

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

OTHER POSTS

- POST 10/276** : **MEDICAL SPECIALIST REF NO: DIAB&ENDOC (SUBSPEC) /1/2023**
Department: Diabetes & Endocrinology
- SALARY** : Grade 1: R1 156 308 per annum, all-inclusive salary package, (excluding commuted overtime)
Grade 2: R1 322 100 per annum, all-inclusive salary package, (excluding commuted overtime)
Grade 3: R1 534 356 per annum, all-inclusive salary package, (excluding commuted overtime)
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital (IALCH)
: Degree in medicine (MBCHB) and specialist registration in Internal Medicine (FCP(SA) or equivalent) and a post-graduate qualification in Endocrinology (Certificate in Endocrinology and Metabolism awarded by the College of Medicine of South Africa). Current registration as a Sub-specialist in Endocrinology. Full registration with the Health Professionals Council as a Medical Practitioner, Specialist and Sub-Specialist. Experience after registration with HPCSA as a sub-specialist, would be an advantage. Certificate of service endorsed by Human Resource Department. Experience – **Grade 1:** The appointment to grade 1 requires appropriate qualification and registration certificate with the HPCSA as a Medical Specialist in Endocrinology sub-speciality. **Grade 2:** The appointment to grade 2 requires appropriate qualification and registration certificate plus Five (5) years' experience after registration with the HPCSA as a Medical Specialist in Endocrinology sub-speciality. **Grade 3:** The appointment to grade 3 requires appropriate qualification and registration certificate plus Ten (10) years' experience after registration with the HPCSA as a Medical Specialist in Endocrinology sub-speciality. Knowledge, Skills, Training and Competences Required: Sound clinical knowledge, skills, and experience in Endocrinology. Competence in the clinical evaluation, interpretation of special investigations and management within the sub-speciality. Excellent human relations, communication, leadership and team building skills. Computer literacy. Sound negotiation, planning, organising, decision making and conflict management skills. Ability to teach undergraduate and post graduate students and participate in research and continuing professional development. Maintain satisfactory clinical, professional, and ethical standards in the Department of Endocrinology.
- DUTIES** : The incumbent of the post is expected to assist the Head Clinical Unit in the following areas: Developing and managing the designated sub-specialty services for the area. Ensure the efficient and effective provisions of in- and out-patient services. Formulate policies and procedures for clinical services as required and ensure that they are in accordance with the current statutory regulations and guidelines. Provide leadership, management and support to all medical staff under their supervision. Assist with quality improvement imperatives including clinical audits, morbidity and mortality reporting and reviewing clinical documentation, clinical governance procedures etc. Ensure that cost-effective service delivery is maintained within the Department of Endocrinology. Manage and direct performance and EPMDs of junior staff within the Department of Endocrinology as required actively participate in the academic programme for the training of subspecialist fellows and trainees. Clinical teaching, examination, and administration of undergraduate and postgraduate students. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses and supervise registrar research. Partake in outreach programmes of the unit. After-hours participation in the call roster.
- ENQUIRIES APPLICATIONS** : Dr FJ Pirie Tel No: 031 2401299
: must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website

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

- CLOSING DATE** : 03 April 2023
- POST 10/277** : **PRINCIPAL PSYCHOLOGIST REF NO: PRINC PSYCH/1/2023**
Department: Clinical Psychology
- SALARY** : Grade 1: R1 071 918 per annum, all-inclusive salary package
CENTRE : Inkosi Albert Luthuli Central Hospital (IALCH)
REQUIREMENTS : Master's degree in Clinical Psychology. Registration certificate with HPCSA and Current registration as a clinical psychologist. At least 3 years post registration work experience as a Clinical Psychologist. Knowledge, Skills, Training and Competence Required: Psychodiagnostic and psychotherapeutic competencies of working with adults and children within a hospital setting particularly applicable to level of care rendered at the Inkosi Albert Luthuli Central Hospital (IALCH). Knowledge and experience in behavioural medicine. In-depth knowledge of policies, protocols and procedures as is applicable to the profession and the hospital. Supervisory experience. Knowledge and competence in neuropsychology assessment and report writing. Administrative and organisational skills. Good verbal and written communication skills. Computer literacy. Good interpersonal, decision-making and problem-solving abilities. Adaptable, empathetic, assertive, self-motivated and flexible. Experience intervening with Burn Patients, Pain Management, Renal and Oncology patients and Palliative care will be an added advantage. Management experience including drawing up relevant policies and clinical protocols, financial management and HR knowledge. Strong Work ethic
- DUTIES** : To ensure effective and efficient management of all persons referred for psychological intervention at IALCH and thereby promote access to high quality psychology services. To manage and lead the Department of Clinical Psychology and ensure that safe and effective policies and procedures are in place and fully implemented to meet minimum quality standards as well as improve patient experience of care rendered by the Department. To manage training and development of staff, including orientation and induction of psychologists, capacity building and skills transfer to subordinates and other personnel at IALCH. Engage in effective communication and interaction between subordinates, other departments, personnel, consultants, colleagues, suppliers, and other service providers. To develop preventative and promotive psychological health programmes.
- ENQUIRIES** : Dr A Harrichandparsad Tel No: 031 240 1059
APPLICATIONS : must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of

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

CLOSING DATE

: 03 April 2023

POST 10/278

: **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: RVH PH 12/2023 (X1 POST)**
Cluster: Medical Science and Support Service

SALARY CENTRE REQUIREMENTS

: R911 406 per annum, an all-inclusive salary package
: Rietvlei District Hospital
: Grade 12 (Senior Certificate); An appropriate Bachelor's Degree or Equivalent qualification in Pharmacy; Minimum of five (5) years appropriate experience after registration as a Pharmacist with SAPC; Current registration with the S.A. Pharmacy Council; Unendorsed valid code B driver's license (code 8). Recommendations: Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook) as well as knowledge and experience in RX Solution; 2 Years of Supervisory experience in the public sector will be an added advantage. Knowledge, Skills, Training And Competencies: Knowledge of public sector pharmacy, as well as relevant acts, regulations, District Health System, EML, good Pharmacy practice, policies and procedures, the National Drug Policy; Sound understanding of Procurement reforms and the CCMDD program; Sound knowledge of legislation relating to pharmaceutical practice in South Africa; Sound knowledge of the District Health System and National Drug Policy; Good communication, leadership, motivational, decision-making, team building, ethical, operational ,professional and supervisory skills; Knowledge of the principles, functioning and operation of a PTC and Anti-Microbial stewardship; Knowledge of Human Resource Management, staff training and development and financial management; Commitment to service excellence, together with innovative and analytical thinking based on sound ethical and legal principles; Effective planning, organizational, managerial and interpersonal skills. Be able to prioritize tasks and issues and comply with time frames; Have good interpersonal skills; Knowledge of the scope of practice of the various pharmaceutical staff categories and other health professional together with the attendant training requirement. Have good or detailed knowledge of the South African system for pharmaceutical, tenders and contracts, (knowledge of the pharmaceutical supply and dispensing chain is essential); Have the ability to prioritize issues and other work related matters and to comply with time frames; Be computer literate with a proficiency in MS Office Software application and have experience in RX Solution.

DUTIES

: Take responsibility as the Responsible Pharmacist; Provide comprehensive pharmaceutical service to patient's wards, and departments and satellite PHC clinics; Engage in effective communication with all stakeholders to ensure that quality services rendered and requirements for audits are met; Comply with the requirement for good Pharmacy practice and scope of practice for a Pharmacist as laid down by the South African Pharmacy Council; Maintain accurate and appropriate patient record in line with legal requirements; Develop implement and monitor adherence to standard operation procedure and policies for all aspect of the pharmaceutical service, in accordance with the applicable legislations, regulations and good pharmacy practice; Compiling reports for submission; Assist in co-ordination of pharmacy and therapeutics

and antibiotic stewardship, indemnity training needs for pharmacy staff and coordinate training; Direct supervision of Pharmacists, Community Service Pharmacists, Pharmacy Interns and Pharmacist Assistants (all staff allocated in Pharmacy); Provide necessary orientation, training, discipline, conflict resolution, EPMS management and monitoring of all Pharmacy staff; Provide supervisory pharmaceutical support to PHC clinics under Rietvlei hospital; Participate in quality improvement programs of the Department and ensure policies and procedures are followed; Manage patient complaints; Liaise with other Health professionals regarding drug information and participate in Pharmacy and Therapeutic committee and all other relevant committees; Supervise the enrolment and implementation of the CCMDD, ARV program and pre-dispensing to clinics; Ensure continuous registration of Pharmacy Department with Pharmacy Council; Provision of pharmaceutical services in accordance with legislation and provisions of the national drug policy; Dispense pharmaceuticals as well as ARV medicines and perform standby/on-call when necessary; Implementation of good pharmacy Practice Rules; Ensure optimal utilization and sound management of human resources as well ensure optimal safety and security of pharmaceuticals in the institution; Management of procurement, storage, distribution and use of pharmaceuticals in the institution to ensure that stock out of essential medication is avoided; Ensure extensive control of pharmaceutical service in all depth of the CHC including drug supply management to attached clinics and outreach programs; Ensure formulation of standard operating procedures and protocols and monitor adherence by staff; Ensure that the institution has a functional drug and therapeutic committee together with the Medical Manager; Ensure that the institution has a functional antibiotic stewardship committee and participation by all pharmacy staff together with the Medical Manager; Identify training needs of the Pharmacy staff and facilitate access to appropriate training and development; Identify and facilitate the procurement of pharmaceutical equipment as per the standard operational norms of a district hospital; Development and implementation of quality improvement projects in pharmacy; Participate in all institutional committee meetings as per appointment by the Institutional Manager.

**ENQUIRIES
APPLICATIONS**

: Ms B Dlikilili at (071) 869 6430
 : must be directed, Harry Gwala Health District Office, Private Bag X 502, Ixopo, 3276 OR Hand deliver to: 111 Main Street, Ixopo under KFC building, Room 99, District office.

**FOR ATTENTION
NOTE**

: Mr. ZN Dotyeni: Assistant Director: HRM
 : The following documents must be submitted. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.kznhealth.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Failure to produce these documents will disqualify candidates. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. The reference number must be indicated in the column provided on the form (new z83) e.g. RVH IB 10/2023. Please note that due to the large number of applications received, applications will not be acknowledged. However all short-listed candidates will receive written responses. Due to budget constraints the institution is unable to fund S & T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from security clearance, qualification verification, citizenship and previous work experience. The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work.

CLOSING DATE

: 03 April 2023

POST 10/279

: **CHIEF EXECUTIVE OFFICER REF NO: G35/2023**
Cluster: Hospital Management Services

SALARY
CENTRE
REQUIREMENTS

: R908 502 per annum (Level 12), an all-inclusive MMS salary package
: Mahatma Gandhi Memorial Hospital
: A degree/advanced diploma in a health related field, registration with relevant professional council; A degree/diploma in health management OR a degree/advanced diploma in a management field. 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. Recommendations: Knowledge, Skills, Training and Competencies Required: 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
APPLICATIONS

: Mrs R.T Dube Tel No: 033- 940 2499
: should be forwarded to: The Chief Director: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower

FOR ATTENTION
NOTE

: Miss NS Buthelezi Tel No: 033- 395 2896
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following

checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation when shortlisted. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

- CLOSING DATE** : 03 April 2023
- POST 10/280** : **DEPUTY DIRECTOR: DISTRICT HEALTH SERVICE DELIVERY AND PLANNING REF NO: UMKH 06/2023**
Component: District Health Information Planning
- SALARY** : R766 584 per annum, (all-inclusive package). Other Benefits: 13TH Cheque, Medical Aid (optional) & Housing Allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : District Office
Senior Certificate or Grade 12. Bachelor degree/ National Diploma in Health Science OR Management Science. 3-5 years managerial experience in Public Health Service. Proof computer Literacy (only when you are shortlisted). Valid driver's license. Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the Deputy Director: Planning ,Monitoring and Evaluation Planning Reporting, and will be responsible to report on activities to ensure effective and efficient production of reliable information on the District Health Services Delivery and Planning of the Department and as such the ideal candidate must have: Ability to lead and work with the team. Ability to think critically in difficult situations and make independent decisions. Strong communication, negotiation and presentation skills. Managerial and facilitation skills. An understanding of the challenges facing the public health sector. Ability to translate strategic and transformation objectives into practical planning frameworks. Ability to prioritise issues and other work related matters and to comply with the time frames. Proven initiative, decisiveness, dedication and the ability to acquire new knowledge swiftly. Good knowledge of the District Health System. Knowledge of MS office Software applications.
- DUTIES** : Facilitate strategic and other planning workshops within the district to ensure consultation, buy-in and the determination of priorities. Analyse and critique the planning inputs of components and provide technical advice ensuring that the stated goals, objectives and targets are realistic, measurable and attainable. Monitor and evaluate the performance of Institutions to comply with public health service delivery planning imperatives and develop innovative solutions to overcome the identified barriers. Develop policies and strategies aimed at improving service delivery. Support all district programmes and service delivery activities. Ensure the effective, efficient and economical management of allocated resources of the Division (IPC, QA and Data Management).
- ENQUIRIES APPLICATIONS** : Ms. M.P Themba Tel No: 035-572 1328/90
: must be forwarded to: The Manager District Health office, Umkhanyakude Health District Office, P/ Bag X 026, Jozini, 3969
- FOR ATTENTION NOTE** : Mr. FG Cele: AD: HRMS
: The following documents must be submitted: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. NB: Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Certificate of service and service record) must be submitted by shortlisted candidates to HR on or before the day of The reference number must be indicated in the column provided on the form Z.83 e.g. reference number UMKH 13/2022 .NB: Failure to comply with above

instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications). Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews

- CLOSING DATE** : 03 April 2023
- POST 10/281** : **OPERATIONAL MANAGER NURSING: PHC REF NO: RVH MV 08/2023 (X1 POST)**
- SALARY** : Grade 1: R588 378 - R662 220 per annum. Other Benefits. Home Owner Allowance (conditions apply). 13th Cheque. Medical Aid (Optional) Rural Allowance (12% of Basic Salary)
- CENTRE REQUIREMENTS** : Rietvlei Hospital: Mvubukazi Clinic
- CENTRE REQUIREMENTS** : Senior Certificate/ Grade 12/STD 10. Basic R425 qualification (i.e. Degree, Diploma in nursing qualification that allows registration with the South African Nursing Council as a Professional Nurse plus. A post basic nursing qualification in Primary Healthcare with duration of at least one year, accredited with the South African Nursing Council in PHC. Registration certificate with SANC as Professional Nurse. A minimum of 9 years recognizable experience in nursing after registration as Professional Nurse with South African Nursing Council in General Nursing. At least 05 years of the period referred to above must be recognizable experience in PHC specialty obtaining 1 year post basic qualification in PHC. Current Registration with SANC 2023. Recommendations: Driver's Licence. Computer Certificate. NIMART training / HIV Management. Knowledge, Skills and Competence Required for the post. In depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery: e.g. Nursing Act, Health Act, Occupational Health and Act, Disciplinary Code and Procedure, Grievance Procedure. Basic understanding of Human Resources and Financial policies and practices. Effective Communication skills with all stakeholders. Team work and report writing skills. Leadership, organisational, decision making and problem solving abilities. Diversity management, Change Management. Interpersonal Relations. Basic computer skills.
- DUTIES** : Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by Rietvlei Hospital. Promote quality of nursing standards as directed by the professional scope of practice and standards in line with facility Operational plan. Ensures effective performance management of staff in line with Performance Management and Development System policy of the department. Effective management of Ideal Clinic Realization project, National Core Standards initiatives prioritization and Complaints Mechanism. Ensures effective utilization of resources allocated to the clinic in line with allocated budget including training and development of staff. Effective implementation of disciplinary code and procedures fairly and equally. Ensures effective records management and submission of reports/stats accordingly.
- ENQUIRIES APPLICATIONS** : Ms B Dlikililiat (071) 869 6430
- ENQUIRIES APPLICATIONS** : must be directed, Harry Gwala Health District Office, Private Bag X 502, Ixopo, 3276 OR Hand deliver to: 111 Main Street, Ixopo under KFC building, Room 99, District office.
- FOR ATTENTION APPLICATIONS** : Mr. ZN Dotyeni: Assistant Director: HRM
- FOR ATTENTION APPLICATIONS** : The following documents must be submitted. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.kznhealth.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Failure to produce these documents will disqualify candidates. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. The reference number must be indicated in the column provided

on the form (new z83) e.g. RVH IB 10/2023. Please note that due to the large number of applications received, applications will not be acknowledged. However all short-listed candidates will receive written responses. Due to budget constraints the institution is unable to fund S & T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from security clearance, qualification verification, citizenship and previous work experience. The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work.

- CLOSING DATE** : 03 April 2023
- POST 10/282** : **OPERATIONAL MANAGER NURSING (PHC) REF NO: EDU 11/2023**
Component: Paulpietersburg Clinic
- SALARY** : R588 378 - R662 220 per annum. Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13th Cheque and 12% rural allowance.
- CENTRE** : Edumbe Community Health Centre
- REQUIREMENTS** : Degree / Diploma in General Nursing and Midwifery. One year post basic qualification in Primary Health Care. Current registration with SANC as Professional Nurse and Midwifery. A minimum of (9) nine years recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing and Midwifery, of which five (5) years must be recognizable experience after obtaining one(1) year post basic qualification in Primary Health Care. Certificate of service from current and previous employers stamped and signed by the Human Resource Department. A valid driver's license. Knowledge, Skills, Training & Competencies Required: Knowledge and insight into nursing process and procedures. Knowledge of nursing statutes and other relevant Public Services Act/ legislations. Decision making and problem solving skills. Interpersonal skills in dealing with conflict management. Knowledge and implement Batho Pele principles. Supervisory and analytical thinking skills. Stress tolerance, flexibility, empathy and ability to communicate constructively. Disaster management skills. Team building and supervisory skills.
- DUTIES** : Provide effective management and professional leadership ensuring that ward unit are organized and covered with Professional staff. To provide quality patient care. Provide effective supervision of wards ensuring implementation of nursing standard, policies and procedures. Manage and direct efficient utilization of resources to enhance service delivery. Exercise control of discipline, grievance and any other Labour related issues in terms of laid down procedures. Maintain client satisfaction through monitoring and setting of service standards. Implement and monitor National Core Standards. Implement EPMDS. Advocate for patients in facilitating proper treatment care, and adherence to Patient Rights Charter and Batho Pele Principles. Ensure to keep accurate records. Compile unit statistics monthly.
- ENQUIRIES** : Mrs LT Msibi Tel No: (034) 995 8500/28 EXT 8528
- APPLICATIONS** : should be forwarded to: Assistant Director: HRM, Edumbe Community Health Centre, Private Bag X 322, Paulpietersburg, 3180 or be hand delivered at 463 eDumbe Main Street Location, Paulpietersburg, 3180, HR office No: 46
- NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to candidates: The following documents must be submitted: Application for employment form (Form Z83), which is obtainable at any Government Department OR from the website (www.kznhealth.gov.za) issued by Minister of DPSA in line with regulation 10 of the Public Service Regulations 2016. Applicant must utilize the most recent Z83 form. The Z83 must be fully completed: Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV) and Please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of the

interview. The reference number must be indicated in the column provided on the Z83 e.g. Ref EDU 23/2013. The post applied for must also be indicated clearly in the relevant section on the application form. People with disability should feel free to apply. Please note that due to large number of applications received, applications will not be acknowledged however only the shortlisted applicants will be advised with the outcome. Please note that no S&T will be paid to candidates that are invited for interviews. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) of the following: Security Clearance (Vetting), Criminal clearance, credit records, citizenship), and verification of Educational Qualifications by SAQA (Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representation in all occupational categories in the department). The post will be filled in terms of the Employment Equity Target. 06 April 2023

- CLOSING DATE** : **POST 10/283** : **ASSISTANT DIRECTOR: CLINICAL TECHNOLOGIST REF NO: AD CLIN TECH PULM/1/2023**
 Department: Pulmonary Function Laboratory
- SALARY** : Grade 1: R540 840 per annum, Plus 13th cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements.
- CENTRE** : Inkosi Albert Luthuli Central Hospital (IALCH)
- REQUIREMENTS** : B.Tech degree. Current registration with HPCSA as a clinical technologist in pulmonary function (Independent Practice). At least three (3) years' experience in a managerial position performing duties in a Pulmonology area. Recommendation Teaching experience affiliated to an accredited institution. This experience is for both undergraduate clinical technology students as well as other relevant health care professionals. Interest or participation in clinical trials will be an advantage. To be well versed in the current health and public service legislation with respect to policies and regulations
- DUTIES** : Ensure integrity of the recording systems and confirm that high quality and technically sound recordings of tests are performed. Promote Batho Pele principles in order to promote effective service delivery. Maintain and check equipment regularly in order to comply with safety requirements. Ensuring staff punctuality, attendance and accountability. Ensure patients are treated with care and courtesy and to maintain patient integrity and confidentiality. To be competent in managing time and resources and be confident in prioritizing procedures. To guarantee appropriate supervision and train subordinates, students and other health care professionals within the department. To participate in and supervise clinical research projects of clinical technologist students. To participate and contribute to research projects within the department.
- ENQUIRIES** : Prof K Nyamande (031 240 1353), Dr D Fakey Khan Tel No: (031) 240 1376
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large

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

- CLOSING DATE** : 03 April 2023
- POST 10/284** : **CHIEF DIAGNOSTIC RADIOGRAPHER REF NO: RVH CR 13/2023 (X1 POST)**
- SALARY** : Grade 1: R487 305 – R540 840 per annum. Other Benefits: Home Owner Allowance (conditions apply). 13th Cheque. Medical Aid (Optional). Rural Allowance (17% of Basic Salary).
- CENTRE REQUIREMENTS** : Rietvlei Hospital
: National Senior Certificate (Grade 12). Degree or Diploma in Diagnostic Radiography. Minimum of 3 years relevant experience after registration with Health Professional Council of South Africa (HPCSA) as a Diagnostic Radiographer. Current registration with HPCSA /Annual practicing certificate (2023). Registration certificate with HPCSA in the category of Independent Practice. Knowledge, Skills & Competency. Sound knowledge of diagnostic radiography procedures. Sound knowledge of radiation control regulations, safety measures and policies. Knowledge of Occupational Health and Safety, and other relevant Acts, Policies and regulations. Knowledge of basic Quality Assurance procedures in diagnostic radiography. Good leadership, problem solving, communication and interpersonal skills. Knowledge of Public Service Act, Policies and regulations. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of Employee Performance and Management system (EPMDS).
- DUTIES** : Provide high quality radiography service while adhering to safe radiation protection standards. Give factual information to patients/clients on radiology. Promotes good health practices to patients in need of radiology. Execute all clinical procedures competently to prevent complications. Compile reports and memos as required in the working environment. Provide guidance and supervision to radiography and assists as delegated. Promotes Batho Pele principles in the execution of all duties for effective service delivery. Contribute in the overall work process in the component. Inspect and utilise equipment professionally to ensure compliance with safety standards. Ensure compliance to National Core Standards (NCS). Participate in a 24 hour roster system which includes nights, weekends, public holidays and standby duties. Play an active role in the implementation of Quality Assurance and Quality improvements projects. Deal with grievances and labour relations issues in terms of laid down policies. Ensure health and safety rules and regulations are adhered to. Effective management of Employee Performance and Management System (EPMDS).
- ENQUIRIES APPLICATIONS** : Dr JBK Mitewu at 072 386 4907
: must be directed, Harry Gwala Health District Office, Private Bag X 502, Ixopo, 3276 OR Hand deliver to: 111 Main Street, Ixopo under KFC building, Room 99, District office.
- FOR ATTENTION NOTE** : Mr. ZN Dotyeni: Assistant Director: HRM
: The following documents must be submitted. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.kznhealth.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Failure to produce these documents will disqualify candidates. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. The reference number must be indicated in the column provided on the form (new z83) e.g. RVH IB 10/2023. Please note that due to the large number of applications received, applications will not be acknowledged. However all short-listed candidates will receive written responses. Due to budget constraints the institution is unable to fund S & T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from security clearance,

qualification verification, citizenship and previous work experience. The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work.

CLOSING DATE

: 03 April 2023

POST 10/285

: **CLINICAL PROGRAM COORDINATOR: INFECTION CONTROL REF NO: AMAJ03/2023**

Component: Integrated District Health System Development Service
(Those who previously applied may re- apply)

SALARY CENTRE REQUIREMENTS

: R464 466 per annum. Other Benefits: Rural allowance on a claim basis
: Amajuba Health District Office
: Valid Grade 12 certificate. An appropriate B Degree/National Diploma or equivalent qualification in nursing; plus Minimum of 7 years appropriate / recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. Current Registration with SANC – 2023. Only shortlisted candidates will submit a proof of detailed current and previous work experience endorsed by Human Resource. Recommendations: Valid driver's license code B. Certificate in infection Prevention & Control. Computer Literacy (applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application, only when shortlisted). Knowledge, Skills, Behavioural Attributes and Competencies Required: Report writing abilities. Financial Management skills. Empathy and counseling skills and knowledge. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decision. An understanding of the challenges facing the public sector. 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.

DUTIES

: Develop and maintain an Infection Control Improvement Plan for the District, inclusive of 20% the facilitation of process to ensure the implementation thereof by Institutions. Monitor Infection Control indicators using identification tools and report on matters arising. Train and develop employees in Infection Control practices to develop the necessary insight to sustain a climate sensitive to Infection Control needs. Monitor Infection Control arrangements within Institutions to ensure that Infection Control Plans are adequately and thoroughly implemented and that appropriate contingency arrangements are in place to react to and prevent outbreaks. Manage the establishment and training of Infection Control Committees at Health Institutions. Interact with external health accreditation representatives to identify areas for improvement and participate in programmes (research) to strengthen Infection control arrangements in the District.

ENQUIRIES APPLICATIONS

: Mr. MS Nzuzi Tel No: 034 328 7003
: All applications should be forwarded to: The Acting Deputy Director: Human Resource Management Services: KZN Department of Health, Private Bag X6661, Newcastle, 2940 OR Hand delivered to: 38 Voortrekker Street, Newcastle

FOR ATTENTION NOTE

: Mr V.J Khumalo
: Applications must be submitted on the prescribed Application for Employment form (Z83) This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Application form (Z83) must be accompanied by detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other documents on application but must submit the Z83 and a detailed Curriculum, Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from only shortlisted candidates who may be submitted to HR on or before the day of the interview. 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 3 months after the

closing date, they must accept that their applications were unsuccessful. Please note due to financial constraints, there will be no payment for S&T claims.. Employment Equity Target for this post is African Male, and peoples with disability may feel free to apply.

CLOSING DATE

: 06 April 2023

POST 10/286

: **CLINICAL PROGRAM COORDINATOR: GRADE 1 COMMUNICABLE DISEASES CONTROL (CDC) REF NO: AMAJ04/2023**

Component: Integrated District Health System Development Service

SALARY CENTRE REQUIREMENTS

: R464 466 per annum. Other Benefits: Rural allowance on a claim basis
: Amajuba Health District Office
: Valid Grade 12 or National Senior Certificate plus. Diploma/ Degree in General Nursing and Midwifery, Current registration with SANC as General Nursing (2023). Minimum of 7 years appropriate / recognizable nursing experience as a General Nurse. Valid driver's license code EB. Recommendations: One year post basic qualification in Clinical Health Assessment, Treatment and Care. Computer Literacy. Knowledge, Skills, Behavioural Attributes and Competencies Required: Report writing abilities. Financial management skills. Empathy and counselling skills. Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to translate transformation objectives into practical plan. Ability to prioritize issues and other work related matters and to comply with time frames. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. Computer literacy with a proficiency in MS Office Software applications.

DUTIES

: Plan and coordinate application of clinical strategies associated with Communicable Diseases in the District through case investigation, outbreak control response ,inspection, monitoring and evaluation (e.g. TB, Rabies, Vaccine Preventable diseases ,Covid-19 etc).Review case report forms submitted by facilities for completeness, timeliness, adherence to policies and institution of control measures. Respond to general questions from Health providers Private sector, etc about Communicable diseases affecting the community and community the risks, prevention, and control measures associated with communicable diseases. Monitor indicators /surveillance data which measure health practices in the District in order to provide support and report on findings with regards to diseases trends and patterns on a daily, weekly, quarterly, yearly and advises the District Management Team accordingly. Network with other departmental and NGO's to maintain a referral service for community members inclusive of community based services thereby supporting the broader health care provision in the District. Analyses, emerging health practices and trends and introduce remedial action in conjunction with health care specialists. Plan ,organize and conduct community rallies events that convey health messages and practices which support prevention and control of Communicable Diseases. Develop, implement and manages the District surveillance plan of all communicable diseases. Ensure that all facilities are trained of notification of notifiable medical conditions.

ENQUIRIES APPLICATIONS

: Mr. BR Khumalo Tel No: 034 328 7003
: should be forwarded to: The Acting Deputy Director: Human Resource Management Services: KZN Department of Health, Private Bag X6661, Newcastle, 2940 OR Hand delivered to: 38 Voortrekker Street, Newcastle.

FOR ATTENTION NOTE

: Mr V.J khumalo
: Applications must be submitted on the prescribed Application for Employment form (Z83) This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za.Application form (Z83) must be accompanied by detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other documents on application but must submit the Z83 and a detailed Curriculum, Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from only shortlisted candidates who may be submitted to HR on or before the day of the interview. 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 3 months after the closing date, they must accept that their applications were unsuccessful. Please note due to financial constraints, there will be no payment for S&T claims. Employment Equity Target for this post is African Male, and peoples with disability may feel free to apply.

- CLOSING DATE** : 06 April 2023
- POST 10/287** : **CLINICAL PROGRAMME COORDINATOR (QUALITY ASSURANCE MANAGER) REF NO: EDU 10/2023**
Component: Monitoring and Evaluation
- SALARY** : R464 466 - R522 756 per annum. Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13th Cheque and 12% rural allowance.
- CENTRE** : Edumbe Community Health Centre
- REQUIREMENTS** : Senior Certificate/Grade 12. Diploma/Degree in General Nursing. Registration Certificate with SANC as a Professional nurse. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC as a General Nurse. Current SANC Receipt. Recommendations: Valid driver's license. Computer literacy. Knowledge, Skills, Training and Competences Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Strong interpersonal communication and presentation skills. Knowledge of Total Quality Management (TQM). Knowledge of National Core Standard and Provincial Quality initiatives (Human Rights, Batho Pele Principles and Rights Charter).
- DUTIES** : Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Perform quality improvement audits and survey monthly and report to senior management. Monitor and evaluate delivery of quality care at the institution and clinics. Ensure implementation of National Core Standard and Provincial initiatives (Patients Right Charter, Batho Pele programmes, PEC, waiting times survey, clinical governance, ideal clinics etc). Co-ordinate quality improvement initiatives at the institution and clinics. Monitor and evaluate delivery of quality care at the institutional level including clinical care, waiting times and client experiences. Provide advice on various aspects of quality care to the institution and clinics. Monitor and evaluate compliance to the National and Provincial Quality Programmes e.g norms and standards for the PHC clinics and hospital package of care. Identify, facilitate and co-ordinate all QIP's. Conduct survey to all priority programme e.g. housing, MCWH, HAST, PMTCT, IMCI,SRH and ICDN). Manage the accreditation programme for the institution and clinics.
- ENQUIRIES** : Ms MZP Mdhuli Tel No: (034) 995 8500 EXT 8572
- APPLICATIONS** : should be forwarded to: Assistant Director: HRM, Edumbe Community Health Centre, Private Bag X 322, Paulpietersburg, 3180, or be hand delivered at 463 eDumbe Main Street Location, Paulpietersburg, 3180, HR office No: 46
- NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to candidates: The following documents must be submitted: Application for employment form (Form Z83), which is obtainable at any Government Department OR from the website (www.kznhealth.gov.za) issued by Minister of DPSA in line with regulation 10 of the Public Service Regulations 2016. Applicant must utilize the most recent Z83 form. The Z83 must be fully completed: Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV) and Please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of the interview. The reference number must be indicated in the column provided on the Z83 e.g. Ref EDU 23/2013. The post applied for must also be indicated

clearly in the relevant section on the application form. People with disability should feel free to apply. Please note that due to large number of applications received, applications will not be acknowledged however only the shortlisted applicants will be advised with the outcome. Please note that no S&T will be paid to candidates that are invited for interviews. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) of the following: Security Clearance (Vetting), Criminal clearance, credit records, citizenship), and verification of Educational Qualifications by SAQA (Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representation in all occupational categories in the department). The post will be filled in terms of the Employment Equity Target. 06 April 2023

CLOSING DATE

:

POST 10/288

:

CLINICAL PROGRAMME CO-ORDINATOR (IPC): REF NO SMH 03/2023 (X1 POST)

Directorate: SMCHC

SALARY

:

Grade1: R464 466 – R522 756 per annum, plus 12% Rural allowance, plus 13th cheque, Medical Aid (optional). Housing/Home Owners allowance if employee meets prescribed benefits

CENTRE

:

St Margaret's Community Health Centre

REQUIREMENTS

:

Grade 1: A senior Certificate/ Grade 12. Degree /Diploma in Nursing Science and Midwifery or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council (SANC) 2023. A minimum of 7 Years appropriate/ Recognisable experience in Nursing after registration with the SANC in General Nursing. Computer Literacy. Valid Driver's license. Recommendations: Certificate in Infection Control. Knowledge, Skills, Training and Competence Required: Knowledge of Infection Control and guidelines. Legal Prescripts, SANC regulation, Health and Safety Act and other related Acts. Leadership, Organizational, Decision Making and Problem solving skills. Good Communication, Interpersonal relations. Demonstrate basic understanding of HR and Financial policies and Practices.

DUTIES

:

Develop and implement an Infection, Prevention and control plan for the Institution. Identify Infection and control risks and make recommendations on mitigations thereof. Ensure that all Departments comply with the IPC Framework, Guidelines and Protocols. Identify standards operating procedures to be formulated in relation to Provincial Guidelines. Identify standard Operating Procedures to be formulated in relation to Provincial Guidelines. Identify outbreak of infection, initiate investigate and control measures in collaboration with the IPC Committee. Provide Effective and efficient Infection Prevention and control services in the Institution. Conduct IPC Surveillance and report on the incidence and prevalence of alert organisms and communicable diseases to the District CDC. Serve as a Clinical governance champion in the facility, ensuring effective clinical risk Management system.

ENQUIRIES

:

must be directed to Mr. SP Adonis: Deputy Manger Nursing Tel No: 039 2599 222

APPLICATIONS

:

must be directed: St Margaret's CHC, Private Bag X517, Umzimkhulu, 3297 OR Hand delivers to: St Margaret's CHC Clydesdale location UMzimkhulu, 3297.

FOR ATTENTION

:

Mr. TL Nzimande: Human Resource Manager

NOTE

:

An application for employment Form (Z83) must be completed and forwarded which is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. 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 shortlisted candidates for the post will be required to submit certified documents and proof of previous and current work experience endorsed and stamped by Human Resource Department. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g. ref SMH 01/2023. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, there will be no

acknowledgement of applications. Should you not hear from us within 60 days of the closing date, kindly consider your application as unsuccessful. And only shortlisted candidates will be advised of the outcome of interview. Please Note that due to financial constraints, there will be no payment of S&T claims covering transport fees to the interview venue.

- CLOSING DATE** : 06 April 2023
- POST 10/289** : **CLINICAL NURSE PRACTITIONER (GRADE 1 AND 02) (X4 POSTS)**
- SALARY** : Grade 1: R400 644 – R464 460 per annum
Grade 2: R492 756 – R606 042 per annum
Other Benefits: Home Owner Allowance (conditions apply). 13th Cheque. Medical Aid (Optional). Rural Allowance (12% of Basic Salary).
- CENTRE** : Ibisi Clinic Ref No: RVH IB 09/2023 (X2 Posts)
Umzimkhulu Clinic Ref No: RVH UM 10/2023 (X1 Post)
Ritvlei Mobile Ref No: RVH MO 11/2023 (X1 Post)
- REQUIREMENTS** : Senior Certificate or Equivalent. Degree/Diploma in General Nursing and Midwifery Plus. 1 year Post Basic Qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Registration certificate with SANC as Professional Nurse and Midwife. Current SANC receipt for 2023. **Grade 1:** A minimum of 04 years appropriate/recognised experience in nursing after registration as Professional Nurse with SANC in General Nursing and Midwifery. **Grade 2:** A minimum of 14 years appropriate/recognised experience in nursing after registration as Professional Nurse with SANC in General Nursing and Midwifery. At least 10 years of the period referred to above must be appropriate/recognised experience in the speciality after obtaining the 01 year post basic qualification in the relevant speciality. Knowledge, Skills Training and Competencies Required: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co- ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies.
- DUTIES** : Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist the Unit Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a Multidisciplinary Team to ensuring good Nursing Care in the clinic. Promote preventive and promotive health for clients and the community in the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Must be able to handle Obstetric and emergencies and High Risk conditions. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. To provide nursing care that leads to improved service delivery by upholding Batho Pele Principles. Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic. Supervision of patients and provision of basic patient needs e.g. Oxygen, nutrition, elimination, fluids, and electrolyte balance, safe and therapeutical environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administering of prescribed medication and on - going observation of patients in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilization and safe keeping of basic medical, surgical, pharmaceutical and other stock items/ resources.
- ENQUIRIES** : Ms B Dlikilili at 071 869 6430
- APPLICATIONS** : must be directed, Harry Gwala Health District Office, Private Bag X 502, Ixopo, 3276 OR Hand deliver to: 111 Main Street, Ixopo under KFC building, Room 99, District office.
- FOR ATTENTION** : Mr. ZN Dotyeni: Assistant Director: HRM
- NOTE** : The following documents must be submitted. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.kznhealth.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Failure to produce these documents will disqualify candidates. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post

applied for. The reference number must be indicated in the column provided on the form (new z83) e.g. RVH IB 10/2023. Please note that due to the large number of applications received, applications will not be acknowledged. However all short-listed candidates will receive written responses. Due to budget constraints the institution is unable to fund S & T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from security clearance, qualification verification, citizenship and previous work experience. The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work.

- CLOSING DATE** : 03 April 2023.
- POST 10/290** : **CLINICAL NURSE PRACTITIONERS GRADE 1 AND 2 REF NO: HGHD 04/2023 (X6 POSTS)**
- SALARY** : Grade 1: R400 644 per annum, (plus 37% benefits)
Grade 2: R492 756 per annum, (plus 37% benefits)
Other Benefits: 8% rural allowance (claimable).
- CENTRE** : Harry Gwala Health Office:
Dr. Nkosazana Dlamini-Zuma (Pholela CHC X 1 post)
Umzimkhulu (St Margaret Hospital x 1 post, Rietvlei Hospital x 1 post)
Ubuhlebezwe (Ixopo Clinic x 1 post)
Christ the King Hospital: Gateway Clinic x 1 post)
Kokstad (EG & Usher Memorial Hospital: Gateway Clinic x 1 post)
- REQUIREMENTS** : Grade 12 / Standard 10/ matric or equivalent: plus. Degree/Diploma in General nursing and midwifery plus 1 year post basic qualification in Primary health care. Current registration with SANC certificate for General Nursing and Primary Care Nurse. Recommendation: Valid driver's license B. **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in nursing, after registration as a Professional Nurse with SANC in General Nursing and Midwifery. **Grade 2:** Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing and midwifery of which 10 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in primary health Care. Skills, Knowledge And Competencies: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients' Rights, Labour Relations Act, Grievance procedures etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and Budgetary knowledge. Good driving skills. Time management. Good in-sight of procedures and policies pertaining to nursing care. Computer skills in basic programs.
- DUTIES** : Provide quality comprehensive community health care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Provide assessment, testing of clients and linkage to treatment and care. Assist in orientation, induction and monitoring of all nursing staff and support staff. To provide nursing care that leads to improved health service delivery. Execute duties and functions with proficiency and perform duties according to scope of practice.
- ENQUIRIES** : Mrs. NP Khwela Tel No: 039 834 8200
- APPLICATIONS** : must be directed Harry Gwala Health District Office, Private Bag X 502, Ixopo, 3276 OR Hand deliver to: 111 Main Street, Ixopo under KFC building, Room 99, District office.
- FOR ATTENTION** : Mr. ZN Dotyeni: Assistant Director: HRM
- NOTE** : An application for employment Form (new Z83) must be completed and forwarded which is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Shortlisted candidates will be required to provide certified copies of educational qualifications, drivers' license, ID copy and proof of experience will be requested from shortlisted candidates only,

don't include in your application. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representativity at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g. ref HGHD 04/2023. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, there will be no acknowledgement of applications. Should you not hear from us within 60 days of the closing date, kindly consider your application as unsuccessful. And only shortlisted candidates will be advised of the outcome of interview. Please Note that Due To Financial Constraints, There Will Be No Payment of S&T Claims covering transport fees to the interview venue.

- CLOSING DATE** : 03 April 2023
- POST 10/291** : **PROFESSIONAL NURSE - SPECIALTY (MATERNITY) REF NO: CTK 08/2023**
- SALARY** : Grade 1: R400 644 – R464 466 per annum, Plus 13th cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement)
Grade 2: R492 756 - R606 042 per annum, Plus 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional
- CENTRE REQUIREMENTS** : Christ the King Hospital
: Matric /Senior Certificate or equivalent qualification Degree/Diploma in General Nursing. Minimum of 4 years appropriate/recognizable experience as General Nurse One (1) year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Current registration with South African Nursing Council. NB! Only Shortlisted Candidates will be required to produce all relevant Qualifications and Registration Certificates as well as submit Proof of work Experience endorsed by Human Resource component / Department.
Grade 1: Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Plus one year Post basic qualification in Advanced Midwifery and Neonatology Nursing Science. **Grade 2:** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the speciality after obtaining the one year post basic qualification in Advanced Midwifery and Neonatology Nursing Science. Knowledge, Skills, Training, And Competencies Required: Knowledge of Nursing Care, Process and Procedures, nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organisational, Decision Making, Problem Solving, Co-ordination, Liaisons and Interpersonal Skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, assertive and must be a team player.
- DUTIES** : Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Provide a therapeutic environment for staff, patients and public. Manage utilization of all resources efficiently and effectively. Maintain competence in the execution of her/his duties, while managing high standards of performance including for others. Assist in the coordination and implementation of the National Core Standards in A & E. and in the whole institution for better quality patient care. Manage the unit in the absence of the Supervisor. Ensure adherence to principles of IPC practices in the unit. Assist with the allocation / change list, day and night duty rosters and inputs for leave. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Demonstrate effective communication patient and families with the multi- disciplinary team, other department within the hospital. Ensure accurate record keeping for statics purposes Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility.
- ENQUIRIES** : Miss MLN Mthembu Tel No. (039) 834 7500 – Ext No. 7503.

APPLICATIONS : may be forwarded to: Assistant Director - HRM, Private bag X542, Ixopo, 3276
OR Hand delivered to: Christ the King Hospital, Human Resource Office, No 1 Peterhauff Drive, Ixopo, 3276

FOR ATTENTION NOTE : Mrs. SW Maseko
: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. CTK 19/2023. Persons with disabilities should feel free to apply for the post/s. N.B. Failure to comply with the above instructions will disqualify applicants. No e-mailed or faxed applications will be accepted. Appointments are subject to positive outcomes obtained from State Security Agency (SSA) to the following checks: security clearance (vetting), criminal clearance, credit records, citizenship, verification of educational qualification by SAQA, and verification from the Company Intellectual Property (CIPC). Please note that due to financial constraints no S&T claims will be paid to candidates invited for the interview. The Employment Equity target for this post is African Male. This Department is an equal opportunity, affirmative action employer whose aim is to promote representivity in all levels of all occupational categories in the Department.

CLOSING DATE : 03 April 2023

POST 10/292 : **PROFESSIONAL NURSE SPECIALTY GRADE 1 & 2 IN OPHTHALMIC REF NO: LRH 08/2023**

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

CENTRE REQUIREMENTS : Ladysmith Regional Hospital
: Post Basic Diploma qualification in Ophthalmic Nursing Science. Registration Certificate with SANC as a General Nurse. Current registration receipt with SANC (2023). **Grade 1:** A minimum of 4 years appropriate recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. A post-basic qualification with a duration of at least 1 year accredited with the SANC of SA in the Ophthalmic Speciality. **Grade 2:** a minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General nursing and Midwifery. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific Speciality after obtaining the 1 year post-basic qualification in the relevant speciality. Certificate of service endorsed by Human Resource Department. Knowledge, Skills, Training and Competencies Required Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project Management skills. Basic Computer skills.

DUTIES : Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). 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. Provide direct and indirect supervision of all 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 effectively 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 records.

- ENQUIRIES** : Ms T.M.Buthelezi Tel No: 036 637 2111
- APPLICATIONS** : All applications should be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370
- FOR ATTENTION** : Mr S.L.Dlozi
- NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. (Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application only when shortlisted)
- CLOSING DATE** : 05 April 2023
- POST 10/293** : **CLINICAL NURSE PRACTITIONER REF NO SMH 04/2023 (X2 POSTS)**
Directorate: SMCHC
- SALARY** : Grade1: R400 644 – R464 466 per annum, plus 12% Rural allowance
Grade 2: R492 756 - R606 042 per annum, plus 12% Rural allowance plus 13th cheque, Medical Aid (optional).Housing/Home Owners allowance if employee meets prescribed benefits.
- CENTRE** : St Margaret's Community Health Centre
- REQUIREMENTS** : **Grade 1:** Grade 12 (Senior Certificate) Standard 10/ or (Vocational National Certificate) plus. Degree / Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus. Current registration with SANC as General Nurse and Primary Health care Plus. Minimum 4 Years appropriate/ recognisable nursing experience as General Nurse. **Grade 2:** Grade 12 (Senior Certificate) Standard 10/ or (Vocational National Certificate) plus. Degree/ Diploma in Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, treatment and care (PHC) plus. Current registration with SANC as General Nurse and Primary Health Care Plus. Minimum of 14 years appropriate/ recognisable nursing experience after registration as a General with SANC of which 10 Years of the period must be appropriate/ recognisable PHC experience after obtaining a one year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competence Required: Knowledge of all applicable legislation such as Nursing Acts, Mental Act, OH&S Act. Batho Pele Principles, Patient's Rights Charter, Labour Relations Act, Grievance procedures etc. Leadership, organizational, decision making, and problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning skills. Team building skills and supervisory skills. Good Interpersonal relation skills. Good insight of procedure and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

- DUTIES** : Provide administrative services: plan and organize the clinic, ensure completion of statistics, ensure ordering and control of medication. Ensure implementation of the 90 90 90 strategy in all aspects of all programs especially HIV/Aids and TB. Provision of educational services: in service training, personnel development, health education to patients. Provision of clinical services: initiate treatment and implementation of programme and evaluation of patients conditions, initiate minor treatments, individual consultations sessions. Function as a member of the therapeutic team. Continues evaluation of nursing care and nursing service. Identify community needs. Ensure effective crisis management in the clinic. Initiate resuscitation if necessary. Assist in regional and departmental research projects. Ensure accurate data and information management systems. Ensure accurate monthly reporting to the operational Manager or Deputy Nursing manager. Ensure implementation of the National core standards for quality health/ ideal CHC standards.
- ENQUIRIES** : must be directed to Mr.TL Nzimande Human Resource Manager Tel No: 039 2599 222
- APPLICATIONS** : must be directed: St Margaret's CHC, Private Bag X517, Umzimkhulu, 3297 OR Hand delivers to: St Margaret's CHC Clydesdale location UMzimkhulu, 3297.
- FOR ATTENTION NOTE** : Mr. TL Nzimande: Human Resource Manager
: An application for employment Form (Z83) must be completed and forwarded which is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. 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. These will be requested only from shortlisted candidates. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g. ref SMH 01/2023. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, there will be no acknowledgement of applications. Should you not hear from us within 60 days of the closing date, kindly consider your application as unsuccessful. And only shortlisted candidates will be advised of the outcome of interview. Please note that due to financial constraints, There will be no payment of S&T Claims covering transport fees to the interview venue.
- CLOSING DATE** : 06 April 2023
- POST 10/294** : **CLINICAL NURSE PRACTITIONER REF NO: KDC 01/2023 (X2 POSTS)**
Component: Kwadukuza Clinic
- SALARY** : Grade 1: R400 644 per annum, plus 8% rural allowance
Grade 2: R492 756 per annum, plus 8% rural allowance
Benefits: 13th Cheque, home owner's allowance, and Medical aid optional [Employee must meet prescribed Conditions]
- CENTRE REQUIREMENTS** : Ilembe Health District Office
: **Grade 1:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree / Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, Current registration with SANC as General Nurse and Primary Health Care plus, A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), Current registration with SANC as General Nurse with Midwifery and Primary Health Care plus, A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office will be requested (only if shortlisted) N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted) Knowledge of

all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

DUTIES

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

ENQUIRIES

APPLICATIONS

: Mrs. R Bhagwandin – Deputy Manager Nursing Tel No: 032 - 5513686
: should be forwarded to: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620, KwaDukuza, 4450 OR Hand delivered to: 1 on 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza, 4450

NOTE

: Directions to Candidates: The following documents must be submitted, The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. ILE/03/2022. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents on application only Z83 and CV required. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)

CLOSING DATE

: 06 April 2023

<u>POST 10/295</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (ADVANCED MIDWIFERY REF NO: GROUT 01/2023 (X2 POSTS))</u> Component: Groutville Clinic
<u>SALARY</u>	:	Grade 1: R400 644 per annum, plus 8% rural allowance Grade 2: R492 756 per annum, plus 8% rural allowance Benefits: 13 th Cheque, home owner's allowance, and Medical aid optional [Employee must meet prescribed Conditions]
<u>CENTRE REQUIREMENTS</u>	:	Ilembe Health District Office Grade 1: Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) Plus, Degree / Diploma in General Nursing Science plus, (1) year post basic qualification in Midwifery and Neonatal Nursing Science (Advanced midwifery), Current registration with SANC as General Nurse and Advanced midwifery, A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. Grade 2: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree/Diploma in General Nursing Science plus, (1) year post basic qualification in Midwifery and Neonatal Nursing Science(Advanced midwifery),Current registration with SANC as General Nurse with Midwifery and Neonatal Nursing Science (Advanced midwifery) plus, A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable Advanced midwifery experience after obtaining a one year post basic qualification in Midwifery and Neonatal Nursing Science(Advanced midwifery) .Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office will be requested (only if shortlisted) N.B All the above mentioned documents need not be attached on application but will be requested (only if shortlisted). Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.
<u>DUTIES</u>	:	Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined for obstetric unit. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Able to plan and organize own work and that of support personnel to ensure proper nursing. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, 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. Diagnose and manage obstetric emergencies in the absence of a Doctor e.g. Eclampsia, APH etc. Identify high risk clients during ante-partum and post-partum periods manage them or refer them according to policy. Develop mission and vision and objectives for obstetric unit. 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. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Facilitate facility perinatal Mortality review or meetings.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. AP Makhani Assistant Nursing Manager PHC Tel No: 032 - 5513686 should be forwarded to: The District Director: Human Resource Management Services, Ilembe Health District Office, Private Bag X10620, KwaDukuza, 4450 OR Hand delivered to: 1 on 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza, 4450.
<u>NOTE</u>	:	Directions to Candidates: The following documents must be submitted, The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za , The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. ILE/03/2022. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work

experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents on application only Z83 and CV required. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)

- CLOSING DATE** : 06 April 2023
- POST 10/296** : **ASSISTANT DIRECTOR: HRM REF NO: UMKH 05/2023 (X1 POST)**
Component: Human Resource Administration
- SALARY** : R393 711 per annum. Other benefits: 13th cheque, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements)
- CENTRE** : Umkhanyakude Health District Office
- REQUIREMENTS** : Senior Certificate (Grade 12). Degree/ National Diploma in Human Resource Management/Public Management. 3 - 5 years' experience in Human Resource Management environment, of which 3 years must be at supervisory level. A valid driver's license. Knowledge, Skills, Training and Competences Required: Knowledge of Public Service Policies Act and Regulations. Sound knowledge of Human Resource Practices, Staff Relation and Human Resource Development. Sound knowledge of PERSAL, Project Management and Financial Management. Ability to liaise with management. Knowledge of EPMS, GEPP etc. Knowledge of National Core Standard. Communication and interpersonal Skills. Broad Knowledge and understanding of Human Resource Management. In depth knowledge of relevant acts, policies and regulations in HR Management. Sound communication, analytical, decision making and presentation skills. Good knowledge and understanding of Employee Performance Management and Development System and Disciplinary and Grievance Procedures. Good leadership, coaching and mentoring skills.
- DUTIES** : Manage EPMS and implementation of career management directive for the district office components to ensure achievement of district office goal and objectives. Ensure that transactional functions pertaining to employment practices are rendered in accordance with departmental policy imperatives. Ensure that transactional functions pertaining to conditions of service are rendered in accordance with departmental policy imperatives. Facilitate the development of Human Resource Plan and Employment Equity Plan for the District Office and ensure that all stakeholders are represented as per the guidelines. Ensure the effective and efficient utilization of resources allocated to the Section, including the development of staff. Ensure sound labour relations that will enable the District Office to deliver quality services. Ensure the establishment of a fully functional employee -wellness programme in the District Office.
- ENQUIRIES** : Mrs. N.W Mdluli Tel No: 035 - 572 1329
- APPLICATIONS** : must be forwarded to: The Director: District Health office, UMKhanyakude Health District Office, P/ Bag X026, Jozini, 3969
- FOR ATTENTION** : Mr. FG Cele: Human Resource Manager.
- NOTE** : The following documents must be submitted: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only

be submitted by shortlisted candidates to HR on or before the day of the interview date. NB: Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Certificate of service and service record) must be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. reference number UMKH 05/2023. NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications). Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews

- CLOSING DATE** : 03 April 2023
- POST 10/297** : **ASSISTANT DIRECTOR: HRM REF NO: ILE 06/2023 (X1 POST)**
Component: ILE
Div: HR ADMINSEV
- SALARY** : R393 711 per annum. Benefit: 13thCheque, homeowner's allowance, and Medical aid optional [Employee must meet prescribed conditions]
- CENTRE** : Ilembe Health District Office
- REQUIREMENTS** : Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) Plus Bachelor Degree or Diploma in Human Resource Management/Personnel Management/Human Resource Development or Public Management. A minimum of five years operational experience in Human Resource of which three years of that must be supervisory experience in Human Resource. Valid Driver's license. Computer literacy, previous and current work experience (certificate/s of service) endorsed and stamped by HR office (will be requested only if shortlisted) N.B All the above mentioned documents need not be attached on application but will be requested (only if shortlisted). Knowledge of Public Service Act, Public Service Regulation and Prescripts, knowledge of PERSAL system, knowledge of basic principles of HR Management. Ability to interpret and apply policies, acts, ability to comprehend Human Resource issues. Interpersonal relations, innovation and communication skills. Financial Management, Change Management, Decision making, time management, facilitation skills, risk management and good interpersonal relation skills. Computer literacy.
- DUTIES** : Provide strategic leadership of human resource management for District office including supported responsibilities i.e. FPS, EMS. Manage all aspects of district HRM. Monitor and evaluate human resource activities. Ensure quality development of HRMS in line with norms and standards for Ideal Clinic Realization and Maintenance Program. Monitor human resource records and documents management system. Manage the payroll program. Ensure the timely and efficient compensation of employees. Manage recruitment, selection and verification processes. Ensure training of staff on labour relation. Create awareness of labour relation. Ensure compliance with grievance and disciplinary procedures. Coordination of conciliation, mediation and arbitration proceedings. Ensure that misconduct case in the institution is dealt with timeously. Monitor and evaluate the effectiveness of the Employee Wellness, ensure co-ordination of institutional Employee Health and Wellness Committee Meetings (IEHWCM). Ensure training of staff on employee Health and Wellness. Create awareness of Employee Health and Wellness Programme within the institution. Ensure implementation of Employee Health and Wellness Programme, Occupational Health and Employee Assistance programme. Provide leadership for management processes for the alignment of organizational, and post establishment structures in line with emerging service delivery demands as well as the imperatives set in the Annual Performance Plan for the district office and supported responsibilities. Responsible for Performance management, PMDS and supervision of staff in HR Practices. Request, downloading and analyzing PERSAL reports. Serve in the transformation Plans of the department or the facility such budget allocations as well as standard and workload statistics. Conduct staff satisfaction survey

and exit interviews. Oversee the effective implementation of the Human Resource Management policy imperatives and ensure consistency in the application. Develop strategist aimed at improving service delivery. Ensure and facilitate the consolidation of HR Plan and Employment Equity plan for the District Office and supported facilities. Manage HRM relates risks and ensure efficiency in utilization of COE budget.

**ENQUIRIES
APPLICATIONS**

: Mr SB Mabika: Deputy Director: HRM Tel No: 032 4373500
: should be forwarded to: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620, KwaDukuza, 4450 OR Hand delivered to: 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza, 4450, ILembe Health District Office, Private Bag X10620, KwaDukuza, 4450 OR Hand delivered to: 1 on 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza, 4450.

**FOR ATTENTION
NOTE**

: Human Resources Management Department Services
: Directions to Candidates: The following documents must be submitted, The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. ILE/03/2022. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents on application only Z83 and CV required. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)

CLOSING DATE

: 06 April 2023

POST 10/298

: **HUMAN RESOURCE OFFICER (SUPERVISOR) REF NO: MAN09/2023 (X1 POST)**

SALARY

: R269 214 – R317 127 per annum (Level 07). Other benefits: 13th Cheque (Service Bonus) Plus Medical aid: Optional Housing allowance: Employee must meet prescribed requirements

**CENTRE
REQUIREMENTS**

: Manguzi Hospital
: Senior Certificate/ Grade 12. Minimum of 3 to 5 years' appropriate/recognizable experience in Human Resource Practices. Recommendation: PERSAL certificate. A valid driver's license (Code B or above). National Diploma in Human resource management/Public management. Knowledge, Skills, Training and Competencies: Knowledge of all relevant legislation, prescripts and white papers in Human Resource Management policies. Knowledge of Personnel Salary System (PERSAL). Ability to train and develop staff on HR procedures and policies. Ability to maintain high level of confidentiality. Adequate communication (verbal and written), interpersonal and problem solving skills.

DUTIES

: Ensure correctness of all PERSAL transactions and approval of PERSAL transactions. Manage the administration and processing of all fringe benefits and allowances. The correctness of Z102 and approve on GEPP. Exercise supervision and monitor performance of all staff under your supervision. Attend to performance management for all HR officers and supervise day to day functioning of HR practises. Responsible for leave matters and PILIR. Manage and maintain staff records on leave, personal, housing IOD and department

related matters. Both the electronic filing and manual filing of document on these files needs to be kept up to date. Ensure that all salaries are updated when changes occur and new policy directives are implemented timeously. Ensure tasks that need to be performed on an annual basis are co-ordinated and completed timeously e.g. Audit of leaves files, session doctor's renewal of appointment and update of salary, work permits. Ensure that required returns are submitted to Head office.

- ENQUIRIES** : NT Ngubane Tel No: 035-592 0150
- APPLICATIONS** : should be sent to: Assistant Director: HRM Manguzi District Hospital, Private Bag X301, Kwangwanase, 3973 OR hand delivered to: Manguzi Hospital (HR)
- NOTE** : The following documents must be submitted: Applications for Employment Form (Z83) (Current), which is available from any Government Office OR the website www.kznhealth.gov.za Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on application. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Faxed applications will not be accepted. Reference number must be indicated in the column provided on the form Z83 e.g. ref Man09/2023. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. NB: Failure to comply with the above instructions will result in disqualification of the applicant. Please note that due to the large number of applications envisaged to be received, applications will not be acknowledged. If you are not contacted by us after three months after the closing date, please regard your application as being unsuccessful. Every short listed applicant will be advised of the outcome of their application in due course. Person with disabilities should feel free to apply for this post. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. NB: Please note that due to financial constraints, there will be no payment of S & T claims. The department is an equal opportunity, affirmative action and people with disability employer whose aim is to promote representivity in all levels of the occupational classes of the Department"
- CLOSING DATE** : 06 April 2023
- POST 10/299** : **ARTISAN MACHENICAL REF NO: MURCH-12 /2023**
- SALARY** : R199 317 per annum
Grade B: R234 780 – R260 574 per annum
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional)
- CENTRE** : Murchison Hospital
- REQUIREMENTS** : Grade 12 senior certificate, Appropriate Trade Test Certificate in Mechanical in terms of section 13(2) (h) of the Manpower Act of 1981 as amended. Artisan **Grade A:** 0-2 years' experience. Artisan **Grade B:** At least 14 years appropriate / recognizable experience in an area after obtaining the relevant trade certificate. Valid driver's license. Current and previous experience endorsed and stamped by Human Resource (Employment History) must be submitted by the shortlisted candidates. Knowledge, Skills and Competencies: Sound knowledge of the Occupational Health and Safety Act 85 of 1993. Good communication skills, Interpersonal skills and negotiation and planning. Technical report writing, practical skills and experience of the trade. Good knowledge of hospital plant and machinery, equipment, air condition, as well as gas application and gas equipment. Good knowledge of legal compliance. Creativity and analytical thinking, problem solving and decision making skills. Ability to work in a team be customer focused and responsiveness. Computer Literacy: MS Office Software Package and presentation skills.
- DUTIES** : Regular checks and visual inspection to mechanical machinery e.g. autoclaves, calorifiers, gas banks, gas manifolds, oxygen generation plant, laundry and kitchen equipment etc. Repairs to any broken condemnation of equipment. Testing of oxygen plant, changing and record of keeping oxygen gas cylinders. Keeping and monitor service intervals of all plants and equipment. Maintain and keeping service record for future references. Compile report and motivations for new work and for the improvement of existing plants.

Undertake technical and other such investigations as required by the Artisan Foreman/ Chief Artisan. Assume overall control of responsibility for the supervision and guidance of subordinates. Be responsible to ensure cleaning of the workplace/ workshop in carried out property. Exercise control over equipment / tools and keep them in good working condition. Keep up to date with current equipment register. Be responsible for material issued and completing of job cards. To perform standby duties and after hours call out. These duties at times can include duties associated with other trades.

**ENQUIRIES
APPLICATIONS**

: Mr Ramharakh Tel No: 039-6877311 ext. 124
 : should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 OR Hand Delivered to: Human Resources Department, Murchison Hospital

NOTE

: The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae (CV). The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR on or before the day of the interview. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 07/2023. 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). Applicants are not required to submit copies/attachments/proof/certificates/ID/Driver license/qualifications on application, only when shortlisted). 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.

CLOSING DATE

: 03 April 2023

POST 10/300

: **ARTISAN –ELECTRICIAN REF NO: ITSH 07/2023 (X1 POST)**

SALARY

: R199 317 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Homeowners Allowance (employee must meet prescribed requirements)

**CENTRE
REQUIREMENTS**

: Itshelejuba Hospital
 : Senior Certificate, Trade test certificate in Electrical as per terms of section 13(2)(h) of the manpower Training act 1981 as amended. Valid driver's licence (code 8 /10), 1-2 years post trade experience. Knowledge, Skills, Training and Competencies Required: Good interpersonal skills, Technical report writing, Technical and practical skills of the electrical trade, Sound knowledge and understanding of the OHS Act 85 of 1993, Good organizing, planning and problem solving skills, Knowledge of Labour relations and related legislations.

DUTIES

: Provide technical services and support to Hospital and Satellite clinics, Hospital residential areas ensuring compliance with Occupational Health and Safety Act of 85 of 1993/1995. Produce objects with material and equipment according to job specification recognized standards. Inspect equipment and /or facilities for technical faults. Repair and service equipment and facilities according to standards including air conditioners and refrigerators. Management technical service and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure adherence to safety standards, requirements and regulations. Perform standby duties when needed including weekends and public holidays. Compile and submit reports as required and provide inputs to operational plan, Supervise and mentor staff. Test repaired equipment and/or facilities according to schedule service plan. Quality assures serviced and maintain equipment. Update register of maintained and repaired faults. Obtain quotations and purchase order required

		equipment and materials. Scheduling of work for subordinated and management of all resources allocated. Management of performance and behavioural conduct of subordinated. Weekly Testing Emergency generator set and report. Exercise control of handyman and tradesman aid.
<u>ENQUIRIES APPLICATIONS</u>	:	All enquiries should be directed to Mr. NT Mahlobo Tel No: 034-4134000
	:	All applications must be addressed to Itshelejuba Hospital, Private Bag, X0047, Pongola, 3170 or hand delivered to Human Resource Office
<u>NOTE</u>	:	Applications must be submitted on the new 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.
<u>CLOSING DATE</u>	:	11 April 2023
<u>POST 10/301</u>	:	<u>ARTISAN PLUMBER REF NO: MURCH-13 /2023</u>
<u>SALARY</u>	:	R199 317 per annum Grade B: R234 780 – R260 574 per annum Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	Murchison Hospital Grade 12 or Equivalent qualification. Proof of passing a trade test as per terms of section 13(2) (h) of the Manpower Act 1981, as amended must be submitted by the shortlisted candidates on or before the day of the interview. Valid driver's license. 0-2 years' experience. Computer literacy. Current and previous experience endorsed and stamped by Human Resource (Employment History) must be submitted by the shortlisted candidates. Recommendation: Understanding of the hospital and clinics setup. Knowledge, Skills and Competencies: Knowledge of occupational health and safety Act and safety standards. Basic knowledge of the use of hand held tools and power driven tools and machinery. Knowledge of basic maintenance and repair of broken pipes. Knowledge of safety systems of work. Ability to work independently.
<u>DUTIES</u>	:	Installation, repairs and maintenance of high pressure and low pressure and geysers. Installation and repairs to toilets, annals and other ablution facilities such as shower and baths etc. Installation and repairs to sewerage and water reticulation system. Clear blocked drains, gutters, down pipes, waste water lines and branch lines. Take and record water supply readings daily. Maintenance on fire hose main supply lines, fire hoses and fire hydrants. Daily reporting of faults, job progress and daily completion of job cards/ time sheets as per auditor's instruction. Be prepared to visit primary health clinics to perform maintenance duties when required. Installation of gutters and down pipes asbestos and galvanized pipes. Compile and submit report, provide inputs on the compilation of technical reports. Deputize as section head in the absence of chief artisan. Form part of multidisciplinary team doing rounds in the hospital and clinics: and take necessary step to fix all identified shortfalls.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Ramharakh Tel No: 039-6877311 ext. 124
	:	should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 OR Hand Delivered to: Human Resources Department, Murchison Hospital

NOTE

: The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae (CV). The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR on or before the day of the interview. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 07/2023. 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). Applicants are not required to submit copies/attachments/proof/certificates/ID/Driver license/qualifications on application, only when shortlisted). 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.

CLOSING DATE

: 03 April 2023