST)**
- SALARY** : Grade 1: R400 644 per annum  
Grade 2: R492 756 per annum  
Other Benefits: 13<sup>th</sup> cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE** : ST Andrews Hospital: Harding Clinic
- REQUIREMENTS** : Senior Certificate. Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. **Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. **Grade 2:** Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Skills: Knowledge of nursing care and processes and procedures, Basic knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills, Team building and cross cultural awareness.
- DUTIES** : To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to the scope of practice. Ensuring supervision and provision of basic needs of patients viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working

relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and keeping a good valid record on all client interventions. Ensuring proper utilization of Human, Material and Financial resources and keeping up to date records of resources.

- ENQUIRIES APPLICATIONS** : Mrs VV Ncume Tel No: 039-4331955 EXT 259  
: Should be forwarded: The Chief Executive Officer, St Andrews Hospital, Private Bag X1010, Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680.
- FOR ATTENTION NOTE** : Human Resource Manager  
: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (Only). Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate ONLY when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof only when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.
- CLOSING DATE** : 28 March 2023
- POST 09/219** : **ASSISTANT DIRECTOR: SYSTEMS REF NO: MS/13/2023**  
Re-Advertisement
- SALARY** : R393 711 per annum. 13<sup>th</sup> Cheque Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements).
- CENTRE REQUIREMENTS** : Mseleni District Hospital (KwaZulu - Natal)  
: National Senior Certificate/ STD 10/Grade 12, Degree or National Diploma in Administration or Public Management, A minimum of 3-5 years supervisory experience in systems component. The following knowledge, skills, training and competencies required: Ability to multi-task and manage change, Policy formulation and analysis, Knowledge of Public Finance Management Act PFMA) and Treasury Regulations, Develop policies and understanding HR practices and staff relations, Financial Management skills and Human resource management skills, Sound analytical skills, Decision making skills and Problem solving skills, Good Communication skills, Strong leadership.
- DUTIES** : Manage and co-ordinate the following areas to ensure optimal and cost effectiveness:- Cleaning services, catering services, Maintenance services, Gardening services, Mortuary services, Laundry services, transport services , switchboard services and administrative services, Ensure compliance with Healthy and Safety and Disaster Management requirements by all staff members, Develop and Implement policies, Ensure effective co-ordination, management and quality of work of all the functional components of the systems department within the Hospital, Analyse alternatives for performing needed work including contracting out services and evaluate and recommends procedures / practices to improve operational efficiency, Ensure the effective, efficient and economical utilisation of resources allocated to the institution including the development of staff, Oversee the provisioning of all hotel services provided by private companies to ensure compliance with service level agreement.
- ENQUIRIES APPLICATIONS** : Mrs. TR Sibisi Tel No: (035) 5741004  
: Assistant Director: The Human Resources, Mseleni Hospital, P.O Sibhayi 3967. Hand delivered applications may be submitted at Human Resources office, Mseleni Hospital.
- NOTE** : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must be originally signed and dated. The application form (Z83) must be

accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83; e.g Reference Number (MS/13/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s)

- CLOSING DATE** : 30 March 2023
- POST 09/220** : **SPEECH THERAPIST GRADE 1, 2,3 REF NO: NGWE 38/2023**  
Department: Therapy Unit
- SALARY** : Grade 1: R332 427 – R378 318 per annum  
Grade 2: R389 754 – R445 665 per annum  
Grade 3: R459 126 – R557 184 per annum  
Other Benefits 13<sup>th</sup> Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional), 12% inhospitable area allowance
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital  
: Senior Certificate / Grade 12. Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Speech Therapist. Initial and current registration with the Health Professions Council of South Africa (HPCSA) as Speech Therapist. **Grade 1:** No experience required after registration with the Health Professions Council of South Africa (HPCSA) as Speech Therapist. **Grade 2:** A minimum of ten (10) years relevant experience after registration with the Health Professions Council (HPCSA) as a Speech Therapist. **Grade 3:** A minimum of twenty (20) years relevant experience after registration with the Health Professions Council (HPCSA) as a Speech Therapist Knowledge, Skills, Attributes and Abilities: Sound knowledge and skill in speech therapy and general diagnostic and therapeutic procedures. Knowledge of departmental administrative tasks. Knowledge of ethical code and scope of practice. Ability to problem-solving and apply analytical processes to patient care. Supervisory skill for junior staff and students.
- DUTIES** : Provision of effective, comprehensive assessment, treatment and general speech therapy services to all patients. Sound knowledge of dysphagia assessment and management. Comprehensive caregiver training, patient education and related concerns. Perform outreach services as needed. Conduct group work/therapy and or block therapy as identified. Confidential and ethical multidisciplinary approach to treatment of patients. Conduct home and school visits and other community visits as needed. Administrative work related to patient care: report writing, statistics, meetings, case conferences, legal reports as needed e.g. disability grants, medicolegal work and insurance. Quality improvement initiatives: clinical guidelines, teaching and training, audits (core standards, infection control, ideal hospital, etc.). Effective communication with all stakeholders (patients, NGOs, caregivers, etc.) Ensure professional development in line with patient care profile. Support the supervisor in all projects and transformative efforts.
- ENQUIRIES APPLICATIONS** : Dr. RS Moeketsi Tel No: 035 901 7000  
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880
- FOR ATTENTION NOTE** : Mr MP Zungu  
: Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification,

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

- CLOSING DATE** : 31 March 2023
- POST 09/221** : **DENTAL THERAPIST GRADE 1, 2 REF NO: NGWE 39/2023**  
Department: Dental Unit
- SALARY** : Grade 1: R332 427 – R378 318 per annum  
Grade 2: R389 754 – R445 665 per annum  
Grade 3: R459 126 – R557 184 per annum  
Other Benefits: 13<sup>th</sup> Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional), 12% inhospitable area allowance
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital  
: Senior Certificate / Grade 12. Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Dental Therapist. Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Dental Therapist. **Grade 1:** No experience required after registration with the Health Professions Council of South Africa (HPCSA) as Dental Therapist. **Grade 2:** A minimum of ten (10) years relevant experience after registration with the Health Professions Council (HPCSA) as a Dental Therapist. **Grade 03:** A minimum of twenty (20) years relevant experience after registration with the Health Professions Council (HPCSA) as a Dental Therapist Knowledge, Skills, Attributes and Abilities Knowledge of relevant Health and Safety Acts. Ability to perform basic quality assurance tests. Problem solving skill. Communication skills. Good interpersonal relations.
- DUTIES** : Communicate effectively with patients to obtain and evaluate their dental history and diagnose the condition. Carry out clinical examinations. Scale and polish teeth. Treat and restore deciduous teeth known as pulp therapy. Responsible for dental extractions. Take dental impressions and dental radiographs. Recognize, identify and interpret abnormalities and common pathology. Remove plaque and other coatings. Advise children and adults with special needs about their dental treatment. Motivate and educate individuals or groups of people to care for their oral hygiene and eat a healthy diet. Refer patients where necessary to other healthcare professionals. Record accurately patient's dental history and dental treatment plan.
- ENQUIRIES APPLICATIONS** : Dr. S Ngema Tel No: 035 901 7000  
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880
- FOR ATTENTION NOTE** : Mr MP Zungu  
: Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the

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

**CLOSING DATE**

:

31 March 2023

**POST 09/222**

:

**CHIEF ARTISAN GRADE A REF NO: EMS/10/2023**

**SALARY**

:

R331 188 – R390 129 per annum. Other benefits: Medical optional, 13<sup>th</sup> cheque. Home owners allowance (employee must meet prescribed requirements) Medical Aid (Optional)

**CENTRE**

:

Emmaus Hospital

**REQUIREMENTS**

:

Grade 12/Standard 10 Certificate.N3 in Electrical engineering or Mechanical engineering. Appropriate trade test in certificate Electrical, Mechanical in terms in certificate of section 13 (2) of the Manpower Act of 1981 as amended PLUS. 10 Years appropriate/ recognizable experience as an Artisan/Artisan Foreman after obtaining the relevant trade test certificate. Valid Driver's License Recommendation Computer literacy. Basic knowledge of other Trades (Plumbing, Mechanical, Building). Knowledge & Skills: Knowledge of Occupational Health and Safety Act. Technical analysis knowledge and Computer aided technical applications. Report writing and product process knowledge and skills. Customer focus and responsiveness. Problem solving, communication and written skills. Planning and organizing, computer skills. Decision making, team work, creativity, Self-Management and analytical skills. Knowledge of Legal Compliance. Product process knowledge and skills. Public Finance Management Act with Treasury Regulations and Practice notes.

**DUTIES**

:

Manage technical services and support in conjunction with Technicians/Artisans and associates in the field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Ensure quality assurance in line with specifications. Manage administrative and related functions. Provide production services in the absence of Artisan or when there is a shortage of staff. Control and Monitor expenditure according to the budget to ensure efficient cash flow management. Manage the development, motivation and utilization of human resources for the discipline to ensure a competent knowledge base for the continued success of technical services according to organizational needs and requirements. Ensure continuous individuals development to keep up with new technologies and procedures. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Liaise with relevant bodies/council on technical/engineering related matters. Advice management on technical issues. Provide inputs for operation plan, compile and submit reports.

**ENQUIRIES**

:

Mrs. M. Maseko Tel No: 036 488 1570 (ext. 8209)

- APPLICATIONS** : Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry- Emmaus Hospital.
- FOR ATTENTION NOTE** : Human Resource Manager  
: Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications ,ID and drivers license (certified copies of certificates should not be older than six months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling, Resettlement Allowance will be paid for interview attendance.
- CLOSING DATE** : 27 March 2023 at 16:00
- POST 09/223** : **SUPPLY CHAIN CLERK (SUPERVISOR) REF NO: ITSH 06/2023 (X1 POST)**
- SALARY** : R269 214 - R317 127 per annum. Other Benefits: 13th Cheque Medical Aid (Optional), Home Owners/Housing Allowances (Employee must meet requirements)
- CENTRE REQUIREMENTS** : Itshelejuba Hospital  
: Senior certificate (Grade 12), 3-5 years in Supply Chain Management/Finance component unit, Driver's license C1. Recommendation: Computer Literacy, Diploma / Degree in Accounting/Financial Management/ Public administration/management/Business Management. Knowledge, Skills, Training and Competencies Required: Technical knowledge of Supply Chain Practices, Knowledge of legislation and policy framework informing the area of operations, Leadership, Organizational, Decision Making, Problem solving and interpersonal skills within the limits of the Public Sector, Conflict Management and good negotiation skills, Knowledge of code of conduct and labour relations, Treasury regulations and Practice notes, Public administration, Report writing, Knowledge of Public Finance Management Act.
- DUTIES** : Provide assistance with the analysis of the trends of the demand for goods and services for inclusion in the annual departmental reports, Provide assistance in ensuring that the demand for goods and services are in line with the Annual Work Plan and Budget of institution. Assist in development of specifications for goods services, Analyse the past practices and develop " best practices" to prevent service delivery blockages, Render assistance with industry and commodity reviews to identify the optimum method to satisfy the identified needs, Assist in planning, organizing and monitoring the implementation of objectives of the institution, Provide leadership in the implementation of the National Core Standards, Maintain adequate availability of stock by ensuring timeous and continuous, Procurement of goods and services, Formulate and maintain a stock management system through the availability and adherence to minimum and maximum stock levels, Ensure that stock received is recorded in the stores receipt book, Follow up on outstanding orders and receipt of goods and services, Manage the affective and efficient utilization of all allocated resources to the unit, Ensure that proper contract documents are signed and maintained, Oversee the provisioning of all cleaning services and security services provided by Private companies, to ensure compliance with service level agreements, Respond promptly courteously and efficiently to suggestions, queries and complaints, Resolve conflicts, oversee disciplinary and grievance matters including monitoring and managing absenteeism, Demonstrate an understanding of human resources and financial management policies and procedures, Manage all resources effectively and efficiently to ensure optimal service delivery, Manage staff performance through EPMDS and formulate training programmes for staff development, Attend to meetings and workshops as directed.
- ENQUIRIES APPLICATIONS** : All enquiries should be directed to Ms TH Simelane Tel No: 034-4134000  
: All applications must be addressed to Itshelejuba Hospital Private Bag X0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital.

- NOTE** : Applications 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 it must be accurately completed and signed. Reference number must be indicated in the column provided on the Z.83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 and a detailed and informative curriculum vitae (Experience must be clearly indicated with full dates and positions ).Documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. The correct reference number must be indicated in the column provided on Z83.E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Person with disabilities should feel free to apply for the post.
- CLOSING DATE** : 31 March 2023
- POST 09/224** : **FINANCE CLERK SUPERVISOR REF NO: ITSH07/2023**  
Component: Finance
- SALARY** : R269 214 – R317 127 per annum (Level 07). Other Benefits: Medical Aid – Optional, Housing Allowance- Employee must meet prescribed requirements and 13<sup>th</sup> Cheque
- CENTRE** : Itshelejuba Hospital
- REQUIREMENTS** : Grade 12/ Senior certificate. Computer literacy. A minimum of 3 – 5 years Clerical Administration in Finance environment. Recommendations: Degree /National Diploma in Finance, Cost and Management Accounting/ Business management with accounting as major subject. Knowledge, Skills, Training and Competences: Knowledge and understanding of Public Finance Management service, Treasure Regulations, Supply Chain Management and policies, Sound management, negotiation, interpersonal and problem solving skills, Expert knowledge and understanding of operational framework and linkage thereof within the financial system of the department, Good verbal and communication skills, Supervisory, communication and interpersonal skills., Ability to work under pressure ,Ability to prioritize issues and comply with time frames.
- DUTIES** : Provide effective and efficient Budget Expenditure Management with the Institution, Monitor Expenditure performance and prepare Cash Flow projections, Ensure timeous submission of monthly, quarterly, and year monitoring report. Ensure payment of supplies within 30 days, Authorize expenditure on BAS, Draw report on BAS, analysis and interpretation of expenditure report and provide variances reasons. Link and interpret financials and non-financial performance for Institution, Collate CEO Management pack reports from various units and prepare accurate report for Assistant Director: Finance, Authorize journals for miss allocated expenditure, Develop and implement register for payment and other related correspondences, Clear suspense accounts and maintain Debt files, Follow up with SCM on outstanding overdue commitments for payments. Ensure the effective, efficient and economical management of allocation resources.
- ENQUIRIES** : All enquiries should be directed to Ms TH Simelane Tel No: 034-4134000
- APPLICATIONS** : All applications must be addressed to Itshelejuba Hospital Private Bag X0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital.
- NOTE** : Applications 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 it must be accurately completed and signed. Reference number must be indicated in the column provided on the Z.83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 and a detailed and informative curriculum vitae (Experience must be clearly



indicated with full dates and positions ).Documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. 2. The correct reference number must be indicated in the column provided on Z83.E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Person with disabilities should feel free to apply for the post.

- CLOSING DATE** : 31 March 2023
- POST 09/225** : **FINANCE CLERK SUPERVISOR REF NO: OTH CHC 11/2023 (X1 POST)**
- SALARY** : R269 214 per annum (Level 07). Other Benefits: 13th cheque, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements)
- CENTRE** : Othobothini Community Health Centre (Jozini)
- REQUIREMENTS** :  
 Matric / Grade 12. 3-5 years working experience in Finance Manage Department. Computer literacy; MS Office Software applications. Recommendation: A Valid Driver's licence Knowledge, Skills, Training and Competencies Required: Knowledge of risk Management. Problem solving skills. Numeracy and accuracy skills. Possess in Depth knowledge of budget procedures PERSAL and BAS. Have the ability to perform independently and under pressure. Have good communication and interpersonal relations. Be computer literate with proficiency in Excel and Powerpoint Software applications. Have planning, Organizing, analytics thinking and presentation skills. Be able to develop/implement policies and financial practices. Be able to deliver and present formal day to day training courses. Possess knowledge of basic HR matter including HR Practices, labour relations negotiations and dealing with conflict.
- DUTIES** :  
 Maintain effective and efficient utilization of allocated resources. Promote and maintain proper, accurate and timely accounting processes. Exercise control over Petty cash. Develop, implement and monitor measures designed to optimise the collection of revenue and debtors. Maintain adherence to procedures in respect of control and usage of face value forms. Consolidate monthly, and quarterly and annual financial reports and CEO packs. Responsible for authorization of all BAS transactions. Render a budget support services. Implement sound financial management control to ensure that the hospital remains within its cash flow budget. Prepare and submit the monthly payment vouchers to Head Office voucher control. Clearing and reconciling of suspense account on a monthly basis. Carry-out all responsibilities delegated by AD: Finance.
- ENQUIRIES** : Ms. N.P Dube Tel No: 035 572 9002
- APPLICATIONS** : Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website-[www.kzhealth.gov.za](http://www.kzhealth.gov.za) Curriculum Vitae (CV). Applicants are not required to submit Copies of ID, Std 10 certificate, educational qualifications, certificate of service / proof of experience signed by HR office such documents will be requested only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.
- CLOSING DATE** : 30 March 2023

**POST 09/226** : **SUPPLY MANAGEMENT OFFICER (ACQUISITION, LOGISTICS AND DEMAND) REF NO: SAH 04/2023**

**SALARY** : R269 214 per annum (Level 07). Other Benefits: 13<sup>th</sup> cheque, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

**CENTRE REQUIREMENTS** : ST Andrews Hospital: Supply Chain  
: Senior Certificate Plus Degree/ Diploma in Supply Chain Management / Public Administration/ Public Management/Business Management. A minimum of 3 to 5 years' experience in Supply Chain Management environment. Recommendation: A valid driver's license. Knowledge Skills Training and Competence Required: Sound knowledge of prescripts, policies and procedures governing Finance and Supply Chain Management. Interpersonal and problem solving skills. Good organization and planning skills and ability to make independent decision. Ability to plan, organize, build team spirit and meet deadlines. Ability to apply technical professional knowledge and skills. Knowledge of MS Office Software Applications.

**DUTIES** : Provide demand management support service for the institution and clinics under the jurisdiction of the institution. Provide acquisition management support service for the institution and clinics under the jurisdiction of the institution. Provide inventory and logistics management support service. Provide clerical support service to Finance and SCM committees. Assist with drafting clear specifications in order to obtain quality goods and services required. Conduct internal audit risk assessment, identify gaps, draft and implement remedial actions. Attend to Auditor General audit queries, compile and implement Audit Improvement Plan action plans. Render contract management clerical support service. Manage and monitor stock on RIDV template. Ensure effective, efficient and economical management of resources allocated to the unit. Supervise, train and develop staff in line with EPMS and segregation of duties. Ensure compliance with the Departmental SCM Policy Framework, Treasury regulations and Practice Notes. Compile and submit monthly and quarterly SCM reports.

**ENQUIRIES APPLICATIONS** : Mr NI Mdingi Tel No: 039-4331955 EXT 223  
: Should be forwarded: The Chief Executive Officer, St Andrews Hospital, Private Bag X1010, Harding, 4680. or Hand Delivery: 14 Moodie Street, Harding 4680.

**FOR ATTENTION NOTE** : Human Resource Manager  
: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (Only). Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate ONLY when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof only when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

**CLOSING DATE** : 28 March 2023

**POST 09/227** : **FACILITY INFORMATION OFFICER REF NO: SAH 05/2023**

**SALARY** : R269 214 per annum (Level 07). Other Benefits: 13<sup>th</sup> cheque, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

**CENTRE REQUIREMENTS** : ST Andrews Hospital  
: Senior Certificate PLUS Degree/ Diploma in Information Technology/ Management Information Systems/ Statistics/ Computer Science Plus A minimum of 1 to 2 years clerical experience. Recommendation: 1 Year experience in Routine Health Information System, TIER.NET/ District Health Information System (WEBHIS) Electronic TB Register (ETR.NET). Knowledge Skills Training and Competence Required; Ability to consolidate reports and

plans, sound analytic skills, communication skills, presentation skills, interpersonal relations and good supervisory skills. In depth knowledge and skills in information systems and data management, ability to compile meaningful presentation and/ or graphic presentations of statistics and to compare strategic objective with reported results. Ability to work under pressure and meet deadlines.

**DUTIES** : Ensure accurate, consistence and timeously reporting of health program data from all facilities within the district. Co-ordinate the collection of routine and non- routine data inclusive of survey. Maintain, manipulate and ensure security of the district health and management information database. Ensure data and information integrity to accurately represent the state of service delivery in the district. Compile summary and comprehensive information feedback report (routine and non-routine). Maintain asset register for computer and IT related equipment to ensure safety thereof in accordance with policy specifications. Support facilities and the institution in terms of Data Management. Render administrative support to the District Information Office. Manage the utilization of resources allocation to the unit. Support the maintenance of TB/HIV Information systems (ART, TIER.NET) in the health facility within the district. Conduct training on routine health information systems (ART TIER.NET/ETR.NET/EDC Web/WEB DHIS). Maintain and provide technical support to all routine health information system (ART TIER.NET / ETR.net / District Health Information System (WEB DHIS) / Electronic Drug Resistance (EDR Web)

**ENQUIRIES** : Ms TM Mbuwako Tel No: 039-4331955 EXT 203  
**APPLICATIONS** : Should be forwarded: The Chief Executive Officer, St Andrews Hospital, Private Bag X1010, Harding, 4680. or Hand Delivery: 14 Moodie Street, Harding 4680.

**FOR ATTENTION** : Human Resource Manager  
**NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (ONLY). Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate only when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof only when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

**CLOSING DATE** : 28 MARCH 2023

**POST 09/228** : **PROFESSIONAL NURSE GENERAL (HAST) REF NO: EMS/08/2023 (X2 POSTS)**

**SALARY** : Grade 1: R268 584 – R311 361 per annum. Other benefits: Medical Aid (Optional) 13<sup>th</sup> Cheque, Housing allowance (employee must meet prescribed requirements) plus 8% Rural allowance.

**CENTRE** : Emmaus Hospital  
**REQUIREMENTS** : Recommendation: NIMART trained Grade 12 certificate / senior certificate, Degree/Diploma in General Nursing & midwifery, A minimum of 4 years appropriate /recognizable nursing experience after registration as a professional nurse with SANC, Current registration with South African Nursing Council as a General Nurse and midwife, Certificate of service from previous and current employer endorsed and stamped by HR only shortlisted candidates will submit proof. Knowledge & Skills: Leadership, Management, Planning, organizing and co-ordination skills, Knowledge of relevant acts, prescripts, policies and procedures governing health care services delivery, Sound knowledge of nursing care delivery approaches and scope of practice in the areas under their control, Sound knowledge of priority programs clinical guidelines, protocols, policies and procedures and best practices in nursing care service delivery, Good communication, interpersonal, negotiation, decision-making, problem solving, conflict management, counselling, teaching,

<b><u>DUTIES</u></b>	: mentorship and supervisory skills, Knowledge of code of conduct, Labour Relations and related policies.
<b><u>ENQUIRES APPLICATIONS</u></b>	: Ensure effective management, supervision and utilization of human and material resources, Ensure adherence to prescribed nursing policies and procedures, Co-ordinate all services within HAST unit, Ensure availability of guidelines and protocols which are current and up to date, Utilize human, material and physical resources efficiently and effectively, Maintain duty roster, leave schedules and attendance register, Maintain accountability and responsibility for nursing care activities, Order stock, Report maintenance of equipment ensures that all quality and infection control initiatives are adhered to i.e. norms & standards / ideal clinic, Effective and efficient management of the HAST program, Monitor implementation of EPMDS, Implementation of the following programs, FP, NIMART, HAST, PMTCT, IPC, Q/A, HPRS, appointment system and health and safety, Evaluate and monitor compliance with clinical protocols, norms and standards of the hospital, Ensure that clinical governance principles are adhered too and sure that audits are conducted, Form part of nerve center team, Ensure effective data management e.g. daily data verification, monitoring of indicators, Ensure that impact indicators are monitored and action plans are developed to improve on the outcomes, Ensure the 95-95-95 targets are met, by monitoring and evaluation, Verification of data against programs e.g. TIER.net / HPRS, Assist in supervising in the absence of the Operational Manager.
<b><u>FOR ATTENTION NOTE</u></b>	: Ms. T.M Nkabinde Tel No: 036 488 1570 (ext. 8315) : Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital. : Human Resource Manager : Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence And Travelling Allowance will be paid for interview attendance.
<b><u>CLOSING DATE</u></b>	: 27 March 2023 at 16:00
<b><u>POST 09/229</u></b>	: <b><u>DENTAL ASSISTANT GRADE 1 AND 2 REF NO: SAH 06/2023</u></b>
<b><u>SALARY</u></b>	: Grade 1: R176 085 per annum Grade 2: R207 414 per annum Other Benefits: 13 <sup>th</sup> cheque, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
<b><u>CENTRE REQUIREMENTS</u></b>	: ST Andrews Hospital: Medical : <b>Grade 1:</b> Grade 12 certificate. Diploma or certificate in Dental Assistants Course. Current registration with HPCSA as a Dental Assistant. <b>Grade 2:</b> Grade 12 certificate. Diploma or certificate in Dental Assistants Course. Current registration with HPCSA as a Dental Assistant Plus 10 years' experience after registration with the HPCSA of South Africa as a Dental Assistant. Knowledge, Skills, Training and Competencies Required: Knowledge of Dental Equipment. Good communication, planning, organizing and listening skills. Ability to understand and perform routine tasks. Must be prepared to work under pressure . Good interpersonal skills.
<b><u>DUTIES</u></b>	: Provide chair side assistance to the Dentists and Dental Therapist as required. Prepare accurate measurements of dental material to allow for safe treatment of patients. Prepare dental surgery and make sure that the required equipment is functional to allow for effective service delivery. Maintain accurate patients records and the necessary administration functions thereof. Maintain proper infection control. Autoclaving of instruments. Utilize resources optimally and to report malfunctioning equipment to supervisors. Facilitate with health

education to patients, communities and families o be able to utilise equipment relating to the level of work performed.

**ENQUIRIES APPLICATIONS** : Dr SK Lumeya Tel No: 039-4331955 EXT 207  
: Should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010, Harding, 4680. or Hand Delivery: 14 Moodie Street, Harding, 4680.

**FOR ATTENTION NOTE** : Human Resource Manager  
: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (Only). Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate only when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof only when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

**CLOSING DATE** : 28 March 2023

**POST 09/230** : **DENTAL ASSISTANT GRADE 1, 2 REF NO: NGWE 40/2023**  
Department: Dental Unit

**SALARY** : Grade 1: R176 085 – R201 330 per annum  
Grade 2: R207 414 – R240 702 per annum  
Other Benefits: 13<sup>th</sup> Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional)

**CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital  
: Senior Certificate / Grade 12. Appropriate qualification that allows registration with the HPCSA as a Dental Assistant. Initial and Current registration with HPCSA as Dental Assistant. **Grade 1:** None after obtaining appropriate qualification that allows registration with HPCSA as Dentist. **Grade 2:** A minimum of ten (10) years recognizable experience after obtaining appropriate qualification that allows registration with the Health Profession Council of South Africa (HPCSA) as Dental Assistant Knowledge, Skills, Attributes and Abilities: Good communication skills. Self-motivated and goal orientated. Good interpersonal relations. Good organizing skills. Knowledge of Infection, prevention and control protocols. Knowledge of relevant Health and Safety Acts. Ability to perform basic quality assurance tests. Problem solving skill. Communication skills. Good interpersonal relations.

**DUTIES** : Assist clinicians with oral health procedures, preparing of instruments and material for the dental procedures. Cleaning and sterilization of instruments. Ordering of consumables as needed. Do inventory of dental instruments. Perform administrative duties. Adhere to the Health Care Waste Management Legislation and Principles.

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

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

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

**CLOSING DATE**

: 31 March 2023

**DEPARTMENT OF SPORT, ARTS AND CULTURE**

**APPLICATIONS**

: Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Sport, Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.

**FOR ATTENTION**

: Mrs NIS Mbhele

**CLOSING DATE**

: 27 March 2023

**NOTE**

: Applications must be submitted on the new prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant, and which must be accompanied by a detailed comprehensive CV. Copies of qualification, Registration certificates and driver's license must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certificate copies on or before the day of interviews. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representativity in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo a competency assessment as per DPSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed.

**MANAGEMENT ECHELON**

**POST 09/231**

: **DIRECTOR: ARTS DEVELOPMENT REF NO: DSAC02/2023**

**SALARY**

: R1 105 383 per annum (Level 13), (an all-inclusive package to be structured in accordance with the rules of Senior Management Service).

**CENTRE**

: Pietermaritzburg

**REQUIREMENTS**

: A Grade 12 certificate plus an appropriate bachelor's degree (NQF7) in Fine Arts/ Arts and Drama/Creative Arts or equivalent qualification, coupled with a

minimum of eight (8) years relevant experience, five (5) of which should be at a Middle Management Service (MMS/SMS) level. SMS pre-entry certificate as offered by the National School of Governance (NSG). Ability to work independently yet function optimally as part of a dynamic team. Valid code 8/EB driver's license. Knowledge: Public Service Legislation and prescripts applicable to Government, including systems and procedures. Project Management principles. Knowledge of PFMA. Skills: Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

**DUTIES** : Manage the proper development of non-performing/ visual arts and craft in KZN province. Ensure proper development of performing arts in KZN province. Manage and ensure the facilitation of business development and provision of administrative and secretariat support services. Manage and ensure the development, interpretations, and implementation of Visual and Performing Art policies. Manage the resources of the Arts Development Directorate. Manage the execution of compliance in terms of Departmental Mandates. Manage the secretariat services to EXCO, SMM and ESMM. Manage the development and implementation of policies. Manage the resources of the sub-directorate. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

**ENQUIRIES** : Ms LBP Gwala: Tel No: (033) 264 3400

**POST 09/232** : **DIRECTOR: HERITAGE RESEARCH AND MONITORING REF NO: DSAC03/2023**

**SALARY** : R1 105 383 per annum (Level 13), (an all-inclusive package to be structured in accordance with the rules of Senior Management Service).

**CENTRE** : Pietermaritzburg

**REQUIREMENTS** : An appropriate bachelor's degree (NQF7) in Public Management/ Public Administration or equivalent qualification, coupled with a minimum of eight (8) years relevant experience, five (5) of which should be at a Middle Management Services (MMS/SMS) level. SMS pre-entry certificate as offered by the National School of Governance (NSG). Ability to work independently yet function optimally as part of a dynamic team. Valid code 8/EB driver's license. Knowledge: Public Service Legislation and prescripts applicable to Government, including systems and procedures. Public Policy analysis. Prominent research paradigms. Monitoring and evaluation and approaches, Heritage legislative framework. Skills: Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

**DUTIES** : Manage the coordination of heritage policy agenda setting the identification of existing policy gaps in the industry. Manage the coordination of the drafting of relevant heritage policies, heritage acts and heritage regulations as well as monitoring of the implementation thereof. Manage the monitoring and evaluation of the most immediate outcomes of the heritage interventions on targeted communities. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

**ENQUIRIES** : Dr V Shongwe Tel No: (033) 264 3400

#### OTHER POSTS

**POST 09/233** : **DEPUTY DIRECTOR: WESTERN DISTRICTS CLUSTER - UMZINYATHI DISTRICT REF NO: DSAC 04/2023**

**SALARY** : R908 502 per annum (Level 12), (an all-inclusive package to be structured in accordance with the rules of Middle Management Service).

**CENTRE** : Dundee

**REQUIREMENTS** : Grade 12 certificate plus an appropriate three (3) year tertiary qualification (NQF6) in Sport Management/ Sport Administration/ Sport Science/ Physical Education/ Human Movement Studies/ Biokinetics/Fine Arts, Arts and Drama, Creative Arts/ Public Management or equivalent qualification, coupled with a minimum of five (5) years relevant experience, three (3) of which should be at a Managerial/Assistant Director level. Ability to work independently yet function

optimally as part of a dynamic and multi-disciplinary team. Valid code 8/EB driver's license. Knowledge: Understanding of the Public service legislation and prescripts applicable to Government, including systems and procedures. Knowledge of PFMA Skills: Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal).

**DUTIES** : Manage the implementation of developmental programmes in Sport, Recreation, Arts and Culture within the District. Provide support to Sport, Recreation, Arts and Culture Structures within the district. Monitor the functioning and implementation of programmes in the Art and Culture Centers, cultural organizations, cultural institutions, and sport facilities within the districts. Manage the implementation of social cohesion programmes, moral regeneration, indigenous knowledge system and culture advancement programmes within the district. Provide translation services and literature development programmes within the district. Manage resources of the sub-directorate. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

**ENQUIRIES** : Dr BNF Biyela Tel No: (034) 212 2459

**POST 09/234** : **PROVINCIAL COORDINATOR: COMMUNITY SPORT PROMOTION AND DEVELOPMENT REF NO: DSAC06/2023 (X2 POSTS)**

**SALARY** : R908 502 per annum (Level 12), (an all-inclusive package to be structured in accordance with the rules of Middle Management Service).

**CENTRE** : Pietermaritzburg

**REQUIREMENTS** : A Grade 12 certificate plus an appropriate three (3) year tertiary qualification (NQF6) in Public Administration or relevant equivalent qualification coupled with three to five (3-5) years Management/ Assistant Director level in administrative or Sports environment. Willingness to work under pressure and must be prepared to work extra hours as and when required. Valid code 8/EB driver's license. Knowledge: Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Public Service Act and Regulations, PFMA, Fraud prevention policies, Computer Operation / office automation, Provincial strategies, Management reporting, Departmental objectives, Departmental business processes, Service Delivery and Service Level Agreements, Departmental policies, Procurement/SCM Procedures, Sport and Recreation policies, Programme and Project management, Financial management, Change management, Knowledge Management, Service Delivery Innovation, People management and Empowerment, Client orientation and Customer focus. Skills: Communication, Problem solving and analysis, Judgement, Conflict resolution, Relationship building, Result orientation, Driving, Honesty and Integrity, dealing with ambiguity, Negotiating, Managing technical / Procedural adherence.

**DUTIES** : Manage the implementation of department-wide strategic projects & high-performance sport service delivery strategy (its risk, integrity, internal control management plan and reporting framework). Provide strategic leadership to various stakeholders in relation to community sport participation. Coordinate the establishment of various community sport structures in all districts. Facilitate the coordination of various provincial community sport championship/tournament. Facilitate with sport stakeholders the training of coaches, technical officials, and administrators. Provide effective, efficient, and economic utilization of resources.

**ENQUIRIES** : Mr MG Bhengu Tel No: (033) 897 9400

**POST 09/235** : **PROVINCIAL COORDINATOR: COMMUNITY RECREATION REF NO: DSAC07/2023 (X2 POSTS)**

**SALARY** : R908 502 per annum (Level 12), (an all-inclusive package to be structured in accordance with the rules of Middle Management Service)

**CENTRE** : Pietermaritzburg

**REQUIREMENTS** : A Grade 12 certificate plus an appropriate three (3) year tertiary qualification (NQF 6) in Public Administration or relevant equivalent qualification, coupled with three to five (3-5) years' experience at a Management/ Assistant Director level in administrative or Sports Environment. willingness to work under



pressure and must be prepared to work extra hours as and when required. Valid code 8/EB driver's License Knowledge: Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Public Service Act and Regulations, PFMA, Fraud prevention policies, Computer Operation / office automation, Provincial strategies, Management reporting. Departmental objectives. Departmental business processes. Service Delivery and Service Level Agreements. Departmental policies. Procurement/SCM Procedures, Sport and Recreation policies, Programme and Project management, financial management, Change management. Management, Service Delivery Innovation, People management and Empowerment, Client orientation and Customer focus. Skills: Communication (written and verbal). Problem solving and analysis. Judgement, Conflict Resolution. Relationship building, Result orientation, Driving. Negotiating, Managing technical / Procedural adherence. Computer Literacy (MS Word, Excel, PowerPoint, etc).

**DUTIES** : Manage the implementation of department-wide strategic projects & high-performance sport service delivery strategy (its risk, integrity, internal control management plan and reporting framework). Establish and monitor Mass Participation / Campaigns hubs across the province. Manage all projects pertaining to Mass Participation / Campaigns. Facilitate cooperation agreements between Mass Participation/Campaigns hubs and Local Municipalities. Provide support resources to local recreation/leisure structures and management thereof. Provide effective, efficient and economic utilization of resources.

**ENQUIRIES** : Ms GPT Dladla Tel No. (033) 897 9400

**POST 09/236** : **DEPUTY DIRECTOR: POLICY PLANNING STRATEGY AND RESEARCH REF NO: DSAC05/2023**

**SALARY** : R766 584 per annum (Level 11), (an all-inclusive package to be structured in accordance with the rules of Middle Management Service).

**CENTRE REQUIREMENTS** : Pietermaritzburg  
A Grade 12 certificate plus an appropriate three (3) year tertiary qualification (NQF6) in Planning/ Public Administration/ Development studies or equivalent qualification, coupled with a minimum of five (5) years relevant experience, three (3) of which should be at a managerial / Assistant Director level. Ability to work independently yet function optimally as part of a dynamic team. Valid code 8/EB driver's license. Knowledge: Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Knowledge of PFMA. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication skills (written and verbal).

**DUTIES** : Manage the preparation and coordination of the development and reviewal of departmental plans. Ensure the provision of the GIS function. Develop policies and strategies aimed at improving service delivery. Manage resources of the sub-directorate. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

**ENQUIRIES** : Ms N Dano Tel No: (033) 341 2600

**POST 09/237** : **ASSISTANT DIRECTOR: ARTS AND CULTURE**

**SALARY** : R491 403 per annum (Level 10)

**CENTRE** : Western District Cluster - Ladysmith Ref No: DSAC08/2023  
Northern District Cluster - Ulundi District Ref No: DSAC09/2023

**REQUIREMENTS** : A Grade 12 certificate plus an appropriate three (3) year relevant tertiary qualification (NQF 6) in Fine Arts/Arts and Drama/ Creative Arts/ Public Management, or equivalent qualification, coupled with a minimum of three to five (3-5) years relevant experience. Willingness to travel and work outside normal work hours. Valid code 8/EB driver's license. Knowledge: Public Service legislation and prescripts applicable to government, including systems and procedures. Archival prescripts. Knowledge of project management. Skills: Good communication skills (written and verbal). Good office administration, planning and organizational skills. Good interpersonal relations skills. Critical analysis and research skills. Presentation and facilitation skills. Computer Literacy (MS Word, Excel, PowerPoint, etc).

- DUTIES** : Monitor the implementation of developmental programmes for the creative industry (visual and performing) as well as oversee the implementation social cohesion programmes, moral regeneration, indigenous knowledge system and culture advancement programmes. Coordinate translation services and literature development programmes. Provide support to arts and culture structures. Monitor the functioning and implementation of programmes in arts and culture, cultural organizations and cultural institutions. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).
- ENQUIRIES** : Amajuba District, Dr BNF Biyela Tel No: (036) 637 7978  
Zululand District, Ms JPR Nxumalo Tel No: (035) 879 8447
- APPLICATIONS** : Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Sport, Arts and Culture, Private Bag X9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.
- FOR ATTENTION NOTE** : Mrs NIS Mbhele  
: Applications must be submitted on the new prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant, and which must be accompanied by a detailed comprehensive CV. Copies of qualification, Registration certificates and driver's license must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certificate copies on or before the day of interviews. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representativity in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo a competency assessment as per DPSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed.
- CLOSING DATE** : 27 March 2023
- POST 09/238** : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT- HRM&D REF NO: DSAC10/2023**
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)  
: Pietermaritzburg, Head Office  
: A grade 12 certificate plus an appropriate three (3) year relevant tertiary Qualification (NQF Level 6) in Human Resources Management or equivalent qualification with majors in HRM/ Personnel Management, coupled with a minimum of three to five (3-5) years relevant supervisory experience. Valid code 8/EB driver's license. Knowledge: Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Legislation related to the Department and to the post. Understanding of Public service regulations, EPMDS Policy, Bursary Policy and Skills Development Act. Project management. Skills: Good communication (written and verbal). Good interpersonal relations skills. Good office administration, planning and organizational skills. Critical analysis and research skills. Presentation and facilitation skills. Supervisory skills. PERSAL and Computer Literacy (MS Word, Excel, PowerPoint, etc).
- DUTIES** : Facilitate the implementation of the performance management & development system. Develop and monitor implementation of performance management. Coordinate probationary reports. Administer performance awards and monitor

expenditure. Maintain performance management database. Provide technical advice and assistance on performance management matters. Supervise, develop, and manage employee's performance in accordance with Employee Performance Management and Development System (EPMDS).

**ENQUIRIES** : Mr NZ Hlongwa Tel No: (033) 341 3600

**POST 09/239** : **ASSISTANT DIRECTOR: DEMAND AND ACQUISITION REF NO: DSAC11/2023**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Pietermaritzburg

**REQUIREMENTS** : A grade 12 certificate plus an appropriate three (3) year relevant tertiary qualification (NQF 6) in Supply Chain Management/ Commerce, or equivalent qualification, coupled with a minimum of three to five (3-5) years relevant experience. Valid code 8/EB driver's license. Knowledge: Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures Preferential procurement policy framework act (PPPFA). Basic accounting system (BAS). Public Finance Management Act. Provincial Treasury Practice Notes and Supply Chain Management. Understanding of KZN Supply Chain Policy Framework. Legislation related to the Department and to the post. Project Management. Skills: Good office administration, planning and organizational skills. Good communication (written and verbal). Good interpersonal relations skills. Critical analysis and research skills. Presentation and facilitation skills. Computer Literacy (MS Word, Excel, PowerPoint, etc).

**DUTIES** : Provide and oversee demand and acquisition services. Ensure purchasing of goods and services on behalf of users by way of quotations/bids in line with SCM policies. Management Practice / Instruction Notes and Treasury Regulations. Ensure the provisioning of secretariat duties to the Department Bid Committees. Develop demand and acquisition management departmental policies, procedures manual and best practices. Provide advice and guidance in terms of demand and acquisition management to internal and external clients. Supervise, develop, and manage employee's performance in accordance with Employee Performance Management and Development System (EPMDS).

**ENQUIRIES** : Ms L Dladla Tel No: (033) 264 3400

**POST 09/240** : **ASSISTANT DIRECTOR: MARKETING AND OUTREACH PROGRAMME: MUSEUM SERVICES REF NO: DSAC12/2023**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Pietermaritzburg, Head Office

**REQUIREMENTS** : An appropriate three (3) year relevant tertiary qualification (NQF Level 6) in Anthropology, History, Cultural studies or communication, or equivalent qualification, coupled with a minimum of three to five (3-5) years relevant experience. Valid code 8/EB driver's license. Knowledge: Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Understanding of Public service regulations and relevant prescripts, policies and strategies and procedure manuals as well as policy formulation. Project Management. Skills: Good office administration, planning and organizational skills. Critical analysis and research skills. Good communication (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc). Good interpersonal relations skills.

**DUTIES** : Manage the provision of marketing services for the affiliated museum and liaise between them and Museum Services. Monitor the conducting of training for Museum Services. Facilitate the formulation, development, and implementation of policies for the Unit. Manage the resources of the division. Supervise, develop, and manage employee's performance in accordance with Employee Performance Management and Development System (EPMDS).

**ENQUIRIES** : Ms N Magubane Tel No: (033) 342 4712

**POST 09/241** : **ASSISTANT DIRECTOR: SPECIAL PROJECTS REF NO: DSAC13/2023**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Pietermaritzburg, Head Office

**REQUIREMENTS** : A Grade 12 certificate plus an appropriate three-year tertiary qualification (NQF6) in Project Management or equivalent qualification, coupled with a

minimum of three to five (3-5) years relevant experience. Valid code 8/EB driver's license. Knowledge: Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures Stakeholder Relations, Project Management Principles. Policies and strategies of the unit. Legislation related to the Department and to the post. Skills: Good office administration, planning and organizational skills. Good communication (written and verbal). Good interpersonal relations. Critical analysis and research. Presentation and facilitation. Computer Literacy (MS Word, Excel, PowerPoint, etc).

**DUTIES** : Facilitate the definition of project scope, goals, and deliverables. Undertake the design and development guidelines of projects. Implement project as per project baseline plan. Facilitate the commissioning and hand over project. Provide advice, guidance, and input to policy. Manage resources of the unit. Supervise, develop, and manage employee's performance in accordance with Employee Performance Management and Development System (EPMDS).

**ENQUIRIES** : Ms N Dano Tel No: (033) 264 3400

**POST 09/242** : **ASSISTANT DIRECTOR: ICT OPERATIONS SUPPORT REF NO: DSAC14/2023 (X2 POSTS)**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Durban

**REQUIREMENTS** : A Grade 12 certificate plus three (3) tertiary qualification (NQF 6) in ICT Server, MCSE, CCNE or equivalent relevant switching certificate, coupled with three to five (3 -5) years' experience in the Server and Networking environment. Willingness to work under pressure and beyond normal hours. Valid code 8/EB driver's license. Knowledge: Public Service Act and Regulations, PFMA, Departmental objectives, Departmental Policies, Procurement/SCM Procedures, VPN'S and Encryption Technology, Microsoft Environment, Switching, Telephone, Bandwidth management, Routing, Innovative, Proactive, Leadership, Good Communicator, Good organizer, Punctual, Honesty and integrity skills: Communication (verbal and written), Ability to multi-task, good organizing abilities, Problem solving, Project management, Facilitation, Management, Administration and coordination, Negotiation, Computer (info extraction, presentation, and data capturing), Conflict Management, Strategy management and policy formulation, Human resource management, Good inter-personal relations, Report writing, financial management.

**DUTIES** : Attend to the configuration of ICT systems, Monitor ICT Infrastructure plan, Develop Technical specs, provide application user support, monitor, and report on ICT Technical matters.

**ENQUIRIES** : Mr EA Ramabaran Tel No: (031) 242 1738

**POST 09/243** : **ASSISTANT DIRECTOR: EXECUTIVE SUPPORT REF NO: DSAC15/2023**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Pietermaritzburg

**REQUIREMENTS** : A Grade 12 certificate plus an appropriate three (3) year tertiary (NQF6) qualification or relevant equivalent qualification, coupled with three to five (3-5) years administrative experience. Willingness to work under pressure and beyond normal hours. Valid code 8/EB driver's license. Knowledge: Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Public Service Act and Regulations, PFMA, Computer operation / Office automation, Management reporting, Departmental objectives / Strategic Plan, Departmental business process, Service Delivery and Service Level Agreements, Departmental Polices / Government policies & Regulations, PMFA, Procurement /SCM Procedures and Sport and Recreation policies. skills: Policy Development, Project Management, Computer Literacy, written and verbal communication, Customer Focus, Sound Judgment, Relationship Management, Result Orientation, Driving, Motivation, Presentation, Conflict Resolution, Negotiating and Managing Technical/ Procedural Adherence. Computer Literacy (MS Word, Excel, PowerPoint, etc).

**DUTIES** : Oversee documentation flow, general office administration, incoming and outgoing correspondence. Ensure projects proposal plan meet departmental strategic objectives and timeframes. Assist in the co-ordination of Provincial Projects. Maintain continuous improvement relationships with internal and

external organizations. Screen and prepare responses for submissions and briefs on policy and administrative issues referred to the HOD Office. Ensure the effective and efficiency utilization of resources.

- ENQUIRES** : Dr NI Ndlovu Tel No: (033 264 3400)
- POST 09/244** : **MUSEUM LIAISON OFFICER - MARKETING AND OUTREACH PROGRAMME: MUSEUM SERVICES REF NO: DSAC 16/2023**
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)  
: Pietermaritzburg  
: Grade 12 plus an appropriate three (3) years tertiary (NQF 6) qualification in Anthrophony, History, Cultural studies, or Communication or equivalent qualification. Valid code 8/EB driver's license Knowledge: Proficiency in English and Zulu languages. Relevant prescripts, policies, strategies and procedure manual. Research management skills. Skills: Report writing. Problem solving. Project management, Inspection and analytical. Presentation and facilitation. Computer Literacy (MS Word, Excel, PowerPoint, etc). Excellent communication (written and verbal).
- DUTIES** : Conduct Museum Outreach Programmes. Provide Marketing Services for Museum, Conduct Training for Museum, Provide statistics and Data Management Services for Internal and External stakeholders. Develop and implement policies of the Unit.
- ENQUIRIES** : Ms N Magubane Tel No: (033) 341 9904
- POST 09/245** : **SUPPLY CHAIN PRACTITIONER- DEMAND AND ACQUISITION MANAGEMENT REF NO: DSAC17/2023**
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
: Pietermaritzburg  
: Grade 12 certificate plus an appropriate Diploma. 3-5 years' experience in the Public Service. Knowledge: Public Service Act and Regulations, PFMA, Departmental policies, objectives and business processes, Management reporting, SCM Procedures, Human Resource Management. Skills: Communication (verbal and written), Ability to multi-task, Ability to work independently, Problem solving, Tact and Diplomacy, Project Management, Policy analysis and development, Motivational, Negotiation, Conflict Management, Strategy management and policy formulation, Labour Relations, Programme management, Report writing, Financial Management.
- DUTIES** : Ensure the timeous procurement of goods and services, assist with the consolidation and capturing of Procurement plan, authorizing commitments on BAS, assist with the development of subordinate staff, attend bid/quotations briefing sessions, Provide secretariat functions for BSC committee.
- ENQUIRIES** : Mr M Mazibuko Tel No: (033) 264 3400
- POST 09/246** : **ADMINISTRATION CLERK SUPERVISOR: RISK AND INTERGRITY MANAGEMENT REF NO: DSAC18/2023**
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
: Pietermaritzburg  
: Grade 12 certificate or equivalent certificate, coupled with a minimum of three to five (3-5) years relevant experience. Good interpersonal relations. Ability to work under pressure. Knowledge of the relevant prescript governing the Government. Clean criminal records. SKILLS: Good communication (written & verbal) skills. Good office administration, planning and organizational skills. Computer literacy (Ms Word, Excel, PowerPoint, etc). Valid code 8 /EB driver's license.
- DUTIES** : Provide effective and efficient office management to the Directorate, which includes systems in receiving and distributing of correspondence. Render effective administration support for the Directorate which includes HR, Finance and Transport etc. Render effective and efficient records management within the Directorate. Provide support regarding all logistics requirements within the Directorate. Coordination and analysis of monthly reports.
- ENQUIRIES** : Mr F Mabika Tel No: (033) 897 9400

**POST 09/247** : **ADMINISTRATION CLERK SUPERVISOR - FINANCIAL MANAGEMENT:  
ADMIN SUPPORT REF NO: DSAC19/2023**

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : Grade 12 certificate or equivalent certificate, coupled with a minimum of three to five (3-5) years relevant experience. Good interpersonal relations. Ability to work under pressure. Knowledge of the relevant prescript governing the Government. Clean criminal records. Skills: Good communication [written & verbal] skills. Good office administration, planning and organizational skills. Computer literacy (Ms Word, Excel, PowerPoint, etc). Valid code 8 /EB driver's license.

**DUTIES** : Provide effective and efficient office management to the Directorate, which includes systems in receiving and distributing of correspondence. Render effective administration support for the Directorate which includes HR, Finance and Transport etc. Render effective and efficient records management within the Directorate. Provide support regarding all logistics requirements within the Directorate. Coordination and analysis of monthly reports.

**ENQUIRIES** : Mr M Shozi Tel No: (033) 264 340

**POST 09/248** : **ADMINISTRATION CLERK SUPERVISOR- STRATEGY GOVERNANCE  
DIVISION: ADMIN SUPPORT REF NO: DSAC20/2023**

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : Grade 12 certificate or equivalent certificate, coupled with a minimum of three to five (3-5) years relevant experience. Good interpersonal relations. Ability to work under pressure. Knowledge of the relevant prescript governing the Government. Clean criminal records. SKILLS: Good communication [written & verbal] skills. Good office administration, planning and organizational skills. Computer literacy [Ms Word, Excel, PowerPoint, etc]. Valid code 8 /EB driver's license.

**DUTIES** : Provide effective and efficient office management to the Directorate, which includes systems in receiving and distributing of correspondence. Render effective administration support for the Directorate which includes HR, Finance and Transport etc. Render effective and efficient records management within the Directorate. Provide support regarding all logistics requirements within the Directorate. Coordination and analysis of monthly reports.

**ENQUIRIES** : Ms S Hassim Tel. No: (033) 264 3400

**POST 09/249** : **ADMINISTRATION CLERK SUPERVISOR- CULTURE DEVELOPMENT:  
ADMIN SUPPORT REF NO: DSAC21/2023**

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : Grade 12 certificate or equivalent certificate, coupled with a minimum of three to five (3-5) years relevant experience. Good interpersonal relations. Ability to work under pressure. Knowledge of the relevant prescript governing the Government. Clean criminal records. Skills: Good communication [written & verbal] skills. Good office administration, planning and organizational skills. Computer literacy [Ms Word, Excel, PowerPoint, etc]. Valid code 8 /EB driver's license.

**DUTIES** : Provide effective and efficient office management to the Directorate, which includes systems in receiving and distributing of correspondence. Render effective administration support for the Directorate which includes HR, Finance and Transport etc. Render effective and efficient records management within the Directorate. Provide support regarding all logistics requirements within the Directorate. Coordination and analysis of monthly reports.

**ENQUIRIES** : Mr N Nhlapho Tel No: (033) 341 3600

**POST 09/250** : **REGISTRY CLERK SUPERVISOR: PERSONNEL RECORDS REF NO:  
DSAC22/202**

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : A Grade 12 certificate plus an appropriate three (3) year tertiary qualification or equivalent relevant qualification, coupled with three to five (3-5) years'

experience in the Public Service. Valid code 08/EB driver's license. Knowledge: Public Service Act and Regulations, PFMA, Computer operation/office automation, Management reporting, Departmental objectives and business processes, Service Delivery and Service Level Agreements, Departmental Polices, Procurement/SCM Procedures, Records Management. Skills: Project management. Communication (verbal and written), Ability to multi-task, good organizing abilities, Ability to work independently. Problem solving, Tact and Diplomacy, Facilitation, Management, Administration, and coordination, Motivational, Negotiation, Computer (info extraction, presentation, and data capturing) Conflict Management, Strategy management and policy formulation. Labour Relations, Human resource management, Good interpersonal relations, Report writing, financial management. Supervisory Skills.

**DUTIES** : Monitor registry counter services. Oversee the maintenance of all personnel files. Oversee an effective filing and record management service. Safeguard register of Human Resource. Provide technical and administration of personnel records management services. Implement and maintain personnel records management prescripts. Provide the records registry and records disposal. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

**ENQUIRIES** : Ms NIS Mbhele Tel No: (033) 341 3600

**POST 09/251** : **ADMINISTRATION ASSISTANT-REPOSITORY MANAGEMENT: ORAL HISTORY X1 PMB AND X1 HEAD, REF NO: DSAC23/2023**

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
: Pietermaritzburg  
: Grade 12 certificate or equivalent certificate. Knowledge of all the relevant legislation, policies, and regulations in the public service. Numeracy and literacy skills. Good interpersonal relations. Ability to work under pressure and handle conflict situations. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint,etc).

**DUTIES** : Render general clerical and records management support services. Provide supply chain clerical support services within the component. Coordinate a personnel administration support services within the component. Provide financial administration support services within the component. Prove financial administration support services in the component.

**ENQUIRIES** : Mr MM Hadebe at (078) 099 3162

**POST 09/252** : **ADMINISTRATION CLERK- STRONG ROOM: REPOSITORY ARCHIVES MANAGEMENT- EASTERN DISTRICT CLUSTER REF NO: DSACS24/2023**

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
: Durban Archives  
: Grade 12 certificate or equivalent certificate. Knowledge of all the relevant legislation, policies, and regulations in the public service. Numeracy and literacy skills. Good interpersonal relations. Ability to work under pressure and handle conflict situations. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint,etc).

**DUTIES** : Render general clerical and records management support services. Provide supply chain clerical support services within the component. Coordinate a personnel administration support services within the component. Provide financial administration support services within the component. Prove financial administration support services in the component.

**ENQUIRIES** : Mr Singh Tel No: (031) 309 5685

**POST 09/253** : **ADMINISTRATION CLERK: LIBRARY ADMINISTRATION SUPPORT SERVICES REF NO: DSAC25/2022**

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
: Pietermaritzburg  
: Grade 12 certificate or equivalent certificate. Knowledge of all the relevant legislation, policies, and regulations in the public service. Numeracy and literacy skills. Good interpersonal relations. Ability to work under pressure and handle conflict situations. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint,etc).

**DUTIES** : Render general clerical and records management support services. Provide supply chain clerical support services within the component. Coordinate a personnel administration support services within the component. Provide financial administration support services within the component. Provide financial administration support services in the component.

**ENQUIRIES** : Ms B Mjwara Tel No: (033) 341 3000

**POST 09/254** : **SUPPLY CHAIN CLERK: DEMAND AND ACQUISITION REF NO: DSAC26/2023**

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
Pietermaritzburg  
Grade 12 certificate or equivalent certificate, Computer literacy, willingness to work under pressure and beyond normal hours/weekends skills: Ability to work under pressure and handle conflict situations. Good verbal and written communication skills. Computer literacy (Ms Word, Excel, Power point etc).

**DUTIES** : Check received quotations for compliance and follow evaluation and awarding processes. Process requisitions of items and maintain a sound filing system for all source documents. Capture entities and commitments on Basic Accounting System and Hard-Cat Asset Management System. Prepare payments for invoices certified by Cost Centers and forward complete documentation to Finance for final processing. Verify, interpret and understand specifications to ensure that the correct items are procured.

**ENQUIRIES** : Mr M Mazibuko: Tel No. 033 264 3400

**POST 09/255** : **ADMINISTRATIVE CLERKS (X3 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
Durban- Office Services Division Ref No: DSAC27/2023  
Umkhanyakude Ref No: DSAC28/2023 (X2 Posts)  
Grade 12 certificate or equivalent certificate. Willingness to work under pressure and beyond normal hours/weekends. Knowledge: Public Service Act and Regulations, PFMA, Departmental policies, objectives and business processes, Management reporting, SCM Procedures, Human Resource Management. Skills: Communication (verbal and written), Ability to multi-task, Ability to work independently, Problem solving, Tact and Diplomacy, Project Management, Policy analysis and development, Motivational, Negotiation, Conflict Management, Strategy management and policy formulation, Labour Relations.

**DUTIES** : Assist with coordination of security services. Provide office services, perform records management function, Coordinate and process financial matters, Coordinate HR matters, Render reception functions.

**ENQUIRIES** : Durban, Dr NC Duma (DSAC27/2023) Tel No: (031) 24 1727  
uMkhanyakude, Mr SM Ngema (DSAC28/2023 Tel No: (035) 780 9300

**POST 09/256** : **REGISTRY CLERK: PERSONNEL RECORDS REF NO: DSAC29/2023**

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
Pietermaritzburg  
Grade 12 certificate or equivalent certificate, Computer literacy, willingness to work under pressure and beyond normal hours/weekends. Knowledge: Knowledge of basic PERSAL system. Computer literacy. Registry filing system Archives filing system. Relevant legislation, policies and regulations in the public service. Departmental delegations. Skills: Ability to maintain confidentiality. Team player. Good interpersonal skills. Ability to work under pressure and meet deadlines. Good office administration, planning & organizational skills. Communication (verbal and written), Ability to multi-task, Ability to work independently, Problem solving, Tact and Diplomacy.

**DUTIES** : Provide registry counter services. Maintain all files, i.e. replace unraveled and worn out files. Store personnel records and files. Dispatch incoming and outgoing files. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and/disposal. Open files according to approved filing system. Safeguard register of Human Resources circulars and coordinate distribution.

**ENQUIRIES** : Ms NIS Mbhele Tel No: (033) 341 3600



**POST 09/257** : **DRIVER: FLEET MANAGEMENT REF NO: DSAC30/2023**

**SALARY** : R151 884 per annum (Level 04)  
**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : Grade 12 certificate or equivalent certificate, coupled with a minimum of two (2) year driving experience. Valid code 8/EB driver's license. Willingness to travel overnight trips and working extra hours. Knowledge: General understanding of the business environment. Postal procedures Departmental delegations. Skills: Numeracy and literacy. Good driving. Good communication (written and verbal).

**DUTIES** : Collect and send mail bag to and from the post office. Distribute mail and documents within and outside the Department. Provide driving duties within the directorate and attending to ad hoc requests. Ensure that the vehicle allocated to the Directorate is kept in good condition. Assist in recording of face value forms and documents for distribution.

**ENQUIRIES** : Mr L Langa Tel No: (033) 341 3600

**POST 09/258** : **GENERAL ASSISTANT - COASTAL LIBRARY DEPOT: NORTHERN DISTRICT CLUSTER REF NO: DSAC31/2023**

**SALARY** : R102 534 per annum (Level 02)  
**CENTRE** : Northern District Cluster Pinetown Library  
**REQUIREMENTS** : Grade 12 certificate or equivalent certificate. Willingness to travel overnight trips. Ability to perform physically demanding duties. Skills: Numeracy and literacy. Duties: Provide support for library/depot material. Provide support with the dispatch and collection of library material. Maintain library material for loan by affiliated libraries/ library users. Provide labour movement of library material and equipment.

**ENQUIRIES** : Ms N Nkosi Tel No: (031) 701 7480