

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF COMMUNITY SAFETY AND LIAISON**

APPLICATIONS

Applications may be forwarded by post to: Head: Community Safety and Liaison, Human Resource Management, Private Bag, X 9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.

FOR ATTENTION

: Ms. S.S Ngcobo

CLOSING DATE

: 19 April 2023

NOTE

: Applicants must not submit copies/attachments/ proof /certificates/ID/Driver license/qualifications on application, only when shortlisted. A completed Z83 application for employment form and a detailed CV must only be submitted. Applicants must utilise the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013. Persons with disabilities are also encouraged to apply.

OTHER POST**POST 12/220**: **ASSISTANT DIRECTOR: COURT WATCHING AND DOCKET AUDITING: REF. NO. CSL06/2023****SALARY**

: R491 403 per annum (level 10)

CENTRE

: Pietermaritzburg

REQUIREMENTS

: A degree in Law or Police Science or Social Science or Criminology or equivalent qualification recognized by SAQA, together with a minimum of 3 years relevant experience in prosecution or criminal investigation. A valid driver's license. Applicants must be prepared to work extended hours. Constitution, Criminal Law, Law of Evidence, Criminal Procedure Act, Criminal Justice System, Public Service Act and Regulations, PFMA, Civilian Secretariat for Police Act, SAPS Act, Domestic Violence Act, Policing Policies, Procedures and Standing Orders, Criminal Investigation/Prosecution, Communication, Project management, Report writing, Financial Management, Conflict Resolution.

DUTIES

: To monitor and evaluate police stations and address complaints against police stations for the districts. Monitor and evaluate the implementation of policing policies and directives, with specific reference to docket and case monitoring, by police stations in the Region. Monitor and evaluate the service delivery of police stations and clusters in the Region, with emphasis to processing of dockets and cases. Address complaints against police stations in the Region by carefully scrutinizing dockets and cases. Develop and review district police oversight arrangements and community relations to properly respond to the needs of the community. Monitor priority cases and protest action cases. Develop and maintain partnerships in police oversight with relevant organisations within the Region.

ENQUIRIES

: Ms. L. Moodley, Telephone No. 033 - 3419300

DEPARTMENT OF HEALTH**OTHER POSTS****POST 12/221**: **HEAD CLINICAL UNIT (CARDIOLOGY) REF NO. GS 30/23**

Component: Department of Internal Medicine

SALARY

: R1 807 380.per annum (All-inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is based on Departmental operational needs. Employee must sign the commuted overtime contract form annually.

CENTRE

: Grey's Hospital- Pietermaritzburg

REQUIREMENTS

: Senior Certificate or equivalent MBCHB or Equivalent qualification PLUS Registered HPCSA qualification as a Specialist in Internal Medicine (Specialist Physician) Certificate in Cardiology (SA) or equivalent qualification (if not trained in South Africa) Current Registration with the Health Professions Council of South Africa as a Cardiologist Five years (5) post registration experience as a Specialist Physician NB! Only shortlisted candidates will be required to submit proof of all documents and Proof of current and previous work experience endorsed by your Human Resource section Recommendation: Experience in managing a Cardiology Knowledge, Skills and

Experience: Competent in interventional cardiology Sound clinical Cardiology and patient management skills A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management. Teaching and research experience

DUTIES

: Incumbent to be based at Greys Hospital. Clinical Responsibilities: Participation in Tertiary Cardiology Services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs and development of Cardiology services in Area 2 Clinical responsibility in the discipline of Cardiology and General Specialist Internal Medicine with after-hours participation (based on departmental operational need) Performance of clinical procedures in the cardiac catheterization theatre that include coronary angiography, stent insertion, pacemaker insertion, intra-aortic balloon counter-pulsation and other procedures as may be developed. Performance of procedures in non-invasive cardiology including two dimensional and Doppler echocardiography, tilt testing and stress ECGs. Presentation of adequately worked up cases at the Department of Cardiothoracic Surgery, Inkosi Albert Luthuli Hospital for surgical intervention. Management Responsibilities: Development and support of Specialist Cardiology Services in the Tertiary Drainage area of Greys Hospital. Oversight and management of clinical and allied staff in the Cardiology Unit and Coronary Care Unit. Oversight and management of infrastructure, equipment and consumables in the Cardiology Unit Liaison with Institutional Management in hospitals in PMB Metro, the uMgungundlovu District and the Tertiary Drainage area. Liaison with the Head Clinical Department in Internal Medicine in Pietermaritzburg and Head of Cardiology at the University of KwaZulu Natal. Participation in and support of administrative and clinical governance activities in the PMB Departments of Cardiology and Medicine Training and Research Responsibilities Support of Staff Training including subspecialty Cardiology training in the PMB Metropolitan area under the auspices of the Department of Cardiology at the University of Kwazulu Natal Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Cardiology and Internal Medicine Participation in and support of clinical research and quality control activities in the PMB Departments of Cardiology and Medicine

ENQUIRIES

: Dr M Bizzarre Tel No: 033-897 3290

APPLICATIONS

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

FOR ATTENTION

: Mr K.B Goba

NOTE

: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

CLOSING DATE

: 21 April 2023

POST 12/222

: **HEAD CLINICAL UNIT GRADE 1 (HAEMATOLOGY) REF NO. GS 31/23**

Component: Department of Internal Medicine

SALAR

: R1 807 380. per annum (All-inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is based on Departmental operational needs. Employee must sign the commuted overtime contract form annually.

CENTRE

: Greys Hospital, Pietermaritzburg

REQUIREMENTS

: Senior Certificate or equivalent MBCHB or Equivalent qualification PLUS Registered HPCSA qualification as a Specialist in Internal Medicine (Specialist Physician) Certificate in Haematology (SA) or equivalent qualification (if not trained in South Africa) Current Registration with the Health Professions Council of South Africa as a Clinical Haematologist. Five years (5) post registration experience as a Specialist Physician (Only shortlisted candidates will be required to submit proof of all documents) The Employment Equity Target For This Post Is: African Male, African Female, Coloured Male Recommendation: Experience in managing a Haematology unit Knowledge, Skills and Experience: Sound clinical Haematology and patient management skills A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management. Teaching and research experience

DUTIES

: Incumbent to be based at Greys Hospital. Clinical Responsibilities: Participation in Tertiary Haematology Services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs and development of Haematology services in Area 2 Clinical responsibility in the discipline of Haematology and Internal

Medicine with after hours participation (based on departmental operational need)
 Performance of clinical procedures related to haematological conditions Management
 Responsibilities: Development and support of Specialist Haematology Services in the
 Tertiary Drainage area of Greys Hospital. Oversight and management of clinical and
 allied staff in the Haematology Unit Oversight and management of infrastructure,
 equipment and consumables in the Haematology Unit Liaison with Institutional
 Management in hospitals in PMB Metro, the uMgungundlovu District and the Tertiary
 Drainage area. Liaison with the Head Clinical Department in Internal Medicine in
 Pietermaritzburg and Head of Haematology at the University of KwaZulu Natal.
 Participation in and support of administrative and clinical governance activities in the
 PMB Departments of Haematology and Medicine Training and Research
 Responsibilities Support of Staff Training including subspecialty Haematology training
 in the PMB Metropolitan area under the auspices of the Department of Haematology at
 the University of Kwazulu Natal Participation in and support of the Medical
 Undergraduate and Postgraduate Training Programs in the PMB Departments of
 Haematology and Internal Medicine Participation in and support of clinical research and
 quality control activities in the PMB Departments of Haematology and Medicine

ENQUIRIES
APPLICATIONS

: Dr M Bizarre Tel No: 033-897 3290
 : Applications to be forwarded to: The Human Resources Management Office, Greys
 Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION
NOTE

: Mr K.B Goba
 : Directions to Candidates: Applicants are not required to submit copies of qualifications
 and other relevant documents on application but must submit the new Z83 form and a
 detailed curriculum vitae only. This Department is an equal opportunity, affirmative
 action employer, whose aim is to promote representivity in all occupational categories
 in the department.

CLOSING DATE

: 21 April 2023

POST 12/223

: **HEAD CLINICAL UNIT GRADE 1 (PULMONOLOGY) REF NO. GS 32/23**
 Component: Department of Internal Medicine

SALARY

: R1 807 380.per annum (All-inclusive package), consists of 70% basic salary and 30%
 flexible portion that may be structured in terms of the applicable rules, Plus Commuted
 overtime which is based on Departmental operational needs. Employee must sign the
 commuted overtime contract form annually

CENTRE
REQUIREMENTS

: Greys Hospital, Pietermaritzburg
 : Senior Certificate or equivalent MBCHB or Equivalent qualification PLUS Registered
 HPCSA qualification as a Specialist in Internal Medicine (Specialist Physician)
 Certificate in Pulmonology (SA) or equivalent qualification (if not trained in South Africa)
 Current Registration with the Health Professions Council of South Africa as a
 Cardiologist Five years (5) post registration experience as a Specialist Physician (Only
 shortlisted candidates will be required to submit proof of all documents)The Employment
 Equity Target For This Post Is: African Male, African Female, Coloured Male
 Recommendation: Experience in managing a Pulmonology unit Knowledge, Skills and
 Experience: Sound clinical Haematology and patient management skills A working
 knowledge of human resource management; information management; quality
 assurance programs; current health and public service legislation, regulations and
 policy; medical ethics; financial management. Teaching and research experience

DUTIES

: Incumbent to be based at Greys Hospital. Clinical Responsibilities: Participation in
 Tertiary Pulmonology Services (both In-patient and Out-patient) in the Pietermaritzburg
 Metropolitan Area including Outreach Programs and development of Haematology
 services in Area 2 Clinical responsibility in the discipline of Pulmonology and Internal
 Medicine with afterhours participation (based on departmental operational need)
 Performance of clinical procedures generally done by Pulmonologists. Management
 Responsibilities: Development and support of Specialist Pulmonology Services in the
 Tertiary Drainage area of Greys Hospital. Oversight and management of clinical and
 allied staff in the Pulmonology Unit Oversight and management of infrastructure,
 equipment and consumables in the Pulmonology Unit Liaison with Institutional
 Management in hospitals in PMB Metro, the uMgungundlovu District and the Tertiary
 Drainage area. Liaison with the Head Clinical Department in Internal Medicine in
 Pietermaritzburg and Head of Pulmonology at the University of KwaZulu
 Natal.Participation in and support of administrative and clinical governance activities in
 the PMB Departments of Pulmonology and Medicine Training and Research
 Responsibilities Support of Staff Training including subspecialty Pulmonology training in
 the PMB Metropolitan area under the auspices of the Department of Pulmonology at the
 University of Kwazulu Natal Participation in and support of the Medical Undergraduate
 and Postgraduate Training Programs in the PMB Departments of Pulmonology and

Internal Medicine Participation in and support of clinical research and quality control activities in the PMB Departments of Pulmonology and Medicine

**ENQUIRIES
APPLICATIONS**

: Dr M Bizzarre Tel No: 033-897 3290
: Applications to be forwarded to: The Human Resources Management Office, Greys
Hospital Private Bag x 9001, Pietermaritzburg, 3200

**FOR ATTENTION
NOTE**

: Mr K.B Goba
: Directions to Candidates: Applicants are not required to submit copies of qualifications
and other relevant documents on application but must submit the new Z83 form and a
detailed curriculum vitae only. This Department is an equal opportunity, affirmative
action employer, whose aim is to promote representivity in all occupational categories
in the department.

CLOSING DATE

: 21 April 2023

POST 12/224

: **MEDICAL OFFICER GRADE 1, 2, 3 REF NO. GS 27/23**
Component: Obstetrics and Gynaecology Department

SALARY

: Grade 1: R858 528.per annum
Grade 2: R981 639.per annum
Grade 3: R1 139 217.per annum All-inclusive package consists of 70% basic salary and
30% flexible portion that may be structured in terms of the applicable rules, Plus
Commuted Overtime

**CENTRE
REQUIREMENTS**

: Greys Hospital, Pietermaritzburg
: Senior Certificate or Equivalent MBCHB Degree Plus Current registration with the Health
Professions Council of South Africa as a Medical Practitioner Appropriate clinical
experience depending on the grade for which you are applying (see below) Post
community service experience in Obstetrics and Gynecology will be an added
advantage NB! Only shortlisted candidates will be required to submit proof of all
documents and Certificate of Service endorsed by Human Resources. **Grade 1:**
Experience: Not Applicable. Foreign qualified candidates require 1 year relevant
experience after registration as a Medical Practitioner with a recognized Foreign Health
Professional Council, of whom it is not required to perform Community Service, as
required in South Africa **Grade 2:** Experience: 5 years appropriate experience as a
Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign
candidates require 6 years relevant experience after registration with a recognized
Foreign Health Professional Council, of whom it is not required to perform Community
Service. **Grade 3:** Experience: 10 years' experience after registration with the HPCSA
as a Medical Practitioner. Foreign qualified candidates require 11 years relevant
experience after registration as Medical Practitioner with a recognized foreign health
professional council in respect of foreign qualified employees of whom it is not required
performing community service as required in South Africa. The Employment Equity
Target For This Post Is: African Male, African Female, Coloured Male Knowledge, Skills
and Experience: Sound knowledge of general medicine and in the discipline of
Obstetrics and Gynaecology Ability to deal with medical and obstetrical/gynaecology
emergencies Sound knowledge of the PMTCT programme as determined by national
guidelines and policies Sound knowledge of medical ethics Sound knowledge of
legislation relating to the practice of Obstetrics and Gynaecology in South Africa, such
as the Health Act, the Choice of Termination of Pregnancy Act, the Children's Act etc.
Ability to perform termination of pregnancy will be an added advantage. Good
communication, team building and motivation skills Basic computer literacy

DUTIES

: The incumbent will be required to rotate between the Grey's / Northdale Hospitals
Woman's Health Complex for a stipulated period e.g. three (3) months at a time To
provide holistic medical care to patients seeking medical attention at the institutions To
be able to assess, manage and follow up patients according to departmental policies To
ensure the provision of safe, ethical and high quality medical care To be able to
contribute to the realization of the departmental strategic goals. Manage medical and
obstetrical/gynaecological emergencies to participate in after-hours obstetrics and
gynaecology service as per call roster, this is essential To participate in Monitoring &
Evaluation programme with relation to patient care delivery Assist with the supervision
and support of junior medical officers, CSOs and interns in the department. Provide
Outreach assistance as may be required under the supervision of the Metropolitan Head
of Obstetrics and Gynaecology Impart surgical skills to Medical Officers and interns in
the Department Accept responsibility for continuous professional development to keep
up to date with new developments in the field of Obstetrics and Gynaecology Participate
in the departmental academic programmes and meetings

**ENQUIRIES
APPLICATIONS**

: Prof Td Naidoo Tel No. 033 897 3292
: Applications to be forwarded to: The Human Resources Management Office, Greys
Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION NOTE : Mr K.B Goba
: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

CLOSING DATE : 21 April 2023

POST 12/225 : **DEPUTY DIRECTOR: FINANCE REF NO: UMZIN/06/2023 (1 POST)**
Component Finance Management Directorate

SALARY CENTRE REQUIREMENTS : R766 584.per annum (Level 11) (All –Inclusive Package)
: Umzinyathi Health District Office
: Senior Certificate (Grade 12) Bachelor's Degree / Advance Diploma (NQF Level 7) in Finance or Accounting.3-5 years management experience in finance. Valid Driver's License (Minimum code EB) Knowledge, Skills, Training And Competencies Required Good knowledge of Public Finance Management Act ,Supply Chain Management Framework Division of Revenue Act ,National Tertiary Services Grant Framework ,Treasury Regulations Solid experience in budgeting , financial planning & analysis , asset management, Vulindlela and Basic Accounting System (BAS) Have ability to perform independently and under pressure as well as report writing & presentation at short notice Skills: Decision –making , Problem solving, good Communication, Advance proficiency in Microsoft Excell with excellent quantitative & Analytical skills Attributes : Strong leadership, innovation , concern for excellence, drive and enthusiasm Ability to handle sensitive financial information in strictest confidence Knowledge in budgeting, financial planning and analysis.

DUTIES : Key Performance Areas: Ensure that the budget is aligned to the Departmental Strategic Plans, Hospital business plan Monitor and interpret cash flows and report on financial projections to District management and other relevant management officials within the department. Provide input towards the development of strategic, annual performance and business plans Ensure the effective management of budgetary and expenditure control functions for a District Take effective and appropriate steps to ensure maximum collection of revenue due to District Implement and manage and efficient, cost effective and integrated Supply Chain Management throughout the District Perform Employee Performance Management and Development(EPMDs)of staff as required Ensure appropriate management and utilisation of resources allocated to the component. Regulations /procedures and proper internal control / SOP's are in place and adhered to at all times. Overall responsibility and management of staff in Finance Component. Design, develop and implement financial strategies to ensure effective monitoring and action to keep monthly and progressive expenditure within budget limits. Ensure implementation of financial policies and management systems within broad Provincial guidelines and to counteract on going audit findings. Assist Managers and clinical staff within the institution to implement central cost structures i.e cost centres. Actively assist Managers with budgetary control and the management of budget variances. Ensure compliance with Risk Management Policies. Ensure effective and efficient management of assets. Actively participate in infrastructure project management. Ensure cooperation and responsiveness to emergency service delivery situation.

ENQUIRIES APPLICATIONS : Ms. JY Dube Tel No: 034-2999100
: Should be forwarded to Private Bag x 2052 Dundee 3000 OR Hand Deliver to: 34 Wilson Street Dundee3000 Attention: Human Resource Practices NB Please Note That Due To Financial Constraints, There Will Be No Payment Of S & T And Resettlement Claims.

CLOSING DATE : 20 April 2023.

POST 12/226 : **DEPUTY DIRECTOR: PLANNING, MONITORING & EVALUATION REF NO: UMZIN/07/2023 (1 POST)**
Component: Planning, Monitoring & Evaluation

SALARY CENTRE REQUIREMENTS : R766 584.per annum (Level 11) (All –Inclusive Package)
: Umzinyathi Health District Office
: Senior Certificate (Grade 12) National Diploma or B Degree in Human or Health Sciences 3 years appropriate managerial experience in service Delivery and Resource Planning.Computer Literacy: MS Office Software Applications.A valid Code B or EB drivers License. Knowledge, Skills, Training and Competencies Required Ability to programme and project manage a wide range of diverse activities. Strong interpersonal and communication skills. Ability to find innovative solutions and take independent decisions within the scope of delegated powers. Aptitude for Resource Management processes (Financial, Supply Chain and Human Resource Management

practices). Ability to understand the impact of inputs received from stakeholders and to translate these into strategic and service transformation objectives. Ability to prioritize issues and other work related matters and to comply with time frames set as part of the planning and reporting agenda of the Department. Understanding of data and information management processes the critical need for reliable district health information. Understanding of the challenges facing the public health sector.

DUTIES

: Key Performance Areas: Oversee the coordination, integration and development of inputs into the District Health plan to ensure that the final plan is in line with the Strategic and Service Transformation plan of the Department and other policy directives. Ensure development of the District Infrastructure Development Plan, the implementation and monitoring thereof as well as the provisioning of technical support to institutions. Ensure the timely development of District Resource Plan (HR Plan, Budget, Procurement Plan, etc.) Facilitate implantation, monitor, evaluate and report thereof inclusive of provisioning of technical support to institutions regarding the application of the transversal Human Resource, Supply Chain, Financial and risk Management Systems. Manage the utilization of resources allocated to the Section inclusive of the development of staff. Monitor, evaluate, provide early warning and report on the implementation of the Annual District Service Delivery Plan, the performance of corporate and other governance systems within institutions (inclusive of compliance with Health and Occupational Safety Regulation) and initiate corrective action. Ensure the development, implementation and maintenance of reliable District Health information Systems in line with departmental policy and system imperatives.

ENQUIRIES

: Ms. JY Dube Tel: 034-2999100

APPLICATIONS

: Should be forwarded to: Private Bag x 2052 Dundee 3000 OR Hand Deliver to: 34

NOTE

: NB: Please Note That Due To Financial Constraints, There Will Be No Payment Of S & T And Resettlement Claims.

CLOSING DATE

: 20 April 2023.

POST 12/227

: **ASSISTANT MANAGER NURSING (MEDICAL AND SURGICAL WARDS), REF NO. ITSH09/2023**

SALARY

: R588 378.per annum, Benefits: 13th Cheque, Medical Aid optional) Homeowner Allowance (Employee Must meet prescribed requirements) Plus 12% Rural Allowance.

CENTRE

: Itshelejuba Hospital,

REQUIREMENTS

: Matric certificate/Grade 12,Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwifery, Minimum of eight (08) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery, At least three (3) years of the period referred above must be appropriate/recognizable experience at management level,Proof of current registration with SANC (2023 receipt) Recommendations: Qualification in Nursing Administration, A valid driver's license, Computer literacy.Knowledge, Skills, Training And Competencies Required:Knowledge of South African Nursing Council (SANC) rules and regulations,Decision making and problem solving skills, Conflict Management and negotiation skills, Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required, Work as part of a multi-disciplinary team at unit level to ensure good nursing care by nursing team, Leadership, organizational, decision making and problem solving skills, Report writing skills, and time management skills, Good communication, interpersonal relations, counseling and conflict management skills, Ability to formulate patient care related policies, Knowledge of Public Service Policies, Acts and Regulation, Knowledge on HIV/AIDS plus TB programs.

DUTIES

: Key Performance Areas: Ensure co-ordination of various clinical and support services that so that functions are performed within a multi-disciplinary approach to allow for total patient care, Contribute to the development of clinical management guidelines and protocols for management of patients and ensure acceptable level of care within available resources, Formulate and monitor operational plan which is online with the strategic plan of the hospital and department, Assist in the implementation of priority programs e.g. National Core Standards, Monitor and maintain standards set by accreditation bodies, Formulate programs and projects and ensure implementation thereof, Executes duties and functions with proficiency within the prescripts of all applicable legislation and support the aims and objectives of the institution, Monitor and maintain standards set by the accreditation bodies, Evaluate patients care programs from time to time and make proposals for improvement that is supported by strong work ethics, Ensure effective and efficient utilization of all resources allocated to in the unit, Ensure implementation and maintenance of clinical competencies and to ensure that

scientific principles of nursing processes are maintained, Provide expert advices concerning clinical management of patients

**ENQUIRIES
APPLICATIONS**

: All enquiries should be directed to Ms. JN Mthenjane contact details: 034-4134000
: All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 or hand delivered to Human Resource Office

NOTE

: Applications must be submitted on the 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. 2. The reference number must be indicated in the column provided on z83. E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.

CLOSING DATE

: 21 April 2023

POST 12/228

: **CLINICAL PROGRAMME COORDINATOR (INFECTION PREVENTION CONTROL)**
REF NO: EDU 12/2023
Component: Monitoring and Evaluation

SALARY

: R464 466 - R522 756.per annum (Level 9) Other Benefits: Medical Aid (Optional), Housing Allowance - Employee must meet prescribed requirements, 13th Cheque, and 12% rural allowance.

**CENTRE
REQUIREMENTS**

: Edumbe Community Health Centre
: 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 in General Nursing. Current SANC receipt. Valid driver's licence. Certificate of service from current and previous employers stamped and signed by the Human Resource Department will be required when shortlisted on or before the interview. Recommendations: Computer literacy Knowledge, Skills, Training And Competencies Required: Ability to make independent decisions, problem solving and conflict resolution. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work-related matters and to comply with time frames. High level of accuracy. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Strong interpersonal communication and presentation skills. Leadership, Organization, Problem solving and decision making skills. Presentation skills.

DUTIES

: Key Performance Areas: Develop and implement an Infection Prevention and Control Plan for the institution. Identify Infection control risks and make recommendations on mitigations thereof. Ensure that all Departments comply with the IPC Framework, Guidelines and Protocols. Identify standard operating procedures to be formulated in relation to Provincial Guidelines. Identify outbreak of Infection, initiate investigation and control measures in collaboration with the IPC Committee. Provide effective and efficient Infection Prevention and Control Services in the institution. Conduct IPC Surveillance and report on the incidence and prevalence of alert organisms and communicable diseases to the District CDC. Serve as a clinical governance champion in the facility, ensuring effective clinical risk management system. Identify and report all Hospital Acquired Infections. Visit the departments within the institution to identify infection prevention and control risks. Ensure strong relationship with District IPC and CDC teams as well as Laboratory Services. Ensure that Infection Prevention and Control as well as Antibiotic Stewardship committees are in place and functional. Promote infection prevention culture within the institution by conducting relevant workshops, audits, meetings and awareness. Provide advice on various aspects of infection prevention and control, relevant policies to management. Visit the departments within the institution to identify infection prevention and control risks. Ensure strong relationship with District IPC and CDC teams as well as Laboratory Services. Ensure that Infection Prevention

and Control as well as Antibiotic Stewardship committees are in place and functional. Provide advice and training to all categories of staff.

**ENQUIRIES
APPLICATIONS**

: Ms MZP Mdhuli Tel: (034) 995 8500 EXT 8572
: All 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

: This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. NOTE: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to candidates: The following documents must be submitted: Application for employment form (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.

CLOSING DATE

: 21 April 2023

POST 12/229

: **CLINICAL NURSE PRACTITIONER-(GRADE 1, 2) REF NO: SIV CNP 03//2022 (X1 POST)**

SALARY

: Grade 1: R425 061 - R464 466 per annum
Grade 2: R492 756.per annum Benefits: 13th Cheque, home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)

**CENTRE
REQUIREMENTS**

: Sivananda Clinic
: Senior certificate/Matric or equivalent plus, Basic R425 qualification Degree / Diploma in General Nursing that allows registration with the SANC as Professional Nurse Plus Diploma in General Nursing Science, Health Assessment, Treatment and Care Accredited by SANC. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General nursing plus one year post basic qualification in PHC. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing of which 10 years must be experience after obtaining the 1 year post basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care. Recommendations: A valid Driver's Licence (Code 08/ Code 10), Computer Literacy Knowledge, Skills, Attributes and Abilities required: Knowledge of all applicable legislations such as Nursing Acts, Mental Health Act, Occupational Health & Safety Act, Knowledge of nursing care processes and procedure Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Display a concern for patients, promoting and advocating proper treatment, Report writing skills, Time management skills, Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skills, Good insight of procedures and policies pertaining to nursing care, Ability to assist in formulation of patient care related policies, Basic computing skills.

DUTIES

: Key Performance Areas: Provide quality comprehensive primary health care by promoting preventative, curative and rehabilitative services for the clients and the community, Provide administrative services such as compiling accurate statistics for evaluation and future planning, identifying need for financial planning and direct control of expenditure as integral part of planning and organisation. Motivate staff regarding development in order to increase level of expertise and assist patients and families to

develop a sense of self care. Ensure that Batho-pele Principles and patient rights are implemented. Ensuring proper utilisation and safe keeping of basic medical equipment. Encourage research by assisting in regional and departmental projects, always making sure that the community needs are taken into account. Ensure implementation of Primary Health Care re-engineering. Ensure implementation of National Core Standards/Regulated Norms and Standards. Ensure patient care through the utilisation Primary Health Care indicators. Ensure monitoring of the facility targets for programs in the facility. Ensure implementation, monitoring and evaluation of EPMDS in the operational area. Strengthen and ensure implementation of Ideal clinic strategies

**ENQUIRIES
APPLICATIONS**

: Mrs. TL Ncube (OM) Tel No 031-519 0455
 : Application to be forwarded to: The Human Resource Manager, Inanda Community Health Centre, Private Bag x04, Phoenix 4080.

NOTE

: Direction to candidate: The following documents must be submitted, Application for employment form (New Z83), which is obtainable at any Government Department or from website – www.kznhealth.gov.za. Updated comprehensive Curriculum Vitae stating any experience relevant to the position. Certified copies of highest educational qualifications and other relevant documents will only be requested from shortlisted candidate. Faxed will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. INA CNP 01/2021. Failure to comply with the above instruction will disqualify applicants. Please note that due to the number anticipated, applications will not be acknowledged. If you are not contacted three months after the closing date please regard your application as being unsuccessful. The appointment are subject to a positive outcome obtained from the State Security Agency (SSA) to the following check (criminal clearance, credit records and citizenship), verification of Educational Qualification by SAQA, verification of previous experience from Employers and verification from Company Intellectual Property Commission (CIPC). NOTE: Non-RSA Citizens/ Permanent Residents, Work permit holders will be required to submit their relevant qualifications when they are shortlisted. NB: African Males are encouraged to apply.

CLOSING DATE

: 21 April 2023

POST 12/230

: **CLINICAL NURSE PRACTITIONER REF NO: DANCHC 01/2023 (1 POST)**
 (Re-Advertisement)

SALARY

: Grade 1: R400 644. – R464 466.per annum
 Grade 2: R492 756 – R606 0420.per annum Primary Health Care Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met. Prescribed requirements .Inhospitable Allowance: 8%

**CENTRE
REQUIREMENTS**

: Thembalihle Clinic
 : Grade 1: A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing Experience: minimum of 14 years appropriate /recognisable experience in nursing after Professional Nurse with SANC in General nursing, of which at least 10 years must be appropriate /recognisable experience after obtaining the one year post basic qualification in Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. Knowledge, Skills, Training And Competencies Required For The Post Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient's Rights Charter, Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.

DUTIES

: Key Performance Areas: Implement and advocate for programmes initiative for clients and the community served by the clinic. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g. IMCI, EDL booklet etc. Ensure clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the

PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/ collection, verification and submission to FIO timeously. Motivate staff regarding development in order to increase level of expertise and assist patients to develop sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic Realisation. Demonstrate effective communication with patients, supervisors and other clinicians, Including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multi-disciplinary team to ensure good Nursing Care in the clinic. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the clinic. Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock.

**ENQUIRIES
APPLICATIONS**

: Mrs T.P. Magudulela: Tel (034) 621 6217
 : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080

**FOR ATTENTION
NOTE**

: Mrs DBP Buthelezi
 : Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae ONLY. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Preference Will Be Given To African Male
 19 APRIL 2023

CLOSING DATE

:

POST 12/231

: **CLINICAL NURSE PRACTITIONER REF NPO: EDU 13/2023 (X2 POSTS)**
 Component: Hartland Clinic

SALARY

: Grade 1: R400 644 – R464 466.per annum
 Grade 2: R492 756 – R606 042.per annum (Level 9) Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13th Cheque and 12% rural allowance.

**CENTRE
REQUIREMENTS**

: Edumbe Community Health Centre
 : An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Current registration with SANC for 2023. Certificate of service from current and previous employers stamped and signed by the Human Resource Department will be required when shortlisted on or before the interview. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills, Training And Competences Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill.

DUTIES

: Key Performance Areas: Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of diverse intellectual, cultural race or religious differences. Able to manage

own work, time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery.

**ENQUIRIES
APPLICATIONS**

: Mrs LT Msibi Tel (034) 995 8500 EXT 8528
: All 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

: This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. NOTE: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to candidates: The following documents must be submitted: Application for employment form (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.

CLOSING DATE

: 21 April 2023

POST 12/232

: **ASSISTANT DIRECTOR: SCM REF NO: ZUL/SUPPL3/2023**

**SALARY
CENTRE
REQUIREMENTS**

: R393 711.per annum. (Level9)
: Zululand Health District office, Ulundi
: Senior Certificate (Grade 12). Degree/ National Diploma in supply Chain Management / Financial Management/ Financial Accounting/Business Administration/ Public Administration/ Management.3-5 years supervisory experience in Supply Chain Management. Proof of current and previous work experience endorsed by Human Resource Management. A valid driver's license. Computer literacy; MS Office Software applications. Skills: Possess in-depth knowledge of financial prescripts such as PFMA, Treasury Regulations and Practice notes. Possess in depth knowledge Supply Chain Management. Possess in depth knowledge Supply Chain Management. Possess strong leadership, supervisory, communication and interpersonal Skills. Possess of Labour Relations and Disciplinary procedure. Ability to work under pressure and meet the required deadlines. Have the ability to analyse complex information and produce report. High level of accuracy is required. Have planning, organizing, analytical thinking and presentation skills. Writing and verbal communication skills. Be computer literate with a proficiency in MS Office applications.

DUTIES

: Manage the development and implementation of Procurement Plan for the District Office Responsibilities which include EMS and Forensic Mortuaries based to the Annual Performance Plan. Manage timeous and precise acquisition of goods & services inclusive of quotations and adjudication of activities for the Zululand District Office responsibilities. Analyse the requirements of Program Managers and District Office components in order to prepare and implement the annual District Office Procurement Plan. Manage the logistical aspects of ordering, receipt and authorisation of invoices for goods rendered to District Office responsibilities. Oversee the effective management of assets including warehouse, stock and equipment utilisation and disposal where necessary. Identify SCM risks at the District Office Responsibilities and Implement appropriate mitigation mechanism. Provide support to the entire District on SCM and play the role of being the District SCM Champion. Provide inputs on Annual Improvement Plan, ensure implementation and encourage compliance to Auditor - General requirements. Ensure compliance with the Departmental SCM Policy

Framework, Practice Notes and Treasury Regulations. Management of all SCM components at the District Office, effective, efficient and economically of allocated resources allocated to the component. Consult with stakeholders and identify shortcomings in policies and legislation. Prepare and analyse monthly reports related to Supply Chain Management and make presentations to Cash-flow Committee before submission to Head Office. Advise Cash-flow and Quotation Award Committees on SCM issues for informative decisions. Development and management of Personnel in your component.

ENQUIRIES : Mr SS Buthelezi: Tel 035- 8740600
APPLICATIONS : KwaZulu-Natal Zululand Health District Office, Private Bag x 81 Ulundi3838, King Dinuzulu High way LA Building Ground floor Ulundi 3838:

FOR ATTENTION : Ms BN Zulu
NOTE : The following documents must be submitted: (a) Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website (New Z83 form). (b) Comprehensive Curriculum Vitae, (c) Educational qualifications, SANC registration certificates, Driver's License, ID Copy, SANC receipts and proof of experience will be requested from shortlisted candidates only, don't include in your application. The Reference Number must be indicated in the column provided on the form Z.83. Persons with disabilities should feel free to apply for the post. NB: (a) Failure to comply with the above instructions will disqualify the applicants. Faxed and e-mailed Applications will NOT be accepted. Copies of certified copies will disqualify candidates. (b) 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 previous and current employers and verification from the Company Intellectual Property Commission (CIPC). Shortlisted candidates will be required to provide certified copies of educational qualifications, proof of registration with Health Professional Council (if applicable), Certified copy of identity document, proof of experience indicating detailed periods of experience endorsed by HR. Failure to produce these documents will disqualify candidates shortlisted. 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. 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 that due to financial constraints no S&T claims will be considered for payment to candidates that are invited for interviews, (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department.)

CLOSING DATE : 21 April 2023

POST 12/233 : **CLINICAL TECHNOLOGIST GRADE 1, 2, 3 REF NO. GS 35/23**
 Component: Pulmonology Departement

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

CENTRE : Greys Hospital, Pietermaritzburg
REQUIREMENTS : Senior Certificate or Equivalent. National Diploma Clinical Technology Plus Registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist in Critical Care (Independent practice) NB! Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources.
Grade 1:None after registration with the HPCSA in Clinical Technology (Critical Care) in respect of SA qualified employees 1 Year relevant experience after registration with the HPCSA in Clinical Technology (Critical Care) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Clinical Technology (Critical Care) in respect of SA qualified employees Minimum of 11 years relevant experience after registration with the HPCSA in Clinical Technology (Critical Care) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA in Clinical Technology (Critical Care)in respect of SA qualified employees Minimum of 21 years relevant experience after registration with the HPCSA in Clinical Technology (Critical Care) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. The Employment Equity Target For This Post Is: African Male Knowledge, Skills and Experience: Computer Literate Good

communication skills, problem-solving skills and excellent ethic. Comprehensive knowledge of pulmonary function tests and equipment. Numeric literacy and administrative ability to assist with procurement of consumables and management of audit/ research processes. The ability to teach and supervise junior staff. Strong communication and interpersonal skills. The resilience to work in a busy high stress environment.

DUTIES : To provide a professional clinical technology service according to ATS/ERS guidelines and unit policies and procedures. To support and confirm diagnostic and therapeutic procedures on patients using specialized equipment and techniques. Calibration and quality control procedures of the specialized equipment. Follow batho pele principles and current public health service legislation, regulations and policies. Assist with clinical training of students and registrars rotating through the department. To actively participate in research projects of the department, including off-site and mobile spirometry.

ENQUIRIES : DR KT Naidoo Tel No.: 033 897 3152
APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION : Mr K.B Goba
NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

CLOSING DATE : 21 April 2023

POST 12/234 : **ARTISAN FOREMAN, , REF NO: ITSH 10/2023**

SALARY : R318 090.per annum, other benefits: 13th cheque, medical aid (optional), homeowners allowance (employee must meet prescribed requirements)

CENTRE : Itshelejuba Hospital
REQUIREMENTS : Matric Certificate (Grade 12) /N3, Trade test certificate, Five years post qualification experience as an artisan, Valid Driver's License Knowledge, Skills, Training And Competencies Required: Computer literacy-aided technical applications, Technical design, consulting report writing and analysis knowledge including compiling specifications, Health and Safety Act and safety standards, Good verbal and written communications skills, Interpersonal, Planning and organising skills, Ability to work under pressure, Project change and financial management, Knowledge of legal compliance

DUTIES : Key Performance Areas: The Artisan Foreman shall be directly responsible for supervision of staff in the maintenance section, The officer shall be responsible for ensuring day to day maintenance that is carried out on all buildings, plan and machines, Ensuring that proper training is given to staff in carrying out these duties under his/her control, Supervising and ensuring that job cards are issued in accordance with the maintenance procedures, Controlling job card register, Responsible for checking of the annual work program schedule and compiling of maintenance and work budget, To assist Chief Artisan or engineer in preparation of briefs, schedule of work to be done, To ensure that regular inspections are undertaken of the institution's plant and building of relevant contractual works, To ensure that spot checks are carried out on essential equipment such as fire protection equipment, electrical appliances, kitchen equipment and his/her staff, To be responsible for daily checking of attendance register, Attending management,clinics,works meetings affecting under his/her control, Attending all maintenance matters and to ensure the smooth running of the hospital and clinics, Responsible for the maintenance budget, ensuring that all maintenance expenditure is approved, Responsible in accordance with the terms and condition of the Occupational Health and Safety Act and Regulations.

ENQUIRIES : All enquiries should be directed to Mr.NT Mahlobo, contact details: 034-4134000
APPLICATIONS : All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 or hand delivered to Human Resource Office

NOTE : Applications must be submitted on the 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. 2. The reference number must be indicated in the column provided on z83. E.g. Reference

number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.

CLOSING DATE

: 21 April 2023

POST 12/235

: **SUPPLY CHAIN CLERK SUPERVISOR REF NO. GS 33/23 (X 3 POSTS)**

Component: Supply Chain Management Department

SALARY

: R269 214.per annum, plus 13th cheque, medical aid (optional), homeowners allowance (employee must meet prescribed requirement

CENTRE

: Greys Hospital, Pietermaritzburg

REQUIREMENTS

: Grade 12 or Equivalent 3-5 Clerical/Administrative experience within Supply Chain Management Component. Recommendation: Computer Literacy with proficiency in Microsoft office Software applications, MS Word and Excel Code 8/10 driver's license NB! Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. The Employment Equity Target For This Post Is: African Male, Indian Male, White Male Recommendation: Experience in managing a Haematology unit Knowledge, Skills and Experience: Possess knowledge of legislative prescripts governing the Public Service e.g P.F.M.A, Treasury Regulations, and related acts Good verbal and written communication skills Possess technical knowledge of Supply Chain Management practices, directives, regulations and legislation Sound knowledge of Warehouse/Logistic Management Ability to work under pressure and team player Good Organizational, planning, and team building skills Ability to uphold confidentiality Ability to plan, organize and meet deadlines

DUTIES

: Supervise Acquisition Management, Logistic Management and other SCM delegated to supervise. Ensure that invitation of quotation is conducted as per SCM delegations and SOPs. Ensure that quotations are evaluated and awarded as per KZN-DOH SCM process. Compile SCM reports and ensure that it is submitted on time. Ensure compliance with Department Norms and Standards. Ensure that all documents received for order issuing are verified in terms of correctness and compliance. Ensure that orders are issued on time and forwarded to relevant service provider. Ensure that payments are done within 30 w/d. Monitor SCM registers. Supervise warehouse management. Manage leave and absenteeism in accordance with Human Resource policies. Manage conflict and grievances in an efficient and unbiased manner. Supervise asset & Disposal management. Be rotate to all SCM section. Monitor staff performance through EPMDS.

ENQUIRIES

: Mrs B. Malwanda Tel No: 033 897 3769

APPLICATIONS

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

FOR ATTENTION

: Mr K.B Goba

NOTE

: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

CLOSING DATE

: 21 April 2023

POST 12/236

: **FINANCE CLERK SUPERVISOR REF NO. GS 34/23**

Component: Revenue Department

SALARY

: R269 214.per annum, plus 13th cheque, medical aid (optional), home owners allowance (employee must meet prescribed requirement

CENTRE

: Grey's Hospital- Pietermaritzburg

REQUIREMENTS

: Grade 12 or Equivalent 3-5 Clerical/Administrative experience within Finance/Revenue Component. NB! Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. The Employment Equity Target For This Post Is: African Male, Indian Male, White Male Knowledge, Skills and Experience: Good knowledge of Public Finance Management Act and other related prescripts in respect to revenue. Interpersonal and problem-solving skills. Good organizational and planning skills with the ability to make independent and informed decisions. Good knowledge of departmental transversal system especially BAS. Ability

to be a team member and be able to meet deadlines. Knowledge of MS office software applications.

DUTIES

: Ensure effective management of patients accounts. Ensure that medical aid accounts are paid timeously. Handling of statutory accounts and ensuring accuracy of WCA, correctional services, SAPS forms Maximizing revenue. Develop, implement and monitor measures designed to optimize the payment of accounts and collection of fees, Asses and monitor the performance of Revenue staff as per EPMDS requirements. Prepare, analyze and present revenue reports to cash flow meetings. Reconciliation of petty cash and other revenue. Ensure daily capturing and authorizing of receipts on BAS Consolidate monthly, quarterly and annual financial reports. Manage leave and absenteeism in accordance with Human Resource policies. Manage conflict and grievances in an efficient and unbiased manner. Supervise Revenue management. Monitor staff performance through EPMDS.

ENQUIRIES

: Mr B.L. Buthelezi Tel No: 033 897 3309

APPLICATIONS

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

FOR ATTENTION

: Mr K.B Goba

NOTE

: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

CLOSING DATE

: 21 April 2023

POST 12/237

: **ADMINISTRATION CLERK SUPERVISOR (GENERAL) REF NO. GS 26/23**

Component: Patient Administration Department

SALARY

: R269 214.per annum, plus 13th cheque, medical aid (optional), homeowners allowance (employee must meet prescribed requirement

CENTRE

: Grey's Hospital- Pietermaritzburg

REQUIREMENTS

: Grade 12 or Equivalent 3-5 Clerical/Administrative experience in Patient Records Administration of a Health facility.NB! Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources.The Employment Equity Target For This Post Is: African Male, Indian Male, White Male Knowledge, Skills and Experience: Knowledge of legislative prescripts governing the Public Service e.g. Treasury Regulations, Archives Act, Labour Relations Act, Hospital Fees Manual, Practice Notes and any other related acts.Knowledge of Uniform Patient Fees Schedule and ICD 10 coding.Strong leadership qualities, good decision making, communication skills and problem solving skills.Excellent customer care and interpersonal and team building skills.Ability to work under pressure and meet deadlines.Computer literacy Knowledge and ability to handle cash register machine.Must be driven, courteous and enthusiastic and demonstrate high level of efficiency. Must be able to promote, practice and maintain confidentiality. Must display high level of planning and organizational skills.

DUTIES

: Supervise the provision of a 24 hour Patient Administration service. Supervise the registration process of new patients, servicing repeat patients, admission and discharge of all in patients. Ensure effective, efficient and economical utilization of resources allocated to patient administration and including development of staff. Provide adequate mechanisms for safe and efficient maintenance of patients' medical records and other relevant records as per record management prescript. Supervise and maintain an efficient filing system. Develop and implement risk management tools to prevent the loss of revenue, resources and patient medical records. Develop, implement and monitor measures designed to optimize the collection of fees from patients and medical schemes and other statutory bodies. Develop, implement and monitor measures aimed at reducing waiting times in patient administration. Monitor and assess staff performance as per Key Performance Areas outlined on EPMDS and job description. Manage leave and absenteeism in accordance with Human Resource policies. Uphold Principles of Batho-Pele. Manage conflict and grievances in an efficient and unbiased manner. To ensure submission of correct, accurate and valid reports. Ensure proper management of MVA patient files. Supervise and assist in mortuary related duties after hours, weekends and public holidays. Compilation and submission of monthly statistics. Receive investigate and resolve all complains promptly and efficiently and provide the necessary feedback to all the relevant role players. Ensure reassessment of patients is done correctly, accurately and timeously in order to increase revenue collection.

ENQUIRIES

: Ms PMN Dlamini Tel No: 033 897 3286

APPLICATIONS

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

FOR ATTENTION NOTE : Mr K.B Goba
: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but **must** submit the new Z83 form and a detailed curriculum vitae only. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

CLOSING DATE : 21 April 2023

POST 12/238 : **ADMINISTRATION CLERK SUPERVISOR (AUXILIARY SERVICES) REF NO. GS 29/23**
Component: Systems Department

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

CENTRE REQUIREMENTS : Grey's Hospital- Pietermaritzburg
: Grade 12 or Equivalent 3-5 Clerical/Administrative experience in the systems environment. NB! Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. The Employment Equity Target For This Post Is: African Male, Indian Male, White Male Knowledge, Skills and Experience: Human Right Act Labour Relations Act Skills Development Act Public Service Act Public Service Regulations Employment equity Act Public Finance Act Basic conditions of Employment Act Promotion of access of information Act Knowledge of security management act Ability to deal with contractors. Batho Pele South African constitution Bill of rights Knowledge of hygiene requirement Promotion of Access of Information Act Further education and training. Promotion of Administrative Justice Human resource management Planning and organizing Good verbal and written communication skills Self-discipline and ability to work under pressure with minimum supervision. Interpersonal relations.

DUTIES : Assess performance requirements and delivery schedules to ensure that cleaning services rendered by external service providers are in line with service level standard. Monitor progress constantly by inspecting wards, offices and premises and provide feedback to the manager on service standards. Put policies in place that will ensure control of all resources allocated to the unit. Exercise control of the entire general administration services including staff residences. Identify service deficiencies and hazards e.g. loose flooring and report to the management. Attend to complaints regarding hygiene, investigate and resolve problems. Compile reports.

ENQUIRIES APPLICATIONS : Ms BR Dlamini Tel No: 033 897 3084
: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION NOTE : Mr K.B Goba
: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but **must** submit the new Z83 form and a detailed curriculum vitae only. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

CLOSING DATE : 21 April 2023

POST 12/239 : **REGISTRY CLERK SUPERVISOR REF NO. GS 25/23**
Component: Systems Department

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

CENTRE REQUIREMENTS : Grey's Hospital- Pietermaritzburg
: Grade 12 or Equivalent 3-5 Clerical/Administrative experience in registry environment.NB! Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources.The Employment Equity Target For This Post Is: African Male, Indian Male, White Male Knowledge, Skills and Experience: Human Right Act Labour Relations Act Skills Development Act Public Service Act Public Service Regulations Employment equity Act Public Finance Act Basic conditions of Employment Act Promotion of access of information Act Batho Pele Planning and organizing Good verbal and written communication skills Flexibility Team work Ability to perform routine tasks.

DUTIES : Supervise and provide registry counter services. Supervise and handling of incoming and outgoing correspondences Supervise and render effective filing and record management service. Supervise the operation and operate office machine in relation to the registry function. Supervise the processing and process documents for archiving and

disposal. Manage leave and absenteeism in accordance with Human Resource policies.
Manage conflict and grievances in an efficient and unbiased manner.

ENQUIRIES
APPLICATIONS

: Ms B.R. Dlamini Tel No. 033 897 3084
: Applications to be forwarded to: The Human Resources Management Office, Greys
Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION
NOTE

: Mr K.B Goba
: Directions to Candidates: Applicants are not required to submit copies of qualifications
and other relevant documents on application but must submit the new Z83 form and a
detailed curriculum vitae only. This Department is an equal opportunity, affirmative
action employer, whose aim is to promote representivity in all occupational categories
in the department.

CLOSING DATE

: 21 April 2023