

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

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

OTHER POSTS

- POST 13/83** : **HEAD CLINICAL UNIT GRADE 1 (HAEMATOLOGY) REF NO: GS 31/23**
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) or Haematopathology 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). 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 Bizaare Tel No: 033-897 3290
- FOR ATTENTION NOTE** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital, Private Bag X 9001, Pietermaritzburg, 3200
: 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. The Employment Equity Target for this post is: African Male, African Female, Coloured Male
- CLOSING DATE** : 02 May 2023

- POST 13/84** : **CLINICAL MANAGER GRADE 1 REF NO: OTH CHC 12/2023 (X1 POST)**
- SALARY** : R1 227 255 per annum. Other Benefits: 22% Rural Allowance of Basic Salary, Medical aid (optional) and housing allowance (employee must meet prescribed requirements)
- CENTRE** : Othobothini Community Health Centre (Jozini)
- REQUIREMENTS** : Senior certificate / Grade 12. MBCHB degree or an equivalent qualification. Only shortlisted candidates will submit/attach proof of current registration certificate with HPCSA as a Medical Practitioner. Council receipt 2023. Valid driver's license code EB. A minimum of 6 years appropriate experience as Medical Officer after registration with HPCSA as Medical Practitioner NB: All Shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required: Knowledge of legislative and policy framework as well as journals and papers informing the area of operation. Ability to prioritize issues and other work-related matters and comply with the time frames. Team management Skills. Good communication, leadership, problem solving, interpersonal, ethical and professional skills. Sound knowledge of Human Resource Management, information Management and Quality Assurance Programme. Knowledge of current Health and Public Service Legislations and policies.
- DUTIES** : Provide management, support, mentorship and supervision of all medical staff, pharmacy services and allied health professional services. Provide a 24hrs coverage when services require such, in line with application commuted overtime policy. Provide quality care, quality assurance, quality improvement projects, morbidity and mortality reviews, monthly audits, development of clinical guidelines and policies. Pioneer the management of financial and Human Resources for medical and allied component. Ensure the provision of safe, ethical and high quality medical care. Provide, implement and review clinical management protocols, policies and procedures and ensure that they are in accordance with the current statutory regulations and guidelines. Lead and manage the overall functions of clinical audit and governance to meet the combined objectives of excellence in healthcare and upholding of the patient's Rights Charter. Assist clinical personnel in the Medical and Allied Health domains with quality assurance, quality assurance improvement projects, provision of quality obstetric services, morbidity and mortality reviews, monthly audits, risk management and development of clinical guidelines and policies. Ensure, early, correct and cost effective, investigation and follow up treatment of patients. Provide a holistic patient care, inclusive of examining and formulating of patient treatment plans. Maintain accurate health records in accordance with legal and ethical considerations. Implement and maintain Employee Performance Management and Development System.
- ENQUIRIES** : Ms. N.I Mthethwa Tel No: 035 572 9002
- APPLICATIONS** : Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X12, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za . Curriculum Vitae (CV). Only shortlisted candidates will submit copies of ID, Std 10 Certificate, educational qualifications, Certificate of service/Proof of experience signed by HR officer. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful. African Males are most welcome to apply.
- CLOSING DATE** : 05 May 2023
- POST 13/85** : **CLINICAL MANAGER GRADE 1 REF NO: RIET 15/2023 (X1 POST)**
Component: Medical (HAST)
Re Advertisement of posts
- SALARY** : Grade 1: R1 227 255 per annum, (TCE package). Benefits: 22% rural allowance and commuted overtime subject to approval.
- CENTRE** : Rietvlei Hospital

- REQUIREMENTS** : Grade 1: Grade 12 (senior certificate)/ Standard 10. MB ChB or equivalent Degree Registration with the HPCSA as a Medical Practitioner. Current registration with HPCSA as a Medical Practitioner. A minimum of 3 years appropriate/ recognizable experience after registration with HPCSA as a Medical Practitioner. Plus, certificate of service endorsed by Human Resource Knowledge, Skills, Training and Competencies Required: Good knowledge of applicable legislation, regulations, national and provincial policies. HPCSA regulations. Internal and external policies. Provincial drainage area mapping. National norms and standards for relevant clinical results. Patient rights responsibility Charter. Local regulations and rules regarding administrative duties. Institution's budget and PFMA. Regulatory framework of the institution. Labour Relations Act. Code of Conduct. National norms for relevant clinical results. Good interpersonal and communication skills. Interpersonal relations. Strong leadership, organizational, operational, and contingency planning skills. Medical/clinical skills. Conflict management. Reporting. Administrative. Analytical and creative thinking. Independent decision-making and problem-solving skills. Planning, organization and problem solving. Verbal and written communication.
- DUTIES** : Ensure effective comprehensive clinical services with respect to patient care at inpatients, outpatients and outreach levels. Ensure an effective administered clinical department. Effective education, training and research. Ensure the development and implementation of quality assurance programs in line with Provincial, National and International standards.
- ENQUIRIES** : Dr JBK Mitewu @ 072 386 4907
- APPLICATIONS** : All applications must be directed to: Rietvlei Hospital, and Private Bag X501, Stafford's Post, Via Port Shepstone, 4686 or hand deliver to Rietvlei hospital Human Resource Component
- FOR ATTENTION** : Miss Ntuzela
- NOTE** : 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. Directions To Candidates: 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. RIET 01/2022. 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. Candidates who previously applied for the posts should re apply. 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.
- CLOSING DATE** : 02 May 2023
- POST 13/86** : **MEDICAL SPECIALIST: TRAUMA & EMERGENCY REF NO: GJGM19/2023 (X1 POST)**
Component: Medical
- SALARY** : Grade 1: R1 156 308 - R1 227 255 per annum, all-inclusive package
Grade 2: R1 322 100 – R1 403 235 per annum, all-inclusive package
Grade 3: R1 534 356 – R1 918 284 per annum, all-inclusive package
All-inclusive package consist of 70% basics and 30% flexible portion that can be structured in Terms of applicable rules. Other benefits: 18% Inhospital Allowance, Plus Commuted overtime which is determined by service delivery needs of the institution.
- CENTRE** : General Justice Gizenga Mpanza Regional Hospital

REQUIREMENTS

: **Grade 1:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Specialist. One (1) year relevant experience after registration as a Medical Specialist with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Specialist plus Five (5) post registration experience as a Medical Specialist in Trauma & Emergency OR Six (6) year relevant experience after registration as a Medical Specialist with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A tertiary qualification (MBCHB or equivalent), plus A valid registration with the Health Professionals Council of South Africa as a Specialist in Trauma & Emergency OR Ten (10) years post registration experience as a Medical Specialist in Trauma & Emergency. Eleven (11) year relevant experience after registration as a Medical Specialist with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills and Competencies required: Sound Clinical knowledge and experience of procedures and protocols in Emergency Medicine. Good verbal and written, communication and interpersonal skills. Cross cultural awareness. Sound teaching & supervisory abilities. A concern for excellence and quality care. The ability to function in a multi-disciplinary team.

DUTIES

: Assists the Head Of clinical Unit (HCU) to ensure optimal Emergency Medicine Service. Assist the HCU in the development of management protocols/policies for the department. Provide emergency clinical care and oversight as expected of a specialist in Emergency Medicine. Assist with quality improvement imperatives including clinical audits (morbidity & mortality reporting and reviewing Clinical documentations audits etc.) and continuous professional development activities Training of registrars, nurses, junior doctors and colleagues and promote ongoing staff development in accordance with individual and departmental needs. Maintain satisfactory clinical, professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes of the DOH. Supervise, teach & assess medical students. NB: Performance of commuted overtime is compulsory and will be worked in the discipline based on the need of the institution.

ENQUIRIES

: Dr S Ramdheen (Medical Specialist) Tel No: (032) 4376076

APPLICATIONS

: Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450

FOR ATTENTION

: Mr. T Latha

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be

acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.

- CLOSING DATE** : 03 May 2023
- POST 13/87** : **MEDICAL OFFICER: TRAUMA & EMERGENCY REF NO: GJGM21/2023 (X2 POSTS)**
Component: Medical Management Services
- SALARY** : Grade 1: R858 528 – R924 876 per annum, all-inclusive package
Grade 2: R981 639 – R1 073 355 per annum, all-inclusive package
Grade 3: R1 139 217 – R1 424 286 per annum, all-inclusive package
All-inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules). Other benefits: 18% Inhospital Allowance, Plus Commuted overtime which is determined by service delivery needs of the institution
- CENTRE REQUIREMENTS** : General Justice Gizenga Mpanza Regional Hospital
: **Grade 1:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Medical Practitioner. **Grade 2:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Medical Practitioner. Five (5) years post registration experience as a Medical Practitioner. **Grade 3:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Medical Practitioner. Ten (10) years post registration experience as a Medical Practitioner. Knowledge, Skills and Competencies: Sound knowledge and skills in Emergency Medicine including advanced Adult and Paediatric resuscitative intervention. Sound clinical knowledge in General Medicine including management of acute and chronic Medical and Surgical conditions. Good interpersonal, supervisory, communication and leadership skills. Ability to work in a challenging environment. Sound assessment, diagnostic and management skills. Knowledge and skills in emergency care. Knowledge of the health care system and medical ethics. Awareness of cross-cultural differences. Concern for excellence. Recommendation: ACLS, PALS, ATLS or Diploma in Primary care is recommended.
- DUTIES** : Provision of quality patient centered medical care to all patients in the emergency unit. Examine, investigate, diagnose and oversee the treatment of patients in the Emergency Department. Maintain acute medical records in accordance with legal and ethical guidelines. Ability to assist the senior medical staff in the smooth running of the department. Participation in the activities within the discipline including case presentations, journal club and other departmental meetings. Observe and comply with the departmental policies and guidelines regulating employment relationship and clinical functioning. To provide training for nurses, junior staff, interns and medical students. NB: Performance of commuted overtime is compulsory and will be worked in the discipline based on the needs of the institution. The following learning opportunities are available in the accident and emergency unit- Supervision by an emergency physician with daily ward rounds and “on the floor teaching” in Trauma & Emergency department. Emergency ultrasound training. Advanced airway management and ventilation techniques. Evidence based protocol driven management. Opportunity to conduct research in the unit. Preparation for Diploma in Emergency Care (Dip PEC). Preparation to enter the Fellowship in Emergency Medicine.
- ENQUIRIES APPLICATIONS** : Dr S Ramdheen (Medical Specialist) Tel No: (032) 4376076
: Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450
- FOR ATTENTION NOTE** : Mr. T Latha
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated.

Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.

CLOSING DATE

: 03 May 2023

POST 13/88

: **MEDICAL OFFICER- OBS & GYNAE (GRADE 1, 2, 3) REF NO: OSI MED MAN 08/2023 (X2 POSTS)**

SALARY

: Grade 1: R858 528 per annum, all-inclusive packages
 Grade 2: R981 639 per annum, all-inclusive packages
 Grade 3: R1 139 217 per annum, all-inclusive packages
 Other Benefits: (This inclusive package consists 70% of Basic salary and 30% flexible portion that can be structured in terms of the applicable rules. Additional Benefits: Rural Allowances (18% of basic salary), Fixed Commuted Overtime (conditions apply)

CENTRE REQUIREMENTS

: Osindisweni District Hospital, Verulam
 Senior certificate/ Grade 12 PLUS. An appropriate tertiary qualification (MBChB). Current registration with HPCSA as a Medical Practitioner. Proof of current registration with the Health Professions Council of South Africa as an independent practitioner. **Grade 1:** Senior Certificate STD 10/Grade 12. MBChB or equivalent qualification that allows registration with the HPCSA Council as a Medical Practitioner plus no experience. A Minimum of 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Senior certificate / STD 10 / Grade 12. MBChB or equivalent qualification that allows registration with the HPCSA Council as a Medical Practitioner plus 5 years' experience after registration with the HPCSA as a Medical Practitioner or 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Senior certificate / STD 10 / Grade 12. MBChB or equivalent qualification that allows registration with the HPCSA Council as a Medical Practitioner plus 10 years' experience after registration with the HPCSA as a Medical Practitioner or 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. All abovementioned documents need not be attached on application, they will be requested only if shortlisted. Knowledge, Skills, Training and Competencies: Knowledge of women's health issues to allow for accurate diagnoses and appropriate management of clinical problems. Ability to deal with all obstetrics and gynaecology emergencies. Ability to perform

minor gynaecological procedures and c/sections. Ability to function as part of a multi-disciplinary team setting of a District level. Working knowledge of obstetrical protocols, health policies, acts and regulations. Good decision making, leadership, mentoring skills and good communication skills. Good decision making, leadership, mentoring skills and good communication skills. Good team building and problem solving. Ability to work under stressful conditions and maintain meaningful relationship with all stakeholders. Good research and presentation skills.

DUTIES : Clinical duties as per district hospital / departmental requirements including after hour service. Provision of quality care. Morbidity and mortality reviews, monthly various types of audits, development of clinical guidelines. Patient satisfaction surveys, reducing waiting times, identifying, meeting and surpassing patients' expectations. Maintain and continuously improve professional and ethical standards. Maintain accurate record and appropriate health records in accordance with the legal and ethical considerations and continuity of patient care. Participate in Quality Improvement Plans. Compulsory participation in group 3 commuted overtime.

ENQUIRIES : Mrs. L.C. Mtshali (Deputy Manager Nursing) Tel No: 032-5419202

APPLICATIONS : To be forwarded to Mrs. L.C. Mtshali, Deputy Manager Nursing, Osindisweni District Hospital, Private Bag X15, Verulam, 4340

CLOSING DATE : 02 May 2023

POST 13/89 : **MEDICAL OFFICER- PAEDS (GRADE 1, 2, 3) REF NO: OSI MED MAN 09/2023 (X1 POST)**

SALARY Grade 1: R858 528 per annum, all-inclusive packages
 Grade 2: R981 639 per annum, all-inclusive packages
 Grade 3: R1 139 217 per annum, all-inclusive packages
 Other Benefits: (This inclusive package consists 70% of Basic salary and 30% flexible portion that can be structured in terms of the applicable rules. Additional Benefits: Rural Allowances (18% of basic salary), Fixed Commuted Overtime (conditions apply)

CENTRE : Osindisweni District Hospital, Verulam

REQUIREMENTS : Senior certificate/ Grade 12 PLUS. An appropriate tertiary qualification (MBChB). Current registration with HPCSA as a Medical Practitioner. Proof of current registration with the Health Professions Council of South Africa as an independent practitioner. **Grade 1:** Senior Certificate STD 10/Grade 12. MBChB or equivalent qualification that allows registration with the HPCSA Council as a Medical Practitioner plus no experience. A Minimum of 1-year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Senior certificate / STD 10 / Grade 12. MBChB or equivalent qualification that allows registration with the HPCSA Council as a Medical Practitioner plus 5 years' experience after registration with the HPCSA as a Medical Practitioner or 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Senior certificate / STD 10 / Grade 12. MBChB or equivalent qualification that allows registration with the HPCSA Council as a Medical Practitioner plus 10 years' experience after registration with the HPCSA as a Medical Practitioner or 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. All abovementioned documents need not be attached on application, they will be requested only if shortlisted. Knowledge, Skills, Training and Competencies: Knowledge of paediatric health issues to allow for accurate diagnosis and appropriate management of clinical problems. Knowledge of National Quality Standard relating to primary healthcare. Ability to function as part of a multi-disciplinary team setting of a District level. Working knowledge of obstetrical protocols, health policies, acts and regulations. Good decision making, leadership, mentoring skills and good communication skills. Good decision making, leadership, mentoring skills and good communication skills. Good team building and problem solving. Ability to work under stressful conditions and maintain meaningful relationship with all stakeholders. Good research and presentation skills.

DUTIES : Perform necessary and appropriate emergency lifesaving procedures. Diagnose and facilitate referral to higher level of care. Participate in Quality Improvement Plans. Compulsory.

ENQUIRIES : Dr TS Mabusha: Tel No: 032 541 9205 / 9269

APPLICATIONS : Applications to be forwarded to: Dr TS Mabusha, Medical Manager, Osindisweni District Hospital, Private Bag X15, Verulam, 4340.

CLOSING DATE : 02 May 2023

POST 13/90 : **CLINICAL PSYCHOLOGISTS REF NO: MURCH- 18/2023**

SALARY : Grade 1: R745 785 per annum, (all-inclusive package)
Grade 2: R870 231 per annum, (all-inclusive package)
Grade 3: R1 009 944 per annum, (all-inclusive package)
Other Benefits: Employee must meet prescribed Requirements), Medical Aid (Optional)

CENTRE : Murchison Hospital

REQUIREMENTS : **Grade 1:** Masters in Clinical Psychology plus Registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist plus One (1) year of experience after registration as a Clinical Psychologist with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** master's in clinical psychology plus Registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist plus Eight (8) years of experience after registration with the HPCSA as a Psychologist & Requires nine (9) experience after registration as a Clinical Psychologist with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Masters in Clinical Psychology plus Registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist plus Sixteen (16) years after registration with HPCSA as a Clinical Psychologist & Requires seventeen (17) years of experience after registration as a Clinical Psychologist with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa Masters in Clinical Psychology plus Registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist plus Sixteen (16) years after registration with HPCSA as a Clinical Psychologist & Requires seventeen (17) years of experience after registration as a Clinical Psychologist with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa Knowledge, Skills And Competencies Sound clinical knowledge regarding Clinical Psychology diagnoses, assessment and treatment procedures Knowledge and the ability to administer and interpret psychological tests Ability to function and contribute in a multi-disciplinary team Mentor and in-service junior staff, nurses, interns and students Excellent Communication and interpersonal relationship skills Quality Assurance and Improvement Problem solving skills Planning and organizing Offer outreach services Medico legal work.

DUTIES : Assess persons by means of clinical interviews Administer and write reports on psychometric assessments Ability to conduct individual, group and family psychotherapy Ability to communicate with patients and relatives Maintain accurate records and statistics Develop and implement policies in keeping with Provincial and National DOH Guidelines.

ENQUIRIES : Dr. S Lachman Tel No: 039-6877311 ext. 106

APPLICATIONS : All applications 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/ 18/2023 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 in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) when the applicant is shortlisted. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof when the applicant is 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** : 05 May 2023
- POST 13/91** : **OPERATIONAL MANAGER (PHC SUPERVISOR) REF NO: STC 12 /2023 (X1 POST)**
- SALARY** : R588 378 – R723 624 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance Plus 8% Rural Allowance (subject to meeting prescribed requirements)
- CENTRE REQUIREMENTS** : St Chads CHC
National Senior Certificate/ Grade 12. Degree/ Diploma in Nursing Science and midwifery. A minimum of 09 years recognizable experience in nursing after registration as professional nurse with SANC in General nursing of which 5 years must be recognizable experience after obtaining one year post basic qualification in Primary Health Care. Certificate of Service Endorsed by Human Resource Department is required (only when shortlisted). Recommendations: Degree / Diploma in Nursing Administration. Computer literacy. Valid driver's license code 8/10. Knowledge, Skill, Training and Competencies Required: Knowledge of nursing care process and processes and procedures, nursing statutes, and other relevant legal framework such as Nursing act, Occupational health and safety act, Patient right' s charter, Batho-Pele principles, Public service regulations act, Disciplinary code and procedures, Grievance procedure etc. Leadership, organizational decision making and problem solving abilities within the limits of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiations conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies.
- DUTIES** : Performance Areas: Monitor and evaluate performance of Clinic staff according to asset standards, norms targets and to ensure effective reporting. Ensure provision of high quality comprehensive care through provision of preventive, curative and rehabilitative services. Ensure and monitor implementation and evaluation of all services including priority programs by all clinic staff members' i.e. Office of Health standard compliance, ideal Clinic and Nerve Centre / Operation Phuthuma. Provide relevant information to the Health care users to assist in the achievement of optimal health care. Maintain good relationship with relevant role players and stakeholders. Manage and monitor proper utilization of human, financial and other resources entrusted to you. Deal with disciplinary and grievance matters including monitoring and management of staff absenteeism. Provision of administrative services by planning, organizing, and ensure the availability of medicines, supplies and essential equipment. Ensure monitoring and evaluation of staff performance through the EPMDS system. Ensure that there are effective systems for data management and reporting of quality data on relevant indicators at the hospital and local clinics. Support PHC re-engineering by ensuring that outreach teams are functional. Ensure effective implementation of Sukuma Sakhe programs to maximize patient care. Conduct patient satisfaction survey and waiting times for the clinics. Ensure adequate control and allocation of Human and Material resources. Be involved and assist other staff members in the clinical

management of clients. Strengthening of complaints, compliment and suggestion management. Ensure that the facility complies with policies and guidelines for infection prevention control, occupational health, safety and management of Covid 19.

**ENQUIRIES
APPLICATIONS**

: Mr. M.I Siyaya Tel No: 036 637 9600
: All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

**FOR ATTENTION
NOTE**

: Mr S.D.Mdletshe
: The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.

CLOSING DATE

: 02 May 2023

POST 13/92

: **OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO: MURCH-THONJ 05/2023 (X1 POST)**
(Re: Advertisement)

SALARY

: R588 378 per annum. Other Benefits 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

**CENTRE
REQUIREMENTS**

: Murchison Hospital-Thonjeni Clinic
: Senior Certificate Degree / Diploma in General nursing plus 1 year post basic qualification in Primary Health Care or 1 year post basic qualification in Community Nursing Science with specialization in Clinical Nursing Science, Health Assessment, Treatment and Care as per R212 SANC Regulation. Current registration with SANC as a General Nurse and Primary Health Care Nurse A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which 5 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care or one year post basic qualification in Community Nursing Science with specialization in Clinical Nursing Science, Health Assessment, Treatment and Care as per R212 SANC Regulation. Certificate of service from previous and current employer endorsed and stamped by HR. Recommendation: Valid Code 08 Drivers license Computer Literacy Knowledge, Skills and Competencies Knowledge of nursing care and processes and procedures, nursing statutes, and other relevant legal frameworks. Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework and good communication skills Interpersonal skills including public relations, negotiating, conflict handling and counseling skills Financial and budgetary knowledge pertaining to the relevant resources under management Insight into procedures and policies pertaining to nursing care. Computer skills in basic programmes.

- DUTIES** : Monitor and evaluate the performance of primary health care services and systems within the designated services area in line with, public health indicators, set norms, standards and targets with a view to report thereon and to initiate corrective action timeously. Analyze health policy and programme imperatives with a view to develop customized implementation strategies to guide the primary health care service providers in the service area towards complying with the stated norms, standards and targets. Identify “transversal “primary” health care and systems barriers (including emerging health trends in the service area) with a view to ensure corrective action at an appropriate level. Ensure and monitor that primary health care services within the designated services area are provided with adequate support by multi-disciplinary teams attached to the CHC / district hospital as well as from shared corporate service providers attached to the mothering institution. Ensure an integrated approach with the implementation of various primary health care programmes to provide a seamless service delivery platform, including the prioritizing of needs within the service area and the allocation of resources accordingly. Ensure the effective and efficient utilization of allocated resources, including the development of staff, budgetary, procurement planning inputs and maintenance of prescribed information management systems(s).
- ENQUIRIES APPLICATIONS** : Mr LG Nyawo Tel No: 039-6877311 ext. 130
: All applications 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 all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 03/2023 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 in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) when the applicant is shortlisted. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof when the applicant is 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. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.
- CLOSING DATE** : 05 May 2023
- POST 13/93** : **OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO: MURCH-IZING 06/2023 (X1 POST)**
(Re: Advertisement)
- SALARY** : R588 378 per annum. Other Benefits 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
- CENTRE REQUIREMENTS** : Murchison Hospital-Izingolweni Clinic
: Senior Certificate Degree / Diploma in General nursing plus 1 year post basic qualification in Primary Health Care or 1 year post basic qualification in

Community Nursing Science with specialization in Clinical Nursing Science, Health Assessment, Treatment and Care as per R212 SANC Regulation. Current registration with SANC as a General Nurse and Primary Health Care Nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which 5 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care or one year post basic qualification in Community Nursing Science with specialization in Clinical Nursing. Science, Health Assessment, Treatment and Care as per R212 SANC Regulation. Certificate of service from previous and current employer endorsed and stamped by HR. Recommendation: Valid Code 08 Drivers license Computer Literacy Knowledge, Skills and Competencies: Knowledge of nursing care and processes and procedures, nursing statutes, and other relevant legal frameworks. Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework and good communication skills Interpersonal skills including public relations, negotiating, conflict handling and counseling skills Financial and budgetary knowledge pertaining to the relevant resources under management Insight into procedures and policies pertaining to nursing care Computer skills in basic programmes.

DUTIES

: Monitor and evaluate the performance of primary health care services and systems within the designated services area in line with, public health indicators, set norms, standards and targets with a view to report thereon and to initiate corrective action timeously. Analyze health policy and programme imperatives with a view to develop customized implementation strategies to guide the primary health care service providers in the service area towards complying with the stated norms, standards and targets. Identify “transversal “primary” health care and systems barriers (including emerging health trends in the service area) with a view to ensure corrective action at an appropriate level. Ensure and monitor that primary health care services within the designated services area are provided with adequate support by multi-disciplinary teams attached to the CHC / district hospital as well as from shared corporate service providers attached to the mothering institution. Ensure an integrated approach with the implementation of various primary health care programmes to provide a seamless service delivery platform, including the prioritizing of needs within the service area and the allocation of resources accordingly. Ensure the effective and efficient utilization of allocated resources, including the development of staff, budgetary, procurement planning inputs and maintenance of prescribed information management systems(s).

**ENQUIRIES
APPLICATIONS**

: Mr LG Nyawo Tel No: 039-6877311 ext. 130
 : All applications 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 all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. Murch/ 04/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course.(This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the

Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

- CLOSING DATE** : 05 May 2023
- POST 13/94** : **OPERATIONAL MANAGER (GENERAL WARDS) REF NO: OSI OM 11/2023 (X1 POST)**
- SALARY** : Grade 1: R588 378 – R662 220 per annum. Other Benefits: 13th cheque, medical aid (optional), Housing allowance (employee must meet prescribed requirement). Additional Benefits: Rural Allowance (8% of basic salary).
- CENTRE** : Osindisweni District Hospital, Verulam
- REQUIREMENTS** : A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional nurse with SANC in General Nursing. **Grade 1:** Grade 12 (Standard 10) certificate. Degree / Diploma in General Nursing and Midwifery. Proof of current registration with SANC (2023 SANC receipt) (need not be attached on application they will be requested only if shortlisted). N.B Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR office as well as all abovementioned documents need not be attached on application they will be requested only if shortlisted. Knowledge Skills Training and Competence Required: Knowledge of nursing care policies, nursing statutory regulation, guidelines and other relevant legal framework. Knowledge of nursing care approaches. Strong interpersonal relations, communication, verbal, report writing and facilitating skills. Ability to make independent decisions, problem solving and conflict resolution. Ability to prioritize issues and other work-related matters and to comply with time frames. Insight into the public health sector strategies and priorities including nursing strategy, standard procedures and policies pertaining to nursing care. High level of accuracy, initiative and innovation. Good leadership, organization and decision-making skills. Knowledge of Human Resources and Financial policies and practices. Basic computer skills.
- DUTIES** : Advocate and ensure and promotion of nursing ethics and professionalism. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practices and standards as determined by relevant health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Work as part of a multidisciplinary team at level to ensure good nursing care by the nursing team. Display a concern for patients, promoting and facilitating proper treatment and care ensuring that the unit adheres to the principles of Batho-Pele. Improve Hospital efficiencies, assist with the management of the transformation process and change within the unit to ensure that the objects of the objectives of the institution are met. Ensure effective utilization of resources. Provide night services including clinical and non-clinical emergencies. Establish and maintain adherence to clinical governance pillars and processes. Establish and maintain adherence to clinical governance pillars and processes. Deal with disciplinary and grievances matters including monitoring and managing absenteeism. Monitor and evaluate staff performance in terms of Employee Performance Development System (EPMDS).
- ENQUIRIES** : Mrs. L.C. Mtshali (Deputy Manager Nursing) Tel No: 032-5419202
- APPLICATIONS** : To be forwarded to Mrs. L.C. Mtshali, Deputy Manager Nursing, Osindisweni District Hospital, Private Bag X15, Verulam, 4340
- CLOSING DATE** : 02 May 2023
- POST 13/95** : **OPERATIONAL MANAGER (GENERAL-NIGHT DUTY) REF NO: OSI OM 12/2023 (X1 POST)**
- SALARY** : Grade 1: R588 378 – R662 220 per annum. Other Benefits: 13th cheque, medical aid (optional), Housing allowance (employee must meet prescribed requirement). Additional Benefits: Rural Allowance (8% of basic salary).
- CENTRE** : Osindisweni District Hospital, Verulam

<u>REQUIREMENTS</u>	:	Experience: A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Grade 1: Grade 12 (Standard 10) certificate. Degree / Diploma in General Nursing and Midwifery. Proof of current registration with SANC (2023 SANC receipt) (need not be attached on application they will be requested only if shortlisted). N.B Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR office as well as all abovementioned documents need not be attached on application they will be requested only if shortlisted. Knowledge Skills Training and Competence Required: Knowledge of nursing care policies, nursing statutory regulation, guidelines and other relevant legal framework. Knowledge of nursing care approaches. Strong interpersonal relations, communication, verbal, report writing and facilitating skills. Ability to make independent decisions, problem solving and conflict resolution. Ability to prioritize issues and other work-related matters and to comply with time frames. Insight into the public health sector strategies and priorities including nursing strategy, standard procedures and policies pertaining to nursing care. High level of accuracy, initiative and innovation. Good leadership, organization and decision-making skills. Knowledge of Human Resources and Financial policies and practices. Basic computer skills.
<u>DUTIES</u>	:	Advocate and ensure and promotion of nursing ethics and professionalism. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practices and standards as determined by relevant health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Work as part of a multidisciplinary team at level to ensure good nursing care by the nursing team. Display a concern for patients, promoting and facilitating proper treatment and care ensuring that the unit adheres to the principles of Batho-Pele. Improve Hospital efficiencies, assist with the management of the transformation process and change within the unit to ensure that the objects of the objectives of the institution are met. Ensure effective utilization of resources. Provide night services including clinical and non-clinical emergencies. Establish and maintain adherence to clinical governance pillars and processes. Establish and maintain adherence to clinical governance pillars and processes. Deal with disciplinary and grievances matters including monitoring and managing absenteeism. Monitor and evaluate staff performance in terms of Employee Performance Development System (EPMDS).
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. L.C. Mtshali (Deputy Manager Nursing) Tel No: 032-5419202
<u>CLOSING DATE</u>	:	To be forwarded to Mrs. L.C. Mtshali, Deputy Manager Nursing, Osindisweni District Hospital, Private Bag X15, Verulam, 4340
<u>POST 13/96</u>	:	02 May 2023
<u>SALARY</u>	:	<u>OPERATIONAL MANAGER NURSING (LEVEL 10) – UMLAZI D PRIMARY HEALTH CARE REF NO: OMN/UML-D/PHC 01/23</u>
<u>CENTRE REQUIREMENTS</u>	:	R588 378 – R662 220 per annum. Benefits: Home Owner Allowance (conditions apply) 13 th Cheque (conditions apply) Medical Aid (Optional) Inhospitable Area Allowance (8% of basic salary)
<u>REQUIREMENTS</u>	:	Prince Mshiyeni Memorial Hospital – Umlazi D Primary Health Care
<u>REQUIREMENTS</u>	:	Degree or Diploma in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a “Professional Nurse” A post basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with SANC. Certificates of registration with SANC as a Professional Nurse and relevant post basic qualification. Experience: A minimum of nine (9) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/ recognizable experience after obtaining the one 1 year post basic qualification in Primary Health Care. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing in the Public Services Knowledge of nursing care processes and procedures Appropriate understanding of Scope of Practice and nursing standards Thorough knowledge of quality assurance

standards as directed by Negotiated Service Delivery Agreement, National Core Standards, Patient Rights Charter, Batho Pele Principles, Sound knowledge of Labour Relations Act Leadership supervisory, organizing, decision making, problem solving abilities skills Coordination and Report writing skills Time management Personal attributes: responsiveness, professionalism, supportive, assertive and must be a team player. Good communication and interpersonal skills and ability to function well within a team Demonstrate a basic understanding of HR and Financial Policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery.

- DUTIES** : Facilitate provision of comprehensive package of service at PHC level including priority programs and Quality Improvement Programs Develop Facility Operational Plan and DPQR monitor the implementation and submit progress reports; Participate in clinical audits in the facility and ensure implementation of the quality improvement plans supported by strong work ethics Ensure proper control and effective utilization of all resources including HR, Financial, vehicles and exercise care over government property. Monitor and implement ICRM as per guideline. Supervise the community outreach teams and ensure submission of the reports Ensure staff development and monitor staff performance according to EPMDS Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Ensure Batho Pele principles, National Core Standards, Office Health Standard Compliance and ideal clinic priorities are implemented and sustained. Provision of safe environment for patient's management through effective monitoring of complaints management, Patient safety incident and waiting time effectively. Provide safe therapeutics environment that allows for practice of safe nursing care as laid down by Nursing act, Occupational and safety act. Ensure completion of accident/incident reports as they occur and timeous reporting Co-ordinate special projects and health promotion in line with the program goals of health calendar. Compile and submit Daily, Weekly, Monthly, Quarterly statistics and other reports, Maintain constructive working relationships with all stake holders i.e. inter-professional, the multi-disciplinary team Maintain intersectoral collaboration with other Government structures and provide support to Sukuma Sakhe Activities Co-ordinate and implementation a sustainable of Community based model Advocate and promote nursing ethos and professionalism in the clinic. Ensure functionality of health systems and updated periodically e.g. HPRS, TIER, DHIS and EVDS.
- ENQUIRIES** : Mrs M Mlotshwa Tel No: 031- 907 8203
- APPLICATIONS** : All applications should be posted to The Human Resource Manager Prince Mshiyeni Memorial Hospital; Private Bag X07; Mobeni; 4060
- FOR ATTENTION** : Mrs TZ Makanya
- NOTE** : Persons with disabilities, the African Male, Coloured Female and White Male / Female are encouraged to apply for the post.
- CLOSING DATE** : 02 May 2023
- POST 13/97** : **CHIEF RADIOGRAPHER REF NO: MOS/CR/02/2023 (X1 POST)**
- SALARY** : R487 305 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements). Rural allowance 17%
- CENTRE** : Mosvold District Hospital
- REQUIREMENTS** : National Senior Certificates (Grade 12). National Diploma/ Degree in Diagnostic Radiography. Certificate of Registration with Health Professional Council of South Africa (HPCSA) as a Diagnostic Radiographer. Proof of current registration with HPCSA as a Diagnostic Radiographer for 2022/2023. Minimum of 3 years relevant working experience after registration with HPCSA in respect of South African qualified employees who performed Community Service. Minimum of 4 years relevant working experience after registration with HPCSA in respect of foreign qualified employees of who are not required to performed Community Service. Proof of previous and current work experience (certificate/s of service, official letter of service) endorsed and stamped by HR (only when shortlisted). Recommendations: Valid driver's license Computer literacy (MS Office programmes) Knowledge, Skills And Competencies Required: Sound knowledge of diagnostic radiography procedures or ultrasound. Knowledge of radiographic procedures, equipment and accessories associated with relevant techniques. 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. Knowledge of Quality Assurance procedures and methods as per Radiation Control Directorate. Good leadership, negotiation, problem solving, communication and interpersonal skills. Knowledge of Public Service Policies, Acts & Regulations including the PFMA, HRM Policies. Knowledge of Employee Performance and Management system (EPMDS).
<u>DUTIES</u>	:	Provide high quality radiography service while adhering to safe radiation protection standards. Execute all clinical procedures competently whilst adhering to whilst adhering to protocols and practices and techniques. Participate in a 24 hour roster system which includes nights, weekends, public holidays and standby duties. Inspect and utilize equipment professionally to ensure that they comply with safety standards. Play an active role in the implementation of Quality Assurance and Quality improvement projects. Promote Batho Pele principles in the daily execution of duties for effective service delivery. Deal with grievances and labour relations issues in terms of laid down policies. Perform reception and administrative duties as required. Ensure health and safety rules and regulations are adhered to. Provide assistance, supervision and training to junior staff. Working knowledge and experience on EPMDS and be responsible for the EPMDS of allocated staff members. Give factual information to patients and clients on Diagnostic Radiography.
<u>ENQUIRIES</u>	:	Ms. WM. Vilakazi (Assistant Director Radiographer) Tel No: 035 591 0122 EXT 136)
<u>APPLICATIONS</u>	:	Should be forwarded to: The Assistant Director: HRM, Mosvold Hospital, Private Bag X2211, Ingwavuma, 3968
<u>FOR ATTENTION NOTE</u>	:	Mr. SS. Langa
	:	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, failure to do may result in may result in disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the (CV). Applicants are not required to submit copies of qualifications and other relevant documents on application, such documents will be requested from shortlisted candidates only. The reference number must be indicated in the column provided on the form Z83 as per job advertisement e.g. MOS/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must bring an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications {Only when shortlisted}. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof {only those that are shortlisted}. All employees in the Public Service that are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the above instructions will result to your application being disqualified. Due to financial constraints S&T Claims will not be considered.
<u>CLOSING DATE</u>	:	02 May 2023
<u>POST 13/98</u>	:	<u>CLINICAL PROGRAMS CO-COORDINATOR (IPC) REF NO: NDW/CPC/05/2023 (IPC)</u>
<u>SALARY</u>	:	R464 466 per annum. Other Benefits: 13 TH cheque, 8% inhospitable allowance of basic salary, Medical Aid (Optional) Housing Allowance (employee must meet prescribed requirements
<u>CENTRE REQUIREMENTS</u>	:	Ndwedwe CHC
	:	Senior Certificate / Grade 12 Detailed CV with relevant work experience Degree/ Diploma in general nursing and midwifery that allows registration with SANC as a professional nurse. Proof of current registration with SANC A minimum of seven (7) years appropriate / recognizable nursing experience after registration as professional nurse with SANC in general nursing. Proof of

previous and current work experience endorsed and stamped by Human resource department, certificate and Proof of current registration with SANC of services will be requested to the shortlisted candidates. Recommendation: Computer Literacy Knowledge, Skills and Competencies Required: Knowledge of on applicable legislations such as Health Acts, Nursing Act, Occupational Health and safety, and Waste Management Act. Knowledge of SANC Rules and regulations. High level of innovation and initiative. Presentation skills - assertive and diplomacy. Good Knowledge of code of conducts and Labour relations. Computer literacy in word processing and spread sheet packages. Understanding of HR prescripts, Leave Management, EPMDs etc. Ability to function well within the team. Conflict management and negotiation skills. Decision making and problem solving skills. Skill in organizing planning and supervising. Knowledge of Batho Pele and patient's rights.

DUTIES : Facilitate and oversee the development of an IPC operational plan to give strategic direction. Develop, implement, monitor and evaluate the operational plan and also provide feedback to management. Ensure a functional infection prevention and control programme in the facility. Conduct IPC audits and monthly committee meeting and ensure a functional IPC committee. Develop a quality improvement plan, compile statistics and reports. Facilitate IPC surveillance of health care associated infections. Conduct active and passive surveillance. Investigate potential outbreaks and report on health care associated infections. Ensure that staff development and training takes place. Develop an IPC orientation and induction plan. Compile training schedules. Observe disease outbreaks and conduct the necessary training. Analyze provincial policy guidelines imperatives with a view to develop and maintain institutional protocols and standards. Ensure that provincial guidelines are followed. Develop institutional protocols. Ensure dissemination of information and adherence to institutional IPC protocols.

ENQUIRIES : Ms K Naidoo Tel No: 032 532 3350
APPLICATIONS : Province: Kwazulu-Natal Health Department, all applications should be forwarded to: The Chief Executive Officer, Ndwedwe CHC, Private Bag X528, Ndwedwe, 4342

FOR ATTENTION : Mr. EM Khumalo Tel No: 032 532 3050
NOTE : Directions to candidates: 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. Applicants are requested not to submit copies / attachments/proof / certificates /ID/Drivers license / qualifications on applications, only the shortlisted candidates will be required to submit certified documents on or before the date of the interview. The reference number must be indicated in the column provided in the Z83, e.g. SAP2/2010 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 Qualification by SAQA, verification of previous experience from employers and verification from the company intellectual property commission (SIPC). Due to the large number of applications we envisage to receive, applications will not be Acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants.(This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department)"People with disabilities should feel free to apply"NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.

CLOSING DATE : 05 May 2023

POST 13/99 : **OPERATIONAL MANAGER (GENERAL STREAM NIGHT DUTY) REF NO: MURCH- 14/2023 (X1 POST)**

SALARY : R464 466 per annum. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

CENTRE : Murchison Hospital
REQUIREMENTS : Senior Certificate. Diploma / Degree in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwife. A minimum of 7 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with SANC in general nursing. Previous work experience / Certificate of service endorsed by your Human Resource Department. One

year experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa Knowledge, Skills and Competencies: Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks Leadership, organisational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework Interpersonal skills including public relations, negotiating, conflict handling and counselling skills Financial and budgetary knowledge pertaining to the relevant resources under management Insight into procedure and policies pertaining to nursing care. Computer skills in basic programmes.

DUTIES : Oversee the effective overall functioning of the facility at night Provision of quality nursing care through the implementation of standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To effectively manage the utilization and supervision of resources Maintain professional growth/ethical standards and self-development Implementation and management of Infection Control and Prevention protocols, Safety and Risk management Maintain accurate and complete records according to legal requirement To participate in quality improvement programmes and clinical audits Provide direct and indirect supervision of wards Maintain discipline in all Labour related issues grievances in terms laid down by policies and procedures Ensure staff development and performance through implementation of EPMDS and other related HR policies Participate and ensure the implementation of norms /standards and Ideal Hospital realisation Compile accurate daily patient care statistics and other related patient care reports. Monitor nursing documentation audits as per policy.

ENQUIRIES : Mrs C Mkhwanazi Tel No: 039-6877311 ext. 127
APPLICATIONS : All applications 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/ 14/2023 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 in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) when the applicant is shortlisted. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof when the applicant is 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 : 05 May 2023

POST 13/100 : **OPERATIONAL MANAGER NURSING (GENERAL STREAM – NIGHT DUTY) GRADE 1- REF NO: MGMH 22/2023**

SALARY : R464 466 – R522 756 per annum, PLUS 13th cheque, Medical Aid Subsidy (optional) and home owners allowance (subject to meeting prescribed requirements)

- CENTRE REQUIREMENTS** : Mahatma Gandhi Memorial Hospital
 : Senior certificate (Grade 12) or equivalent. Degree/ National Diploma in nursing that allows registration with SANC as a Professional Nurse and midwife. A minimum of seven (7) years appropriate/recognizable nursing experience after registration as Professional Nurse with the South African Nursing Council (SANC) in General nursing and midwifery. Certificates of registration with SANC. Shortlisted candidates will be required to produce proof of current registration with the SANC (2023 receipt).
- DUTIES** : Provide effective and professional leadership in clinical governance to ensure clinical accountability and quality patient care. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and safety Act and all other applicable prescripts. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including complex report writing as required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Develop and implement quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the unit. Improve quality care through reduction of complaints and waiting times. Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention policies are implemented in the unit. Manage and supervise effective utilisation of all resources e.g. human, financial and material. Participate in Quality improvement programs and clinical audits. Identify, develop and control risk management systems within the unit. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and Labour relation issues according to the laid down policies and procedures. Participate in performance reviews i.e. EPMDS. Participate and ensure implementation of National Core Standards, Ideal Hospital Realization Framework, National Health Priorities, Quality Improvement initiatives including national priority program plans.
- ENQUIRIES APPLICATIONS** : Mr GTD Mthethwa Tel No: 031 502 2015
 : Please forward application quoting the reference number to the Human Resource Office, Mahatma Gandhi Memorial Hospital, Private Bag X13, Mount Edgecombe, 4300 or Hand Delivered can be submitted to Human Resources.
- FOR ATTENTION NOTE** : Mr E.S Gwala
 : following documents must be submitted: Applicants must utilize the most recent Z83 application form for employment obtainable from any government department or from the website-www.kznhealth.gov.za. Applicants are required to complete and submit Z83 Form and Curriculum vitae (CV). 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. Applicants are NOT required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum vitae (CV). The certified copies of qualifications 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. The reference number of the post must be indicated in the column provided on the Z83 application form e.g. MGMH 01/2022. Faxed / emailed applications will not be considered. N.B: failure to comply with the above instructions will disqualify applicants. Applicants are advised that due to a number of applications anticipated, individual applications will not be acknowledged. Should you not receive a Response within six (6) weeks after the closing date the application must be considered unsuccessful. People with disability should feel free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all levels of all occupational classes of the department. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Shortlisted Non- RSA Citizens/Permanent Residents/ Work Permit holder's candidates will be required to produce a copy of their Permanent Residence Permit before or on the date of an interview. S & T and Resettlement will not be paid to the eligible candidates due departmental budgetary constraints.
- CLOSING DATE** : 02 May 2023

<u>POST 13/101</u>	:	<u>ULTRASOUND RADIOGRAPHER/SONOGRAPHER REF NO:</u> <u>GJGM27/2023 (X2 POSTS)</u> Component: Allied Health Component
<u>SALARY</u>	:	Grade 1: R413 688 per annum Grade 2: R487 305 per annum Grade 3: R574 020 per annum
<u>CENTRE REQUIREMENTS</u>	:	General Justice Gizenga Mpanza Regional Hospital
	:	Grade 1: Experience – Nil for South African Radiographers that have completed Community Service and One (1) year relevant experience after registration as a Sonographer with recognised Health Professional Council in respect of foreign qualified Sonographer. Grade 2: Experience – Ten (10) years appropriate experience after registration with HPCSA as a Radiographer and Eleven (11) years' experience after registration as a Sonographer with the recognised Health Professional Council in respect of foreign qualified Sonographer. Grade 3: Experience – Twenty (20) years Appropriate experience after registration with HPCSA as a Radiographer and Twenty-One (21) years' experience after registration as a Sonographer with the recognised Health Professional Council in respect of foreign qualified Sonographer. Senior Certificate or equivalent, plus a Three (3) year National Diploma or B. Tech Degree in Diagnostic and Acts. Registration certificates as a Sonographer with HPCSA. Current Registration with HPCSA as a Sonographer. Knowledge, Skills and Competencies: Sound knowledge of ultrasound procedures. Knowledge of relevant Health & Safety policies, regulations and Acts. Knowledge of Quality Assurance procedure and methods. Sound communication, interpersonal, problem-solving, teaching and training skills.
<u>DUTIES</u>	:	Provide high quality ultrasound services according to the patient's needs. To promote good health practices and ensure optimal patient care. Execute all ultrasound procedure completely to prevent complications. Provide general administrative duties as required. Provide guidance and supervision to junior staff and students. Participate in institutional radiographic policy making and planning for service delivery. Promote Batho Pele principles in the execution of all duties for effective service delivery. Give factual information to patients and clients on ultrasound examinations. Participate in departmental Quality Assurance, Quality Improvement programmes and National Core Standards. Inspect and use equipment professionally to ensure that they comply with safety Standards. Develop protocols to ensure that sonographic services comply with the required prescripts. Participate in ultrasound quality assurance programmes. Participate in Continued Professional Development (CPD) programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr MR Leso (Deputy Director: Radiography) Tel No: (032) 4376132
	:	Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450
<u>FOR ATTENTION NOTE</u>	:	Mr. T Latha
	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that

due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.

- CLOSING DATE** : 03 May 2023
- POST 13/102** : **PROFESSIONAL NURSE-SPECIALTY STREAM REF NO: MURCHISON07/2022 (X1 POST)**
- SALARY** : Grade 1: R400 644 per annum
Grade 2: R492 756 per annum
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance Murchison Hospital-Izingolweni PHC (MOU)
- CENTRE REQUIREMENTS** : **Grade 1:** Senior Certificate, Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Advance Midwifery and Neonatal Nursing Science, Current Registration with SANC as General Nurse and Midwife. Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing and Midwifery. Certificate of service from previous and current employer endorsed and stamped by HR. **Grade 2:** Senior Certificate, Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Advance Midwifery and Neonatal Nursing Science, Current Registration with SANC as General Nurse and Midwife. 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 at least 10 years must be appropriate / recognizable experience Maternity services, after obtaining the one year post basic qualification in the relevant specialty. Certificate of service from previous and current employer endorsed and stamped by HR Requirements Senior Certificate, Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Advance Midwifery and Neonatal Nursing Science, Current Registration with SANC as General Nurse and Midwife. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department (to be attached to application). Knowledge, Skills and Competencies: Knowledge of nursing care and processes and procedures Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, supervisory and good communication skills Team building and cross cultural awareness. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients' rights charter.
- DUTIES** : Must be able to handle obstetric and emergencies and high risk conditions To execute duties and functions with proficiency within prescript of applicable legislation Provision of quality patient care through setting of standards, policies and procedures To participate in quality improvement programmes and clinical audits Uphold Batho Pele and patients' rights principles Provide a safe, therapeutic environment as laid down by the Nursing act Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and labor relations issues Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols Assist with performance reviews i.e. EPMDS as well as student progress reports Show understanding of Perinatal Problem Identification Analyze reports and utilize the information to improve the health status of women Ensure the implementation of saving mothers, saving babies recommendation Ensure the implementation of Antenatal and post-natal policy including PMTCT.
- ENQUIRIES APPLICATIONS** : Mr. LG Nyawo Tel No: 039-6877311 ext. 130
All applications 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/ 01/2022 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

<u>CLOSING DATE</u>	:	05 May 2023
<u>POST 13/103</u>	:	<u>PROFESSIONAL NURSE SPECIALTY – TRAUMA & EMERGENCY REF GJGM22/2023 (X1 POST)</u> Component: Nursing Management Service
<u>SALARY</u>	:	Grade 1: R400 644 per annum Grade 2: R492 756 per annum
<u>CENTRE REQUIREMENTS</u>	:	General Justice Gizenga Mpanza Regional Hospital 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 in Trauma & Emergency Nursing Science or Critical Care Nursing Science. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. 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. Degree/Diploma in General Nursing. Post Basic Diploma qualification in Trauma & Emergency Nursing Science or Critical Care Nursing Science (Trauma). Registration Certificate with SANC as a General Nurse. Registration Certificate with SANC – Post Basic Trauma & Emergency OR Critical Care Nursing Science. Current registration receipt with SANC for 2023. Recommendations: 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.
<u>DUTIES</u>	:	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). Able to manage clients during disasters and implement disaster plans. 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 EPMSD 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
APPLICATIONS**

: Matron TH Mthembu (Assistant Nurse Manager) Tel No: (032) 4376111
 : Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450

**FOR ATTENTION
NOTE**

: Mr. T Latha
 : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.

CLOSING DATE

: 03 May 2023

POST 13/104

: **PROFESSIONAL NURSE SPECIALTY – PAEDIATRICS REF NO: GJGM23/2023 (X1 POST)**
 Component: Nursing Management Services

SALARY

: Grade 1: R400 644 per annum
 Grade 2: R492 756 per annum

**CENTRE
REQUIREMENTS**

: General Justice Gizenga Mpanza Regional Hospital
 : **Grade 1:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allow registration with SANC as a Professional Nurse. A post basic qualification in Child Nursing Science or Diploma in Critical Care. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. A post basic qualification in Child Nursing Science or Diploma in Critical Care. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Recommendations: Excellent communication skills, human relations and ability to teach and train

staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation and policies. Appropriate understanding of nursing scope of practice and nursing standards as determined by Child Nursing Care. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relation and disciplinary procedures. Basic understanding of HR and Financial policies and practices. Planning, Organizing, Leading, Controlling, Delegation, Supervisory, Communication, motivation, Decision-Making, Problem-Solving, Disciplinary and co-ordination skills.

DUTIES

: Coordination of optimal, holistic specialized nursing care provided within set standards a professional/ legal framework. To plan/ organize and monitor the objectives of the specialized unit in consultation with other members. To provide a therapeutic environment for staff, patients and public. To provide a comprehensive quality nursing care as a member of the unit-disciplinary team according to the identified needs of the patient based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping staff and to give guidance. To ensure continuity of patient care on all levels i.e. work, book, and handover rounds. To liaise and communicate with multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Manage effectively the utilization and supervision of resources coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintaining professional growth/ ethical standards and self-development. Ensure accurate record keeping for statistics purposes. Ensure adherence to the Principles of IPC in the unit. Manage unit in the absence of the Operation Manager. Identify, report and assist Doctors in the management of Paediatric Emergencies.

**ENQUIRIES
APPLICATIONS**

: Matron NG Mntambo (Assistant Nurse Manager) Tel No: (032) 437 6356
: Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450

**FOR ATTENTION
NOTE**

: Mr. T Latha
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.

CLOSING DATE

: 03 May 2023

<u>POST 13/105</u>	:	<u>PROFESSIONAL NURSE SPECIALTY – OBSTETRICS & GYNAECOLOGY</u> <u>REF NO: GJGM24/2023 (X2 POSTS)</u> Component: Nursing Management Services
<u>SALARY</u>	:	Grade 1: R400 644 per annum Grade 2: R492 756 per annum
<u>CENTRE</u>	:	General Justice Gizenga Mpanza Regional Hospital
<u>REQUIREMENTS</u>	:	Grade 1: Diploma/ Degree in General Nursing and Midwifery. One year post basic qualification in Midwifery and Neonatal Nursing Science (Advanced Midwifery). Current registration with SANC (2022 receipt). A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery. Grade 2: Diploma in General Nursing and Midwifery. One year post basic qualification in Midwifery and Neonatal Science (Advanced Midwifery). Current registration with SANC (2022 receipt). A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to the above must be appropriate/recognizable experience in the Obstetric and Gynae specialty after obtaining the one (1) year post-basic qualification in Advanced Midwifery. Recommendations: Knowledge of Nursing Care, Processes and Procedures, Nursing Statues and other relevant legal frameworks such as Nursing Acts, Health Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Codes and Procedures in the Public Service. Leadership, organizational, decision making, problem solving and interpersonal skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a team player.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional legal framework. 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. Implement activities aimed at the improvement of women's health. Ensure high quality nursing care is rendered to all clients accessing maternal services in the facility by considering CARMA objectives, ESMOE, KINC, Helping Babies Breath (HBB)and safe Caesarian checklist. Ensure that other antenatal care programmes i.e. BANC are implemented to enhance antenatal care to all pregnant women. Ensure implementation and integration of HAST programmes in O&G departments within the facility. Ensure accurate and proper record keeping for statistic purposes. Ensure adherence to the principles of IPC practices in the unit. Assess and identify the relationship between normal physiological and specific system alterations associated with problems, disorders and treatment in the pregnancy, labour, puerperium and neonates. Plan, implement, management and monitor according to identified problems. Implement plan of action in obstetric emergency situations according to protocols and guidelines. Evaluate the response to management. Participate in training, monitoring and research with a view to increasing the body of knowledge in the midwifery practice. Able to identify, report and assist doctors in the management of obstetrics emergencies. Ensure compliance to quality, IPC, Ideal Hospital realization and maintenance (IHRM) and Norms and Standards. Promote, instil and maintain discipline, professionalism and work ethics among employees. Manage the utilization and supervision of resources. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Maintain a constructive working relationship with multidisciplinary team members.
<u>ENQUIRIES</u>	:	Matron DS Khanyezi (Assistant Nurse Manager) Tel No: (032) 4376382
<u>APPLICATIONS</u>	:	Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450
<u>FOR ATTENTION</u>	:	Mr. T Latha
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be

accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.

- CLOSING DATE** : 03 May 2023
- POST 13/106** : **PROFESSIONAL NURSE SPECIALTY – ICU REF NO: GJGM25/2023 (X2 POSTS)**
Component: Nursing Management Services
- SALARY** : Grade 1: R400 644 per annum
Grade 2: R492 756 per annum
- CENTRE** : General Justice Gizenga Mpanza Regional Hospital
- REQUIREMENTS** : **Grade 1:** Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse plus post basic diploma in Nursing Qualification in the relevant speciality (Trauma or Intensive Care Nursing) with its duration on one (1) year accredited with SANC. Current registration with SANC (2022 receipt). A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse. **Grade 2:** Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse plus post basic diploma in Nursing Qualification in the relevant speciality (Trauma or Intensive Care Nursing) with its duration on one (1) year accredited with SANC. Current registration with SANC (2022 receipt). A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to the above must be appropriate/recognizable experience in the specific speciality after obtaining the one (1) year post-basic qualification in Maternity. Recommendations: Knowledge of Nursing Care, Processes and Procedures, Nursing Statues and other relevant legal frameworks such as Nursing Acts, Health Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Codes and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving 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. 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. Plan management according to identified problems. Ensure accurate record keeping for statistic purposes. Ensure adherence to the principles of IPC practices in the unit. Manage the unit in the absence of the supervisor. Manage the utilization of all the resources efficiently and effectively. Promote quality nursing care of the patients and ensuring that a healthy and safe environment is maintained. Assist in the co-ordination and implementation of the National Care Standards, Ideal Hospital Programmes in ICU and the Institution for better

quality patient care. Maintain competence in the execution of his/her duties, while managing a high standard of performance including for others. Provision of optimal, holistic specialised critical nursing care with set standards within professional/legal framework. Be able to manage ventilated patients when necessary. Participate in formulation, analysis, implementation and monitoring of the unit objectives, policies and procedures.

**ENQUIRIES
APPLICATIONS**

: Matron TH Mthembu (Assistant Nurse Manager) Tel No: (032) 437 6111
: Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450

**FOR ATTENTION
NOTE**

: Mr. T Latha
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.

CLOSING DATE

: 03 May 2023

POST 13/107

: **PROFESSIONAL NURSE SPECIALTY – PSYCHIATRY REF NO: GJGM26/2023 (X1 POST)**
Component: Nursing Management Service

SALARY

: Grade 1: R400 644 per annum
Grade 2: R492 756 per annum

**CENTRE
REQUIREMENTS**

: General Justice Gizenga Mpanza Regional Hospital
: **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 in advanced Psychiatric Nursing Science. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific Speciality. Senior Certificate or grade 12. Degree/Diploma in General Nursing. Post Basic Diploma qualification in advanced Psychiatric Nursing Science Registration Certificate with SANC as a General Nurse. Registration Certificate with SANC – Post Basic in advanced Psychiatric Nursing Science Current registration receipt with SANC for 2023. Recommendations: Knowledge and insight into nursing care processes and procedures, nursing statutes and relevant legal frameworks. Knowledge of National Core Standards, Ideal Hospital Realization, Infection Prevention and Control programmes and Mental Health Care Act. Knowledge of SANC rules and regulations. Knowledge of Batho Pele

- Principles and Patients' Right Charter. Good verbal and written communication and report writing skills. Decision making, problem solving skills and conflict management skills. Ability to function as part of a team.
- DUTIES** :
- Execute duties and functions with proficiency within the prescripts of applicable legislation. Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Ensure that all programs related to psychiatric nursing are implemented. Provide nursing care that leads to improved service delivery by upholding Batho Pele Principles. Maintain clinical competence by ensuring that scientific principles of nursing are Implemented. Ensure and advocate for provision and supervision of patients needs. Maintain accurate and complete patient records according to legal requirements. Participate in the analysis, formulation and monitoring of objectives, policies and procedures including quality improvement programmes and clinical audits to ensure good practices. Manage and supervise effective utilization of all resources e.g. Human, Financial and material resources. Exercise control over discipline, grievance and labour relations issues. Assist with performance reviews i.e. EPMDS as well as student progress reports. Ensure the provision of a safe and therapeutic environment for patients, staff and public through implementation of Infection Prevention and Control standards, Occupational Health and Safety Act and prevention of medical/legal risks. Ensure the provision of accurate statistical information for data management'. Participate in implementation of the National Core Standards. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** :
- APPLICATIONS** :
- Matron M Stevens (Assistant Nurse Manager) Tel No: (032) 437 6034
Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450
- FOR ATTENTION** :
- NOTE** :
- Mr. T Latha
Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.
- CLOSING DATE** :
- 03 May 2023
- POST 13/108** :
- CLINICAL NURSE PRACTITIONER (BUSINGATHA CLINIC) REF NO: EMS/15/2023**
- SALARY** :
- Grade 1: R400 644 per annum
Grade 2: R492 756 per annum

<u>CENTRE REQUIREMENTS</u>	<p>Plus 13th Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)</p> <p>Emmaus Hospital</p> <p>Grade 1: Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with the SANC as Professional Nurse. 1 Year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: Senior Certificate / Grade 12. Diploma / Degree in General nursing that allow registration with SANC as Professional Nurse. A 1 year post basic qualification in Primary Health Care Nursing. A minimum of 14 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General nursing. Current SANC receipt. At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care. NB: Only shortlisted candidates will be required to submit certified copies of qualifications. Knowledge & Skills Sound knowledge of all legislation and regulation applicable to the health services and nursing status. Sound knowledge of disciplinary processes and grievance procedures. Leadership, organizational, decision making, counseling and conflict management skills. Human Resources and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures.</p>
<u>DUTIES</u>	<p>Provision of comprehensive primary health care services. Implementation of programs to ensure proper nursing care. Demonstrate effective communication with patient's supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organize own work and that of support personnel to ensure quality nursing care. Diagnose treat and dispense medication. Work as the part of multidisciplinary team to ensure good nursing care at PHC setting in all health programs. Display concern for patients, promoting and advocating proper treatments and care including awareness and willingness to respond to patient needs, requirements expectations. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop senses of care. To ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff. Identify all hot spots areas and ensure that health services are reported. Conduct outreach services and door to door campaigns to improve access of health services to hard to reach areas. Provide COVID-19 management according to protocols and policies. Provide COVID-19 screening , testing and vaccination to clients.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>Ms D.Z Hlongwane Tel No: 036 488 1570 EXT: 8312</p> <p>Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry - Emmaus Hospital.</p>
<u>FOR ATTENTION NOTE</u>	<p>Human Resource Manager</p> <p>Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling Allowance will be paid for interview attendance.</p>
<u>CLOSING DATE</u>	<p>02 May 2023 at 16:00</p>
<u>POST 13/109</u>	<p><u>CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM</u> <u>REF NO: MURCH-THEM 08/2023 (X1 POST)</u></p>
<u>SALARY</u>	<p>Grade 1: R400 644 per annum Grade 2: R492 756 per annum</p>

**CENTRE
REQUIREMENTS**

Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
Murchison Hospital – Thembalesizwe Clinic

Grade 1: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing. Certificate of service from previous and current employer endorsed and stamped by HR shortlisted candidate **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 at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Certificate of service from previous and current employer endorsed and stamped by HR Senior Certificate, Degree / Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care, Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department on an official letterhead (to be attached to application) Knowledge, Skills and Competencies: 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 ensure 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 improve 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 ongoing 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 stock.

**ENQUIRIES
APPLICATIONS**

Mr LG Nyawo Tel No: 039-6877311 ext. 130
All applications 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 all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 04/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course.

(This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

- CLOSING DATE** : 05 May 2023
- POST 13/110** : **PROFESSIONAL NURSE (SPECIALTY) THEATRE REF NO: MOS/PN-TH/01/2023 (X1 POST)**
- SALARY** : Grade 1: R400 644 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements). Rural allowance 12%
- CENTRE** : Mosvold District Hospital
- REQUIREMENTS** : **Grade 1:** Senior Certificate {Grade 12}. Degree/Diploma in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a “Professional Nurse”. A post basic nursing qualification with duration of at least 1year in ‘Curative Skills in Theatre’ accredited with SANC. Registrations with SANC as Professional Nurse/ General Nurse. A minimum 4 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC (2022 APC receipt)/license to practice {Only when shortlisted}. Proof of previous current experience endorsed and stamped by Human Resource Department (Certificate of Service) {Only when shortlisted}.
- DUTIES** : Provision of optimal, holistic specialized nursing care provided within the set standard. i.e professional/ obligation. Apply nursing process to the patient care in operating room. Maintain accurate and complete patient’s records according to legal requirements. Compilation and analysis of statistics participate in auditing of clinical charts and develop QIPS. Participate in the implementation of national norms and standards, guidelines, protocols. Manage resources effectively, efficient and economical use of allocated resources. Provision of effective support to nursing services. Assist in supervision and development to staff. Participate in training, research and programmes e.g. IPC, Quality Assurance. Scrubbing for minor and major operations. Provide safe, therapeutic and hygienic environment for patients, visitors and staff. To participate in the care of swab and instruments in theatre. To provide immediate care to all patients who have been operated. To prepare for the operations and ensure smooth running of the theatre. Maintain professional growth/ ethical standards and self- development. Promote good working relationships with multidisciplinary team. Maintain sterile environment and ensure availability/ functionality of surgical equipment.
- ENQUIRIES** : Mrs. T.J. Dlamini (Deputy Nursing Manager) Tel No: (035 591 0122 EXT 101)
- APPLICATIONS** : Should be forwarded to: The Assistant Director: HRM, Mosvold Hospital, Private Bag X2211, Ingwavuma, 3968
- FOR ATTENTION** : Mr. SS. Langa
- NOTE** : 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, failure to do so may result in disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the (CV). Applicants are not required to submit copies of qualifications and other relevant documents on application, such documents will be requested from shortlisted candidates only. The reference number must be indicated in the column provided on the form Z83 as per job advertisement e.g. MOS/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must bring an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications {Only when shortlisted}. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof {only those that are shortlisted}. All employees in the Public Service that are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free

to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the above instructions will result in your application being disqualified. Due to financial constraints S&T Claims will not be considered.

- CLOSING DATE** : 02 May 2023
- POST 13/111** : **PROFESSIONAL NURSE (SPECIALTY) ORTHOPAEDIC REF NO: MOS/PN-ORTHO/01/2023 (X1 POST)**
- SALARY** : Grade 1: R400 644 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements). Rural allowance 12%
- CENTRE** : Mosvold District Hospital
- REQUIREMENTS** : Senior Certificate (Grade 12). Degree/Diploma in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a "Professional Nurse". A post basic nursing qualification with duration of at least 1 year in 'Curative Skills in Orthopaedic' accredited with SANC. Registrations with SANC as Professional Nurse/ General Nurse. A minimum 4 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC (2022 APC receipt)/license to practice {Only when shortlisted}. Proof of previous current experience endorsed and stamped by Human Resource Department (Certificate of Service) (Only when shortlisted). Knowledge, Skills and Competencies Required: Basic Computer literacy to enhance service delivery. Appropriate understanding of Nursing scope of practice and Nursing standards as determined by Orthopaedic. Knowledge of health and public service legislation, regulations and policies. Excellent communication skills, human relations and ability to teach and train staff within a team. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain high levels of service delivery. Basic understanding of HR and financial policies and practices, Planning organizing, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving disciplinary and co-ordination skills.
- DUTIES** : Provision of optimal, holistic specialised nursing care provided within the set standards i.e professional/obligation. Apply nursing process to the patient care in orthopaedic units. Maintain accurate and complete patient's records according to legal requirements. Compilation and analysis of statistics participate in auditing of clinical charts and develop QIPS. Participate in the implementation of National norms and standards, guidelines, protocols. Manage resources effectively, efficient and economical use of allocated resources. Provision of effective support to nursing services. Assist in supervision and development of staff. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs and expectations on Batho Pele principles. Work as part of multidisciplinary team to ensure good nursing care. Provide safe, therapeutic and hygienic environment for patients, visitors and staff. Ensure that equipment in the unit is adequate and checked and in working. To deliver quality nursing care to orthopaedic patients in the ward, OPD and Clinics. To offer patients care by assessing, collecting interpreting information on orthopaedic clients and prescribing interventions. Monitor and evaluate the care management of all patients and ensure the maintenance of accurate and complete patient's records. Maintain professional growth/ethical standards and self-development. Promote good working relationships with multidisciplinary team in the provision of quality holistic and individualised patient care. Maintain sterile environment and ensure availability/functionality of surgical equipment.
- ENQUIRIES** : Mrs. T.J. Dlamini (Deputy Nursing Manager) Tel No:(035) 591 0122 (EXT 101)
- APPLICATIONS** : Should be forwarded to: The Assistant Director: HRM, Mosvold Hospital, Private Bag X2211, Ingwavuma, 3968
- FOR ATTENTION** : Mr. S.S. Langa
- NOTE** : 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, failure to do may result in

disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the (CV). Applicants are not required to submit Copies of qualifications and other relevant documents on application, such documents will be requested from shortlisted candidates only. The reference number must be indicated in the column provided on the form Z83 as per job advertisement e.g. MOS/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must bring an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications {Only when shortlisted}. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof {only those that are shortlisted}. All employees in the Public Service that are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the above instructions will results to your application being disqualified. Due to financial constraints S&T Claims will not be considered.

- CLOSING DATE** : 02 May 2023
- POST 13/112** : **PROFESSIONAL NURSE (SPECIALTY- MATERNITY) ADVANCE MIDWIFERY REF NO: MOS/PN/AM/01/2023 (X1 POST)**
- SALARY** : Grade 1: R400 644 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements). Rural allowance 12%
- CENTRE REQUIREMENTS** : Mosvold District Hospital
Grade 1: Senior Certificate/ Grade 12 or equivalent qualification. Degree/ National Diploma in general nursing and Midwifery. A Post Basic qualification with duration of at least one year accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. Current Registration with SANC as a General Nurse and Midwifery. Experience: Grade 1: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. Proof of previous current experience endorsed and stamped by Human Resource Department (Certificate of Service) (Only when shortlisted). Knowledge, Skills and Competencies Required: Knowledge of nursing care process and procedures, nursing statuses and other relevant legal framework. Good communication skills, verbal, written leadership, interpersonal problem solving, conflict management and decision making skills. Co- ordination and liaison skills, Knowledge of public services policies Act, and Regulations, Knowledge of Labor Relations Act, disciplinary and grievances procedures, Knowledge of Nursing Act, Occupational Health and Safety Act off 1995. Knowledge and implementation of Batho Pele Principles, Patient's Rights Charter and Code of Conduct.
- DUTIES** : Perform clinical nursing in accordance with the scope of practice and nursing standards. To execute duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties/ functions within the prescripts of all applicable legislation. Maintain client satisfaction through quality service, innovation and professional nursing care by uploading the principles of Batho Pele and the standards sets by the accreditation process, Ensure proper utilization of the resources and exercise care of the Government Property and HR. Compile and analyze monthly statistics and use the information for the future planning. Maintain clinical competence by ensuring that specific principles of nursing care are within the legal requirement. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Ensure ongoing education and staff training in ESMOE, CARMA, PMTCT, MBFHI, etc. Provision of quality maternal and neonatal care through setting of standards. Participate in the implementation of National Priorities clinical guidelines and protocol e.g. IPC, Quality Assurance etc. Maintain accurate and complete patient records. Participate in Health Promotion and illness prevention initiatives. Participate in the formulation and analysis of standard operating procedures and ensure that

these are in accordance with the current statutory regulations and guidelines. Assist unit manager with overall management and support for the effective functioning of the unit. Attend sub district and district perinatal meetings. Conduct clinical audit and compile summary report in order to monitor implementation of guidelines and protocols. Ability to work independently in all sections of the unit. Participate in the implementation of priority programs and strategies to reduce morbidity and mortality, To take charge of the unit during the absence of Operational Manager in charge and to manage the unit accordingly.

ENQUIRIES : Mrs. T.J. Dlamini (Deputy Nursing Manager) Tel No: (035 591 0122 EXT 101)
APPLICATIONS : Should be forwarded to: The Assistant Director: HRM, Mosvold Hospital, Private Bag X2211, Ingwavuma, 3968

FOR ATTENTION : Mr. SS. Langa
NOTE : 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, failure to do may result in may result in disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the (CV). Applicants are not required to submit copies of qualifications and other relevant documents on application, such documents will be requested from shortlisted candidates only. The reference number must be indicated in the column provided on the form Z83 as per job advertisement e.g. MOS/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must bring an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications {Only when shortlisted}. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof {only those that are shortlisted}. All employees in the Public Service that are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the above instructions will results to your application being disqualified. Due to financial constraints S&T Claims will not be considered.

CLOSING DATE : 02 May 2023

POST 13/113 : **PROFESSIONAL NURSE – SPECIALTY (TRAUMA AND EMERGENCY)**
REF NO: OSI PN 09/2023 (X1 POST)

SALARY : Grade 1: R400 644 – R464 466 per annum. Other Benefits: 13th cheque, medical aid (optional), Housing allowance (employee must meet prescribed requirement). Additional Benefits: Rural Allowance (8% of basic salary).

CENTRE : Osindisweni District Hospital, Verulam
REQUIREMENTS : A minimum of 2 years appropriate / recognizable experience in nursing after registration as a Professional nurse with SANC in General Nursing and Midwife. Grade 12 (Standard 10) certificate. Basic R425 Degree / Diploma in General Nursing and Midwifery. Proof of current registration with SANC (2023 SANC receipt) (need not be attached on application they will be requested only if shortlisted). N.B Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR office as well as all abovementioned documents need not be attached on application they will be requested only if shortlisted. Knowledge Skills Training and Competence Required: Good communication skills. Report writing skills. Planning and organization skills. Ability to function as part of a team. Decision-making skills. Basic computer skills.

DUTIES : Assist in planning/organizing and monitoring of the objectives of the specialized unit in consultation with subordinates. Provide a therapeutic environment for staff, patients and public. Provide comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient, based on scientific principles. Delegate duties and support staff in the execution of patient care delivery. Provide direct and indirect supervision of all nursing staff/housekeeping staff and give guidance. Ensure continuity of

patient care on all level e.g. workbook, handover rounds. Liaise and communicate with the multi-disciplinary team as well as other departments within the hospital e.g. during operational meetings with nursing supervision and subordinates. Assist the allocation list day and night rosters and input for leave. Do readjustments as required on the shift to provide adequate nursing care. Execute disciplinary code and grievances procedure executed up to a certain level then referred to the nurse manager. Implement Employer Assistance Plan. Assist in evaluation of staff on work performance according to staff management system. Assist in record keeping and providing statistical information on training and staff as requested including agency staff. Monitor financial resources with emphasis on cost containment and keeping of all records within the financial policies regarding tenders. Check all equipment to ensure working order and refer for repairs. Assess the suitability of equipment and consumables for specialized areas. Give budget input regarding consumables and equipment budget for financial year. Exercise the control function to meet medical/legal obligations i.e. weekly budget, drug control, control of medication used. Assist in orientation, induction and mentoring of all nursing staff and orientation to the other staff. Assist in planning coordination of training and promote learning opportunities for all nursing categories. Complete patient related data and partake in research.

- ENQUIRIES** : Mrs. L.C. Mtshali (Deputy Manager Nursing) Tel No: 032-5419202
- APPLICATIONS** : To be forwarded to Mrs. L.C. Mtshali, Deputy Manager Nursing, Osindisweni District Hospital, Private Bag X15, Verulam, 4340
- CLOSING DATE** : 02 May 2023
- POST 13/114** : **PROFESSIONAL NURSE – SPECIALTY (PHC) REF NO: OSI PN 10/2023 (X1 POST)**
- SALARY** : Grade 1: R400 644 – R464 466 per annum
Grade 2: R492 756 – R606 042 per annum
Other Benefits: 13th cheque, medical aid (optional), Housing allowance (employee must meet prescribed requirement). Additional Benefits: Rural Allowance (8% of basic salary).
- CENTRE** : Osindisweni District Hospital, Verulam
- REQUIREMENTS** : A minimum of 2 years appropriate / recognizable experience in nursing after registration as a Professional nurse with SANC in General Nursing and Midwife. **Grade 1:** Grade 12 (Standard 10) certificate. Basic R425 Degree / Diploma in General Nursing and Midwifery. Proof of current registration with SANC (2023 SANC receipt) (only if shortlisted). N.B Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR office as well as all abovementioned documents need not be attached on application they will be requested only if shortlisted. **Grade 2:** Grade 12 (Standard 10) certificate. Basic R425 Degree / Diploma in General Nursing and Midwifery. A post basic qualification with a duration of at least 1 year in Clinical assessment, treatment and care. Proof of current registration with SANC (2023 SANC receipt) (only if shortlisted). A minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with S.A.N.C. in General Nursing, of which 10 years must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Clinical assessment, treatment and care. N.B Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR office as well as all abovementioned documents need not be attached on application they will be requested only if shortlisted. Knowledge Skills Training and Competence Required: Good communication skills. Report writing skills. Planning and organization skills. Ability to function as part of a team. Decision-making skills. Basic computer skills. Basic computer skills.
- DUTIES** : Assist in planning/organizing and monitoring of the objectives of the specialized unit in consultation with subordinates. Provide a therapeutic environment for staff, patients and public. Provide comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient, based on scientific principles. Delegate duties and support staff in the execution of patient care delivery. Provide direct and indirect supervision of all nursing staff/housekeeping staff and give guidance. Ensure continuity of patient care on all level e.g. workbook, handover rounds. Liaise and communicate with the multi-disciplinary team as well as other departments within the hospital e.g. during operational meetings with nursing supervision and subordinates. Assist the allocation list day and night rosters and input for

leave. Do readjustments as required on the shift to provide adequate nursing care. Execute disciplinary code and grievances procedure executed up to a certain level then referred to the nurse manager. Implement Employer Assistance Plan. Assist in evaluation of staff on work performance according to staff management system. Assist in record keeping and providing statistical information on training and staff as requested including agency staff. Monitor financial resources with emphasis on cost containment and keeping of all records within the financial policies regarding tenders. Check all equipment to ensure working order and refer for repairs. Assess the suitability of equipment and consumables for specialized areas. Give budget input regarding consumables and equipment budget for financial year. Exercise the control function to meet medical/legal obligations i.e. weekly budget, drug control, control of medication used. Assist in orientation, induction and mentoring of all nursing staff and orientation to the other staff. Assist in planning coordination of training and promote learning opportunities for all nursing categories. Complete patient related data and partake in research.

ENQUIRIES : Mrs. L.C. Mtshali (Deputy Manager Nursing) Tel No: 032-5419202
APPLICATIONS : To be forwarded to Mrs. L.C. Mtshali, Deputy Manager Nursing, Osindisweni District Hospital, Private Bag X15, Verulam, 4340
CLOSING DATE : 02 May 2023

POST 13/115 : **CLINICAL NURSE PRACTITIONER (PHC MOBILE CLINIC) REF NO: GTN 14/2023 (X1 POST)**

SALARY : Grade 1: R400 644 – R464 466 per annum
 Grade 2: R492 756 – R492 756 per annum
 Other Benefits: 13TH Cheque plus 12% Rural allowance, Medical aid (optional). Housing allowance

CENTRE : Greytown Hospital (PHC Mobile Clinic)
REQUIREMENTS : **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with SANC A minimum of fourteen **(14) years** recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post –basic qualification in the relevant specialty. Senior Certificate /Grade 12. Diploma/ Degree in General Nursing PLUS 1year post basic qualification in Primary Health Care and Midwifery Registration with SANC as a registered and Primary Health Care nurse. Current S.A.N.C receipt 2023 Appropriate/recognizable experience after registration as a Professional Nurse is recognized to determine the salary on appointment. Knowledge, skills, Training and Competences required. Knowledge of SANC rules and Regulations of Legislatives Framework and Department prescripts. Knowledge of National and Provincial Acts Policies. Basic financial management skills, sound management, negotiations problem solving and decision-making skills. Good communication skills both written and verbal. Provide mentoring and coaching skills. Display a concern for patient promoting and advocating and facilitating proper treatment and ensuring that the unit adheres to Batho Pele Principles.

DUTIES : Ensuring data management at all levels. Manage and supervise effective utilization of allocated resources. Demonstrate effective communication with health team, supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organise own work and that of support personnel to ensure good communication care. Provide quality comprehensive health care to the community. Provide educational services to staff and communities. Work as part of multidisciplinary team to ensure good health care at PHC setting in all health programmes including NGOs, CBOs and CHWs. Display concern for the community, promoting and advocating proper care including awareness and willingness to respond to community needs. Assist with performance reviews i.e. EPMDs. Motivate staff regarding development in order to increase level of expertise and assist the community to develop a sense of care. Ensure 24 hours health services to all community members.

ENQUIRIES : Ms. P.P.L Nkala Tel No: (033) 4139 400 Ext 410
APPLICATIONS : Applications forwarded to: Human Resource Manager, Private bag X5562, Greytown 3250. Hand delivery: Bell Street extension, Greytown Hospital.

FOR ATTENTION : Mrs Z.J Ngobe
NOTE : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website

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

- CLOSING DATE** : 03 May 2023
- POST 13/116** : **CLINICAL NURSE PRACTITIONER (AMATIMATOLO CLINIC) REF NO: GTN 15/2023 (X1 POST)**
- SALARY** : Grade 1: R400 644 - R464 466 per annum
Grade 2: R492 756 – R492 756 per annum
Other Benefits: 13TH Cheque, plus 12% Rural allowance, Medical aid (optional).
Housing allowance
- CENTRE** : Greytown Hospital (Amatimatolo Clinic)
- REQUIREMENTS** : **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with SANC **Grade 2:** A minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post –basic qualification in the relevant specialty. Senior Certificate /Grade 12. Diploma/ Degree in General Nursing PLUS 1year post basic qualification in Primary Health Care and Midwifery Registration with SANC as a registered and Primary Health Care nurse. Current S.A.N.C receipt 2023 Appropriate/recognizable experience after registration as a Professional Nurse is recognized to determine the salary on appointment. Knowledge, skills, Training and Competences required: Knowledge of SANC rules and Regulations of Legislatives Framework and Department prescripts. Knowledge of National and Provincial Acts Policies. Basic financial management skills, sound management, negotiations problem solving and decision-making skills. Good communication skills both written and verbal. Provide mentoring and coaching skills. Display a concern for patient promoting and advocating and facilitating proper treatment and ensuring that the unit adheres to Batho Pele Principles.
- DUTIES** : Ensuring data management at all levels. Manage and supervise effective utilization of allocated resources. Demonstrate effective communication with health team, supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organise own work and that of support personnel to ensure good communication care. Provide quality comprehensive health care to the community. Provide educational services to staff and communities. Work as part of multidisciplinary team to ensure good health care at PHC setting in all health programmes including NGOs, CBOs and CHWs. Display concern for the community, promoting and advocating proper care including awareness and willingness to respond to community needs. Assist with performance reviews i.e. EPMDS. Motivate staff regarding development in order to increase level of expertise and assist the community to develop a sense of care. Ensure 24 hours health services to all community members.

ENQUIRIES : Ms. P.P.L Nkala Tel (033) 4139 400 (Ext 410)

APPLICATIONS : Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250, Hand delivery: Bell Street extension, Greytown Hospital.

FOR ATTENTION : Mrs Z.J Ngobe

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

CLOSING DATE : 03 May 2023

POST 13/117 : **PROFESSIONAL NURSE: SPECIALTY GRADE 1/2 REF NO: PSH 12/2023 (X2 POSTS)**

SALARY : Grade 1: R400 644 per annum
Grade 2: R492 756 per annum

CENTRE : Port Shepstone Regional Hospital (Operating Theatre Unit)

REQUIREMENTS : **Grade 1:** A minimum of 4 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing with 1 year post basic qualification in Operating Theatre Nursing Science **Grade 2:** A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing, of which 10 years must be appropriate/ recognisable experience after obtaining the one (1) year post basic qualification in Operating Theatre Nursing Science Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements Grade 12 or Matric certificate. Diploma/Degree in General Nursing science Diploma/Degree in Midwifery nursing science. Diploma/degree in Operating Theatre Registration with SANC as General Nurse, midwifery and Operating Theatre Nursing Science. SANC Receipt for 2023 Knowledge, Skills and Experience Leadership, organizational, decision making, supervisory and problem solving abilities within the limit of the Public Sector and institutional policy framework. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to formulate patients care related policies, vision, mission and objective of the component. Communication and interpersonal skills including Public Relations, Negotiating, Coaching. Conflict handling and Counselling skills. Financial and budgetary knowledge pertaining relevant resources under management. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes. Willingness to work shifts, day and night duty, weekends, Public Holidays. Competencies (knowledge /skills). Good communications and interpersonal skills, Planning and organizational skills.

DUTIES : Executive professional nurses duties and functions with proficiency in support of the strategic objectives and operational plan of the Institution. Render an optimal holistic specialized nursing care to patients as member of the

Multidisciplinary team. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs. Advocate for quality care of patients utilizing Batho Pele principles. Maintain accurate and complete patient records. Do meaningful rounds and monitor client satisfaction by communicating with patients and relatives. Assist the Operational manager with overall management and necessary support for the effective functioning of the unit. Train and supervise junior staff and student nurses. Participate in ethics and professionalism activities. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure effective and efficient management of resources and availability of essential equipment. Maintain accreditation standards by ensuring compliance with Regulated Norms and Standards and Ideal hospital programmes. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Participate in staff development using EPMDS System and other work related programmes and training.

- ENQUIRIES** : Mrs MC Maqutu Tel No: (039) 688 6117
- APPLICATIONS** : Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone, 4240.
- FOR ATTENTION** : Mr. ZM Zulu
- NOTE** : Detailed application for employment (Z83) And Curriculum Vitae (Only Short-Listed Candidates will be requested to submit proof). NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes 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). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.
- CLOSING DATE** : 05 May 2023
- POST 13/118** : **PROFESSIONAL NURSE: SPECIALTY GRADE 1/2 REF NO: PSH 13/2023 (X1 POST)**
- SALARY** : Grade 1: R400 644 per annum
Grade 2: R492 756 per annum
- CENTRE** : Port Shepstone Regional Hospital (Orthopaedic Unit)
- REQUIREMENTS** : **Grade 1:** A minimum of 4 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing with 1 year post basic qualification in Orthopaedic Nursing Science **Grade 2:** A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing, of which 10 years must be appropriate/recognisable experience after obtaining the one (1) year post basic qualification in Orthopaedic Nursing Science Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements) Grade 12 or Matric certificate. Diploma/Degree in General Nursing science Diploma/Degree in Midwifery nursing science. Diploma/degree in Operating Theatre Registration with SANC as General Nurse, midwifery and Orthopaedic Nursing Science. SANC Receipt for 2023 Knowledge, Skills and Experience Leadership, organizational, decision making, supervisory and problem solving abilities within the limit of the Public Sector and institutional policy framework. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to formulate patients care related policies, vision, mission and objective of the component. Communication and interpersonal skills including Public Relations, Negotiating, Coaching. Conflict handling and Counselling skills. Financial and budgetary knowledge pertaining relevant resources under management. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes. Willingness to work shifts, day and night duty, weekends, Public Holidays. Competencies (knowledge /skills). Good communications and interpersonal skills, Planning and organizational skills.
- DUTIES** : Executive professional nurses duties and functions with proficiency in support of the strategic objectives and operational plan of the Institution. Render an

optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs. Advocate for quality care of patients utilizing Batho Pele principles. Maintain accurate and complete patient records. Do meaningful rounds and monitor client satisfaction by communicating with patients and relatives. Assist the Operational manager with overall management and necessary support for the effective functioning of the unit. Train and supervise junior staff and student nurses. Participate in ethics and professionalism activities. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure effective and efficient management of resources and availability of essential equipment. Maintain accreditation standards by ensuring compliance with Regulated Norms and Standards and Ideal hospital programmes. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Participate in staff development using EPMDS System and other work-related programmes and training.

- ENQUIRIES** : Mrs MC Maqutu Tel No: (039) 688 6117
- APPLICATIONS** : Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone, 4240.
- FOR ATTENTION** : Mr. ZM Zulu
- NOTE** : Detailed Application for Employment (Z83) And Curriculum Vitae. (Only short-listed candidates will be requested submit proof) NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes 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). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.
- CLOSING DATE** : 05 May 2023
- POST 13/119** : **ASSISTANT MANAGER: FINANCIAL ACCOUNTING REF NO: PSH 25/2023 (X1 POST)**
- SALARY** : R393 711 per annum (Level 09). Other Benefits: Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)
- CENTRE** : Port Shepstone Regional Hospital
- REQUIREMENTS** : Grade 12 / Matric Certificate Degree/3 years National Diploma in Financial Accounting/ Cost & Management Accounting/Relevant qualification 3 - 5 years supervisory experience in Financial Accounting Environment. Computer literacy Microsoft Word and Excel (Certificate required) Valid unendorsed driver's license Knowledge, Skills and Competencies Required Ability to keep abreast of work related developments. Ability to apply technical/professional knowledge and skills in immediate work area and wider work environment. Good Knowledge of PFMA, Treasury Regulations & SCM Framework. Knowledge to request reports on BAS, PERSAL & Vulindlela. Good Organizational and planning skills and able to make independent decisions. Provide information on the status of adherence to financial policies and Regulations. Provide guidance and advice on Financial Accounting. Decision making and leadership skills.
- DUTIES** : Manage, evaluate and direct performance of Revenue section, Expenditure & Voucher section. Management of staff debtors, Management of suspense accounts. Timeous Processing of payments. Management of Voucher control. Monthly compilation of Reports. Monitor and correct misallocations and do recoveries to Clinics. Compilation of CEO's pack. Ensure maximum collection of revenue. Prepare reports for Cash flow Committee meeting Provide training, advice and guidance to staff. Provide input on Audit Improvement Plan, ensure implementation and adherence to Auditor General Requirements.
- ENQUIRIES** : Mr. NSB Radebe Tel No: (039) 688 6234 or 039 688 6000
- APPLICATIONS** : Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone, 4240.
- FOR ATTENTION** : Mr. ZM Zulu

- NOTE** : Detailed application for Employment (Z83) And Curriculum Vitae (Only short-listed candidates will be requested to submit proof). NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes 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). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.
- CLOSING DATE** : 05 May 2023
- POST 13/120** : **ASSISTANT DIRECTOR: SCM COMPLIANCE AND SUPPORT MANAGEMENT SERVICES REF NO: G42/2023**
Cluster: Finance: Supply Chain Management
- SALARY** : R393 711 per annum. Other Benefits: 13th cheque; Medical Aid (Optional); Housing Allowance: Employee must meet prescribed requirements.
- CENTRE REQUIREMENTS** : Head Office: Pietermaritzburg
: Matric Certificate (Grade 12), An appropriate Bachelor's Degree/ National Diploma in Business Administration/Commerce or Public Management; PLUS , A minimum of three (3) years' supervisory experience in Supply Chain Management environment, Unendorsed valid Code B driver's license (Code 08). All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required: The incumbents of this post will report to the Deputy Director: Compliance & Support Management Services Supply Chain Management and will be responsible to supervise, undertake and render a risk and performance management service with regard to supply chain internally and externally. The ideal candidate must possess knowledge of the legislative and policy framework informing the area of operation and be able to provide inputs in terms of policy analysis and system development. Possess high levels of integrity and professionalism. Be computer literate with a proficiency in MS Office Software Application. Possess good conflict resolution skills.
- DUTIES** : Supervise, undertake risk management assessments. Execute risk assessments in accordance with the SCM risk plan /strategy. Apply the determined risk assessments tools. Obtain and process risk and performance management information. Preliminary determination and categorization of the risks. Supervise and implement fraud and abuse prevention strategy for SCM. Utilise fraud/ abuse mechanisms to identify fraud/abuse. Process and analyse risk management information. Report fraud. In the case of abuse report thereon and develop proposals for corrective measures. Supervise and undertake performance assessment of the value chain of the SCM function. Collecting and processing of information. Assess and analyse performance management information. Promote optimum utilization of the relevant systems. Supervise and undertake supplier performance assessment. Monitor the performance of suppliers. Liaise and engage suppliers on requirements with regard to goods service delivery maintain a database on the performance of suppliers. Supervise the reporting and Safeguarding of SCM information. Collecting and processing information. Compile and submit reports in the prescribed formats. Safeguarding of Supply Chain Management information. Participate in the development of Risk and Performance Management Policies, Processes and Procedures. Supervise employees to ensure an effective demand management service and undertake all administrative functions required with regard to Financial and HR administration. This would inter alia entail the following: General Supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisors with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.
- APPLICATIONS** : All applications should be forwarded to: The Chief Director: Human Resource Management Services, KZN Department of Health Private Bag X9051,

**FOR ATTENTION
NOTE**

Pietermaritzburg, 3200 Or Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower.

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

CLOSING DATE

: 05 May 2023

POST 13/121

: **ASSISTANT DIRECTOR: SYSTEMS REF NO: AD: SYSTEMS 03/23**

**SALARY
CENTRE
REQUIREMENTS**

: R393 711 – R463 764 per annum (Level 09)
: Prince Mshiyeni Memorial Hospital – Systems (Auxiliary Services)
: Qualification: Degree/National Diploma as recognized by SAQA in Public Administration/ or Public Management Experience: 3-5 years Clerical/ Administrative experience in a systems environment, and at least three (3) years must be at a Supervisory level in Systems environment. Other Requirements Recommended: Valid EB Driver's License (Code 8) Knowledge, Skills, Training and Competencies: PFMA & treasury regulations. Planning, organising, problem solving & decision making. Labour Relations, abscondment and disciplinary procedures. Management of resources. Management of Contracts. Human Resources & Financial Management. Occupational Health and Safety Act, 1993 Facilities Management Services. Project Management Skills will serve as an added advantage Proficient in MS Excel, MS Word and MS PowerPoint People management and empowerment. Client orientation and customer focus./Team leadership/ Diversity management/ Communication.

DUTIES

: Manage the provision of non-hotel services. Manage the following sections and ensuring optimal utilization of resources: General Registry & porter/ hospital orderly Services, Telecommunication, Transport services, Laundry services and Staff Residence. Manage, evaluate and direct performance of auxiliary services and systems management. Ensure that all contractors are performing according to tender specifications. Manage the provisions of all systems under your supervision ensuring high level of service delivery. Deputise the Deputy Director: Systems. Manage staff work performance in terms of Employee Performance Management & Development System (EPMDS). Ensure effective and efficient utilization of resources. Conduct risk and security analysis and inform the institutional risk management team. Develop, implement and monitor effective policies, protocols, standard operational procedures and practices. Contribute as a member of a multi-disciplinary Management team towards the effective management of the hospital.

**ENQUIRIES
APPLICATIONS**

: Mr KN Ngcobo Tel No: 031 907 8516
: Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060.

**FOR ATTENTION
NOTE**

: Mrs TZ Makanya
: Please note that due to financial constraints, there will be no payment of S&T Claims. NB: Persons with disabilities, the African Male, Coloured Male /

Female, Indian Male and White Male / Female are encouraged to apply for the post.

- CLOSING DATE** : 02 May 2023
- POST 13/122** : **ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: GJGM20/2023 (X1 POST)**
Component: Facilities management services
- SALARY** : R393 711 per annum. Other Benefits: 13th Cheque, Home Owners Allowance & Medical Aid. (To qualify: Employee must meet all the prescribed policy requirements)
- CENTRE REQUIREMENTS** : General Justice Gizenga Mpanza Regional Hospital
Senior Certificate (Grade 12). Degree/Diploma in Public Management/Public Administration. At least Five (5) years' experience in Systems environment in which Three (3) years must be Supervisory experience in the Systems Management. Unendorsed valid Code B drivers licence (code 8). Recommendation: Certificates: MS Office software applications i.e. Microsoft word, Microsoft excel, Microsoft PowerPoint and Microsoft Outlook. Knowledge, Skills and Competencies: PFMA & treasury regulations. Planning, organising, problem solving & decision making. Labour Relations, Abscondment and disciplinary procedures. Computer literacy. Management of resources Management of Contracts. Human Resources & Financial Management.
- DUTIES** : Manage the provisions of all systems under your supervision ensuring high level of service delivery. Deputise the Deputy Director: Systems. Manage the following sections and ensuring optimal utilization of resources: Cleaning Services, Catering Services, Maintenance Services, Gardening Services, Mortuary Services, Housekeeping Services, Patient Administration, Security Services, Transport Services, Registry Services, Telecommunications Services, Accommodation Services, Waste Management Services and Health and Safety Services. Manage staff in terms of Employee Performance Management & Development System (EPMDS). Ensure effective and efficient utilization of resources. Conduct risk and security analysis and inform the institutional risk management team. Develop, implement and monitor effective policies, protocols and practices. Contribute as a member of a multi-disciplinary Management team towards the effective management of the hospital.
- ENQUIRIES APPLICATIONS** : Mr SS Goba (Deputy Director: Facilities) Tel No: (032)4376156
Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450
- FOR ATTENTION NOTE** : Mr. T Latha
Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful..

Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.

- CLOSING DATE** : 03 May 2023
- POST 13/123** : **PHYSIOTHERAPIST GRADE 1, 2 & 3 REF NO: GJGM28/2023 (X1 POST)**
Component: Allied Health Component
- SALARY** : Grade 1: R332 427 per annum
Grade 2: R389 754 per annum
Grade 3: R459 126 per annum
- CENTRE** : General Justice Gizenga Mpanza Regional Hospital
- REQUIREMENTS** : **Grade 1:** Experience – None **Grade 2:** Experience – Minimum of Ten (10) years relevant experience after registration with HPCSA as a Physiotherapist. **Grade 3:** Experience – Minimum Twenty (20) years relevant experience after registration with HPCSA as a Physiotherapist. Degree in Physiotherapy. Registration with the Health Professions Council of South Africa as a Physiotherapist. Recommendation: Knowledge of physiotherapy assessment and diagnostic procedures and equipment. Knowledge of institutional administrative tasks and duties / ethical code and scope of practice, relevant acts, policies and regulations, health and safety and infection control procedures. Good communication skills. Problem solving and analytical skills in patient care. Basic computer literacy skills. Clinical competence.
- DUTIES** : Plan, implement, evaluate, modify and progress appropriate treatment programmes. Ensure proper administrative and clinical records are maintained adhering to departmental regulations and ethical principles. Supervision of assistant physiotherapists, students and other support staff. To deputise and perform all functions of the chief physiotherapist in their absence. Initiate community programmes and render outreach services. Assist in the development of departmental policies and procedures. SOP. Implement Infection Control and Health & Safety Policies and Procedures. Liaise with multi – disciplinary professionals and function within a multi- disciplinary team. Assist in the planning and implementation of quality improvement programmes. Attend regular in-service and continuous professional development training to improve clinical knowledge and skills. Stock control.
- ENQUIRIES** : Mrs M Velan (Assistant Director: Physiotherapy) Tel No: 032 437 6330
- APPLICATIONS** : Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450
- FOR ATTENTION** : Mr. T Latha
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the

advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.

- CLOSING DATE** : 03 May 2023
- POST 13/124** : **CLINICAL TECHNOLOGIST GRADE 1, 2, 3 REF NO: GS 35/23**
Component: Pulmonology Department
- 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 REQUIREMENTS** : Greys Hospital, Pietermaritzburg
Senior Certificate or Equivalent. National Diploma Clinical Technology Plus Registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist in Pulmonology (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 (Pulmonology in respect of SA qualified employees 1 Year relevant experience after registration with the HPCSA in Clinical Technology (Pulmonology) 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 (Pulmonology) in respect of SA qualified employees Minimum of 11 years relevant experience after registration with the HPCSA in Clinical Technology (Pulmonology) 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 (Pulmonology) in respect of SA qualified employees Minimum of 21 years relevant experience after registration with the HPCSA in Clinical Technology (Pulmonology) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills and Experience: 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 APPLICATIONS** : Dr KT Naidoo Tel No: 033 897 3152
- FOR ATTENTION NOTE** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200
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. The Employment Equity target for this post is: African Male
- CLOSING DATE** : 02 May 2023
- POST 13/125** : **HEALTH AND SAFETY OFFICER REF NO: MAD 16/2023 (X1 POST)**
- SALARY** : R331 188 – R390 129 per annum (Level 08). 13th cheque, Plus Medical Aid (Optional), Plus Housing Allowance (Employee must meet prescribed condition)

CENTRE REQUIREMENTS : Madadeni Provincial Hospital
 : Degree / National Diploma in Environmental Health or Safety Management. Minimum of 3-5 years' experience in Safety. Knowledge, Skills and Competencies required: Knowledge of relevant legislations pertaining to Occupational Health and Safety. Identification, control, elimination and monitoring of hazards. Health education and administration of the services. Knowledge of computer literacy. Accident investigation. Disaster management.

DUTIES : Identification of potential situation that could lead to injury/disability/death of staff member/visitor. Proper damage or loss, internal disaster, medico-legal claim and reporting thereof to the Occupational health and safety manager. Ensuring the delegate management and administrative functions are carried out timely and correctly in order for health and safety to function in the institution. Assisting in development and compilation of manuals, policies and protocol that will be included in the rolling out of the health and safety training, orientation and induction programmes. Participate in safety audits for the institution in compliance with the occupational health and safety Act, 85 of 1993. Assisting the occupational health and safety manager in ensuring that buildings, construction, plants, and machinery meet and maintain compliance certificates that are regulated by the occupational health and safety Act, 85 of 1993 and its regulation. Organise and record the Disaster drills. Ensure that all employees and service providers within the hospital complies with the required safety protocols.

ENQUIRE APPLICATIONS : Mr. N.A Ndamane Tel No: 034 328 8030
 : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940

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

CLOSING DATE : 05 May 2023

POST 13/126 : **EMPLOYEE WELLNESS PRACTITIONER REF NO: STC 10 /2023 (X1 POST)**

SALARY : R331 188 - R390 129 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance Plus 8% Rural Allowance (subject to meeting prescribed requirements)

CENTRE REQUIREMENTS : St Chads CHC
 : Senior Certificate (Grade 12). Degree /National Diploma in Social Sciences / Social Work or National Diploma in Employee Wellness.3-5 years' experience in related field. Certificate of Service Endorsed by Human Resource Department is Required (only when shortlisted). Recommendations: Be influent in isiZulu and English. Valid Code B Driver's License. Knowledge, Skill, Training and Competencies Required: Knowledge of the Public Sector. Sound knowledge in Employee Wellness. Knowledge in developing guidelines and standards. Sound knowledge of the Healthy Lifestyle Programmes, HIV/AIDS, Sick Leave, PILIR, Stress Management etc. Knowledge of National, Provincial

and Departmental policies, prescripts and legislation. Good communication skills (Internal and External) and conflict management skills. Good interpersonal relations and ability to deal with all levels of management. Problem solving, presentation skills, Time management, Computer Literacy and policy development skills. Report writing skills and facilitation skills.

DUTIES : To ensure implementation and maintenance of policies and procedures that will address Employee Wellness Programme at institutional level. Establish and facilitate Employee Wellness Programmes. Monitor and evaluate the Employee Wellness Programme. Provide an assessment, referral, intervention and appropriate counselling and aftercare services to employees at the institutions based on relevant qualifications and experience. Marketing and Promotion of EWP within institution. Ensure the implementation of Special Programmes such as HCT, Financial Wellness that is retirement planning, garnishee management, financial education, as well as Substance abuse and absenteeism management's-ordinate sport activities for staff at the facility.

ENQUIRIES : Mr. S.D Mdletshe Tel No: 036 637 9600
APPLICATIONS : All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

FOR ATTENTION : Mr S.D.Mdletshe
NOTE : The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.

CLOSING DATE : 02 May 2023

POST 13/127 : **PUBLIC RELATIONS OFFICER REF NO: MS/15/2023 (X1 POST)**

SALARY : R331 188 per annum. 13th Cheque Medical Aid Optional, Home owners /Housing Allowance (Employee must meet prescribed requirements).

CENTRE : Mseleni District Hospital - (Kwa Zulu - Natal)
REQUIREMENTS : National Senior Certificate STD 10/ Grade 12 and National Diploma in Public Relations Management/ Communication Science Recommendations: A valid driver's licence, Computer literacy and Two (2) years recognisable in Public Relations environment.

DUTIES : Manage the administration and co-ordination of complaints and monitor performance on response times. Develop, implement and manage communication strategies in conjunction with management and relevant heads of departments within the institution. Manage special events in conjunction with the health calendar to gain public attention as well as events for staff within the institution. Responsible for updating the institutions website and developing the institutions newsletter. Conduct Batho Pele Training. Investigate and submit report on media queries to Head Office Communication Component.

ENQUIRIES : Mrs T.R Sibisi Tel No: (035) 574 1004

- APPLICATIONS** : Assistant Director: The Human Resources, Mseleni Hospital, P.O SIBHAYI 3967. Hand delivered applications may be submitted at Human Resources office Mseleni Hospital
- NOTE** : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must be originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83; e.g Reference Number (MS/09/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s)
- CLOSING DATE** : 04 May 2023
- POST 13/128** : **ENVIRONMENTAL HEALTH PRACTITIONER (WASTE MANAGEMENT OFFICER) REF NO: MURCH- 16/2023**
- SALARY** : R331 188 per annum. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional)
- CENTRE** : Murchison Hospital
- REQUIREMENTS** : Grade 12, National Diploma in Environmental Health Registration with HPCSA as an environmental health practitioner current registration with HPCSA as environmental health practitioner. Valid driver's license Knowledge, Skills and Competencies Bill of Right Occupational Health and Safety Act KwaZulu Natal Health Act National Health Act Batho Pele Conflict Management Organizational Influencing Computer literacy. Relationship Management.
- DUTIES** : Manage health care waste (including its budgets) for the entire catchment of the institution including waste from the clinics. Ensure that all HCRW is weighed and recorded Ensure that all HCRW has tracking system Keep proper records and waste manifest for all HCRM streams Establish and coordinate all activities of all institutional waste management committee including implementing committee resolution and liaise with institutional management and district office on all such activities Report to Institutional Management on the status of HCRW management Report to District Management on status of HCRW Management Ensure the implementation of all waste management principal, policies, legislation and standards Enforce compliance to waste segregation, containerization, storage and transportation Enforce compliance to all HCRW norms and standards Develop and ensure the implementation of institutional waste management plan and monitor and evaluate its implantation Submit waste management plan to institutional management for approval Submit waste management plan to district management for approval Oversee and train all staff involved in waste management activities Identify training needs and conduct in-service training as required.
- ENQUIRIES** : Mr Ramharakh Tel No: 039-6877311 ext. 124
- APPLICATIONS** : All Applications 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/ 16/2023 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 in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) when the applicant is shortlisted. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof when the applicant is 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** : 05 May 2023
- POST 13/129** : **EMPLOYEE ASSISTANCE PROGRAMME PRACTITIONER REF NO: MURCH-19/2023 (X1 POST)**
(Re-advertisement)
- SALARY** : R331 188 per annum. Other Benefits 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional)
- CENTRE** : Murchison Hospital
- REQUIREMENTS** : Senior Certificate / Matric / Grade 12 Degree / National Diploma in Social Science / Social Work / Employee Wellness/Human Sciences 2 – 5 years' experience in Employee Wellness field Current and previous experience endorsed and stamped by Human Resource (Employment History) on shortlisted candidates Recommendations: Be fluent in English, IsiZulu and isiXhosa Valid driver's License code (B) or above Knowledge, Skills And Competencies: Knowledge of the Public Sector Sound knowledge on the Healthy lifestyle programme, HIV.AIDS, Sick leave, PILLIR and Stress Management, diversity and Change management Computer skills in basic programmes. Problem solving Crisis Management Analytical thinking Policy development Time Management Facilitation skills Presentation skills Project planning and Management Excellent report writing skills.
- DUTIES** : Coordinate and promote physical wellness and educational awareness programs Coordinate Psycho-social wellness through preventive and curative programs Promote organizational wellness through employee support Promote and support work-life balance Ensure effective and efficient functioning of wellness programme Conduct assessment, referrals, counseling, and intervention support to staff and, Conduct needs analysis for employee within the institution Conduct training for managers, supervisors and staff on their role on Employee Wellness Provide statistical information to the Assistant Director: HRMS, Chief Executive Officer, District Office and Head Office Aftercare services to employees at the institution based on relevant qualifications and experience Ensure the implementation and maintenance of policies and procedures that will address Employee Wellness Programme at institutional level Establish and facilitate Employee Wellness Programmes Monitor and evaluate Employee Wellness Programmes
- ENQUIRIES** : Mr KM Mngadi Tel No: 039-6877311 ext. 113
- APPLICATIONS** : All applications 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 all other required relevant documents

will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 10/2023. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

- CLOSING DATE** : 05 May 2023
- POST 13/130** : **DIAGNOSTIC RADIOGRAPHER GRADE 1, 2 & 3 REF NO: EGUM 05/2022 (X1 POST)**
(Re-Advertisement)
- SALARY** : Grade 1: R322 746 – R367 299 per annum
Grade 2: R378 402 – R432 684 per annum
Grade 3: R445 752 – R540 954 per annum
Plus 13th cheque/service bonus plus Rural allowance 12% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
- CENTRE REQUIREMENTS** : E G & Usher Memorial Hospital
: Matric/Senior Certificate or Grade 12 certificate. National Diploma/Degree in Diagnostic Radiography. Registration certificate with Health Professions Council of South Africa (HPCSA) as Independent Diagnostic Radiographer. Current registration practice receipt/certificate (2023/2024) with Health Professions Council of South Africa (HPCSA) as Independent Diagnostic Radiographer. Current and previous experience endorsed and stamped by Human Resource (Employment History). All the attachments /proof will be submitted by shortlisted candidates only. **Grade 1:** No experience required after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. One year experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 2:** Minimum of 10 years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who perform community service, as required in South Africa. Minimum of eleven (11) years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** Minimum of twenty (20) years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who perform community service, as required in South Africa. Minimum of twenty-one (21) years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Knowledge, Skills, Training and Competencies Required: Sound knowledge of radiation protections. Sound knowledge of diagnostic radiography practice and ethos. Knowledge of relevant Health and Safety Acts. Good communication and interpersonal skills.
- DUTIES** : To provide high quality diagnostic radiography services observing safe radiation protection standards. Execute all clinical procedures competently to prevent complications. Provide and participate in 24 hours Radiographic services e.g. Standby duty, Night duty, weekends and Public Holidays. Participate in quality assurance and quality improvement programs. Promote good health practices and ensure optimal care of patients. Assist junior personnel and student radiographers on radiography related matters. Perform

		clerical duties when necessary. Participate on the implementation of National Core Standards, Quality Assurance and Quality Improvement programmes, In-service trainings and Ideal Hospitalization Maintenance Framework. Promote Batho Pele Principles in the execution of duties for effective service delivery.
<u>ENQUIRIES</u>	:	Ms. NB Dladla Tel No: 039 - 797 8100
<u>APPLICATIONS</u>	:	Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.
<u>FOR ATTENTION</u>	:	Human Resource Department
<u>NOTE</u>	:	The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za , updated and fully detailed Curriculum Vitae. In addition, Only shortlisted applicants will be requested to bring originals of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed and emailed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. 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). Applications in possessions of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders the attachments /proof will be submitted by shortlisted candidates only). 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. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews.
<u>CLOSING DATE</u>	:	05 May 2023, Time: 16H00 afternoon
<u>POST 13/131</u>	:	<u>FINANCE MANAGEMENT OFFICER (REVENUE) REF NO: MURCH-17/2023</u>
<u>SALARY</u>	:	R269 214 per annum. Other Benefits 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional)
<u>CENTRE</u>	:	Murchison Hospital-Revenue
<u>REQUIREMENTS</u>	:	Senior Certificate / Matric grade 12 3-5 years' experience in Public Service within Revenue section Proof of current and previous working experience endorsed by Human Resource Department (Certificate of service) for shortlisted candidates Unendorsed valid Code B driver's license (Code 8/10) Knowledge, Skills and Competencies Practical knowledge finance component – Revenue and Accounting Knowledge of treasury regulations in respect of Supply in-depth knowledge of budgeting control and financial management area of operation and associated process Interpersonal and problem solving skills Good organizational and planning skills an ability to make independent decision Knowledge and insight of the Pubic Service financial legislations, procedures and Treasury relations (PFMA, PSA, DORA, PSR, PPPFA and Financial manual) Basic numeracy skills Good communication and interpersonal relations Knowledge of basic financial operating system (PERSAL, BAS, LOGIS, etc.)
<u>DUTIES</u>	:	Ensure effective, efficient and economical utilization of resources allocated to Revenue / Budget & Expenditure administration. Supervise and render financial accounting transactions. Compilation and submission of monthly

statistics. Maintain and reconcile petty cash for the institution. Ensure proper protocols in place for direct handling of cash and supervise the receipting and capturing of cash payment. Ensure proper maintenance of face value documents. Supervise and control bookkeeping support services. Verify and perform bookkeeping support services. Compile journals and verify the compilation of journals. Authorize revenue receipts Draw and analyze present revenue reports to Cash Flow meetings. Prepare, analyze and submit receipts vouchers to H/O voucher control. Identify risk and institute control measures to minimize financial risk in the department. Monitor and assess staff performance as per PMDS requirements.

ENQUIRIES : Mr MI Mpsi Tel No: 039-6877311 ext. 126
APPLICATIONS : All applications 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 all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 17/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

CLOSING DATE : 05 May 2023

POST 13/132 : **FINANCE CLERK SUPERVISOR (REVENUE): HRM – REF NO: GJC08/2023**

SALARY : R269 214 per annum (Level 07)
CENTRE : G.J. Crookes Hospital
REQUIREMENTS : Standard 10/Grade 12 3-5 years Clerical/ administration experience in Finance. Knowledge of PFMA. In-depth knowledge of budgeting control and financial management area of operation and associated processes. Good knowledge of Public Finance Management as well as relevant Acts and Regulations. Interpersonal and problem solving skills. Good organizational and planning skills and ability to make independent decision. Knowledge of departmental and transversal systems e.g.(BAS). Ability to plan, organize, build team spirit and meet deadlines. Knowledge of MS office Software applications. Ability to work under pressure and meet the required deadlines.

DUTIES : Develop, implement and monitor measures designed to optimise the collection of revenue. Monitor receipt book and face value documents. Monitor petty cash analysis and withdrawal register. Maintain control and reconcile the Petty Cash of the Institution. Ensure adhere to policy and procedure and continues update staff with latest released. Responsible for all final revenue correspondence, write-offs, account payments categories. Monitor the collection of revenue from the patients and other relevant stakeholders. Maintain effective and efficient utilization of staff. Supervise, train and develop staff in line with EPMSD and segregation of duties in order to improve service delivery.

ENQUIRIES : Ms SZG Nguse Tel No: 039 – 978 7016

APPLICATIONS : Applications to be forward to: The Assistant Director HRM, G.J. Crookes Hospital, Private Bag X5501, Scottburgh, 4180
FOR ATTENTION : Human Resource Department
CLOSING DATE : 05 May 2023

POST 13/133 : **SUPPLY CHAIN CLERK SUPERVISOR (LOGISTICS): HRM REF NO: GJC09/2023**

SALARY : R269 214 per annum (Level 07)
CENTRE : G.J. Crookes Hospital
REQUIREMENTS : Standard 10/Grade 12 3-5 years Clerical/ administration experience in Supply Chain Management Possess technical knowledge of Supply Chain Management practices. Possess knowledge of the legislative and policy framework informing the areas of operation. Be able to provide inputs in terms of policy analysis and system development. Possess high level of integrity and professionalism. Be computer literate with a proficiently in MS Office software application. Possess good conflict resolution skills. Ability to work under pressure and meet the required deadlines. Knowledge of PFMA.

DUTIES : Responsible for ensuring the provision of Logistic management services. Manage stores or warehouse where all stocks are kept. Verify all received goods for quality and quantity against ordering document and make a follow up if the delivery conditions reflected on the order form are not complied with. Ensure that all stocktaking is conducted on regular basis. Monitor the procurement planning process and compliance to SCM policies. Ensure the effective, efficient and economical management of allocated resources of the Division as well as staff development. Prepare and analyze monthly reports including RIDIV Template, related to Supply Chain Management. Manage, evaluate and direct performance of supply chain management. Ensure compliance with Departmental SCM Policy Framework, Practice Notes and Treasury Regulations Internal auditing and risk management. Supervise, train and develop staff in line with EPMDs and segregation of duties in order to improve service delivery.

ENQUIRIES : Ms SZG Nguse Tel No: 039 – 978 7016
APPLICATIONS : Application to be forward to: The Assistant Director HRM, G.J. Crookes Hospital, Private Bag X5501, Scottburgh, 4180
FOR ATTENTION : Human Resource Department
CLOSING DATE : 05 May 2023

POST 13/134 : **HUMAN RESOURCE OFFICER SUPERVISOR (PRACTICES) REF NO: MS/16/2023**

SALARY : R269 214 per annum, plus 13th Cheque Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements).
CENTRE : Mseleni District Hospital - (Kwa Zulu - Natal)
REQUIREMENTS : Senior Certificate or Equivalent. 3-5 years' experience in Human Resource Practices. The following knowledge, skills, training and competencies required: Knowledge of Public Service prescripts and Human Resource Management policies. Broad knowledge of PERSAL system. Knowledge of computer software i.e. MS Word, Excel, Power Point, Outlook etc. Ability to maintain high level of confidentiality. Sound management, negotiation, interpersonal, communication (written and verbal), Problem- solving and Supervisory skills. In depth knowledge of Human Resource Practices and Labour Relations. Ability to draw and analyse PERSAL reports. Strong leadership ability.

DUTIES : Advise management on matters relating to Human Resource Practices. Manage day to day functioning of Human Resource Practices. Ensure that the employment practices i.e. selection, recruitment and appointment verification of qualifications, transfer are in accordance with the laid down policies and procedures, and ensure quality of work. Supervise the processing of payment of exit benefits for staff exiting the public Service and ensure the payment of all fridge benefits and allowances is done as per policies. Formulate internal policies and procedure and ensure implementation thereof. Check, approve PERSAL transaction according to delegations. Manage and maintain staff records on leave, PILLIR, Housing, Injury on duty and related matters. Prepare reports on human resource administration issues and statistics. Exercise direct control and supervision of staff and apply discipline.

ENQUIRIES : Ms JSS Khuzwayo Tel No: (035) 5741004

APPLICATIONS : Assistant Director: The Human Resources, Mseleni Hospital, P.O SIBHAYI 3967. Hand delivered applications may be submitted at Human Resources office Mseleni Hospital

NOTE : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must be originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83; e.g Reference Number (MS/13/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s)

CLOSING DATE : 04 May 2023

POST 13/135 : **LAUNDRY MANAGER: HRM REF NO: GJC10/2023**

SALARY : R218 064 per annum (Level 06)
CENTRE : G.J. Crookes Hospital
REQUIREMENTS : Standard 10/Grade 12 1-2 years Clerical/ administration experience, knowledge of laundry procedures and use of laundry equipment, computer literacy (certificate attached), basic knowledge of human resource function, knowledge of infection control, hygiene and cleanliness, knowledge of health and safety matters and supervisory skills.

DUTIES : Supervise laundry linen room and sorting bay, Deal with grievance and disciplinary matters in accordance with Labour Relations Act, Implement and monitor staff performance (PMDS), Utilize and allocate all resources, Maintain a healthy and safe environment in accordance with the occupational health and safety act, Supervise, control and co-ordinate the receiving and dispatching of linen, Report all faults to the control Laundry Manager, Implement basic health and safety in the workplace, Optimum utilization of resource in the section, including human resources, Apply inventory control.

ENQUIRIES : Mr B.C. Tom Tel No: 039 – 978 7105
APPLICATIONS : Application to be forward to: The Assistant Director HRM, G.J. Crookes Hospital, Private Bag X5501, Scottburgh, 4180

FOR ATTENTION : Human Resource Department
CLOSING DATE : 05 May 2023

POST 13/136 : **LAUNDRY REF NO: GTN 13/2023 (X1 POST)**
Component: Systems

SALARY : R218 064 – R256 860 per annum. Other benefits: 13th cheque, Medical aid (Optional). Housing allowance
CENTRE : Greytown Hospital
REQUIREMENTS : Senior Certificate /Grade 12 PLUS 3-5 years' experience in the laundry/ linen environment. Recommendation Driver's license Knowledge, skills, Training and Competences required. Knowledge of laundry procedures and use of laundry equipment. Computer literacy. Basic knowledge of human resource function. Knowledge of infection control, hygiene and cleanliness. Knowledge of health and safety matters. Supervisor skills. Good Verbal, written, communication and interpersonal skills.

DUTIES : Supervise laundry linen room and sorting bay. Deal with grievance and disciplinary matters in accordance with the Labour Relations Acts. Implement and monitor staff performance (EPMDS). Provide guidance in correct handling and management to minimize risk of infection transmission. Ensure replacement of linen in line with allocated budget. Maintain a healthy and safety environment in accordance with the occupational health and safety act.

Supervise, control and co-ordinate the receiving and dispatching of linen. Optimum utilization of resources in the section, including human resources. Implement Linen management principles, policies, and Standards. Establish and coordinate all the activities of an institutional Laundry management. Train Linen staff on linen management best practices including IPC as well as Health and safety issues. Report on the Laundry Management issues to relevant meetings. Monitor functionality of laundry equipment and report all faults to Maintenance section timeously. Manage and oversee the implementation of toping up system, record keeping, internal collection, loading and off-loading of clean and soil linen internal washing, packing and storage of linen. Identify torn linen that require mending as well as linen that is due for disposal. Monitor and evaluate the services of Regional. Laundry management service providers. Manage and supervise all employees (linen orderlies) that are involved in Laundry services in the institution. Conduct Monthly stock taking of linen and report deficiencies. Compile annual linen procurement plan and procure linen as per plan to ensure adequate availability of linen stock for the facility. Perform any other Laundry management-related duties as may be delegated, required or directed to perform.

**ENQUIRIES
APPLICATIONS**

: Mr R.M Mosikili Tel No: (033) 4139 400 (ext 450)
: Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown 3250. Hand delivery: Bell Street extension, Greytown Hospital.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 03 May 2023

POST 13/137

: **FOOD SERVICE MANAGER REF NO: SAP 09/2023 (X1 POST)**

SALARY

: R218 064 – R256 860 per annum (Level 06). Other Benefits: 13th Cheque, medical Aid (Optional), Homeowner`s allowance employee Must meet prescribed requirements)

**CENTRE
REQUIREMENTS**

: St Apollinaris Hospital
: Three-year Degree/National Diploma in Food Service Management or equivalent qualification PLUS; 1-2 Years Supervisory experience in Food Services or catering environment. Educational qualifications, certificates of service and registration certificates need not be submitted as only shortlisted candidates will be requested to supply certified copies and proof of registration. Knowledge, Skills and Competencies Required: Management skills. Operation of Food Systems. Stock control procedures Occupational Health & Safety. Risk Management skills. Food Hygiene practices and food Safety regulations, infection control, Health and safety principle. Computer literacy. Decision Making & Problem solving skills. Analyzing skills. Interpersonal Relation skills.

- DUTIES** : Ensure that optimal health status of patients is achieved by providing nutritiously well balanced meals among other things, properly planned menus, adequate and correctly prepared meals as well as correct distribution and serving meals. Maintain healthy and safe environment by continuous inspections and ensure that the staff is adhering to safety precautions. Have inputs in the development and upgrading plans of the food service units. Coordinate and conduct training and workshops through HRD that is food related to the unit and Hospital staff. Compile and submit food service reports and operational plans. Implement and monitor Employee Performance Management and Development System. Deal with grievance and disciplinary matters in accordance with the policies and procedures as well as legislative prescript of public service. Control the Food services budget utilization by Managing the food services operation in the hospital as well as utilization of allocated resources in order to ascertain that cost effective and efficient service is rendered.
- ENQUIRIES APPLICATIONS** : Mr MR Nyide Tel No: 039 833 9001-8
: Direct your application quoting the relevant reference number to: The Assistant Director, St. Apollinaris Hospital, thulani.dlamini@kznhealth .gov.za
- FOR ATTENTION** : Human Resources Section, or to be Hand delivered to Human Resource Section (St Apollinaris Hospital) Creighton on or before the closing date before 16:00.
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualifications and other relevant documents on application, certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application only when a candidate is shortlisted. Failure to comply will result in the application not being considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to 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. "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.
- CLOSING DATE** : 05 May 2023
- POST 13/138** : **ARTISAN GRADE A (ELECTRICIAN) REF NO: UMP 8/2023**
- SALARY** : R199 317 per annum
CENTRE : Umphumulo Hospital
REQUIREMENTS : Trade test certificate as an electrician in terms of Manpower training act of 1981. Valid code B driver's licence. Knowledge of applicable industrial and domestic by-laws and regulations. Ability to read schematic drawings (electrical) and design basic circuitry and wire accordingly. Knowledge of Occupational Health and Safety Act 85/1993. Decision making, team work, creativity, Self-Management and analytical skills. Time management skills. General maintenance. Customer focus and responsiveness, communication, planning and organising skills.
- DUTIES** : Exercise direct control and supervision over subordinates. Plan daily workloads and distribute accordingly Report faults, job progress and completion of jobs on daily basis. Timeous ordering of material. Liaise with stores regarding purchases and stock control. Perform stand-by duties and assist co-workers with call out duties. Maintenance and minor repairs to all domestic appliances and equipment of hospital and clinics. Check and test emergency generators. Test fire alarms on a weekly basis. Test all laundry equipment such as door

		switches and record. Regular inspections of vacuum pumps, oxygen banks, main A/C plant, Air handling unit etc. Routine safety checks on all electrical appliances and distribution boards.
<u>ENQUIRIES</u>	:	Mr A. Rahim Tel No: 032 4814128
<u>APPLICATIONS</u>	:	Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.
<u>FOR ATTENTION</u>	:	Mr S. M. Naidoo
<u>NOTE</u>	:	Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
<u>CLOSING DATE</u>	:	02 May 2023
<u>POST 13/139</u>	:	<u>ARTISAN PRODUCTION</u>
<u>SALARY</u>	:	Grade A: R199 317 – R221 214 per annum Grade B: R234 780 - R260 574 per annum Grade C: R274 092 - R339 468 per annum Other Benefits: 13 th cheque Medical Aid (optional), Housing Allowance (conditions apply).
<u>CENTRE</u>	:	Prince Mshiyeni Memorial Hospital – Systems: Ref No: PMMH/ELEC/01/2023 Electrical (X1 Post) Ref No: PMMH/MECH/01/2023 Mechanical (X1 Post) Ref No: PMMH/PLUMB/01/2023 Plumbing (X1 Post)
<u>REQUIREMENTS</u>	:	Appropriate trade test certificate. Valid driver's license Experience Profile: Grade A: No Experience. Grade B: At least 18 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Employees qualify for pay progression based on completion of a continuous period of 12 months satisfactory performance on his/her relevant notch on 31st March of each year. Knowledge, Skills, Training and Competencies Technical analysis Knowledge Computer-aided technical applications Knowledge of legal compliance technical report writing Production, process knowledge and skills Problem solving and analysis Decision making Team work Analytical skills Creativity Self-management Customer focus and responsiveness Communication Computer skills Planning and organizing.
<u>DUTIES</u>	:	Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards, Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults, Repair equipment and facilities according to standards, Test repair equipment and/or facilities against specifications, Service equipment and/or facilities according to schedule, Quality assures serviced and maintained equipment and/or facilities. Perform administrative and related functions: Compile and submit reports; Provide inputs to the operational plan; Keep and maintain job record/register; and Supervise and

mentor staff Maintain expertise: Continuous individual development to keep up with new technologies and procedures.

ENQUIRIES : Mr KN Ngcobo Tel No: 031 907 8516

APPLICATIONS : Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060

FOR ATTENTION : Mrs TZ Makanya

NOTE : Please note that due to financial constraints, there will be no payment of S&T Claims. NB: Persons with disabilities, the African Male, Coloured Male / Female, Indian Male / Female and White Male / Female are encouraged to apply for the post.

CLOSING DATE : 02 May 2023

POST 13/140 : **ADMINISTRATIVE CLERK (GENERAL-PHC) REF NO: OSI ADMIN 13/2023 (X1 POST)**

SALARY : R181 599 per annum. Other Benefits: 13th cheque, medical aid (optional), Housing allowance (employee must meet prescribed requirement).

CENTRE : Osindisweni District Hospital, Verulam

REQUIREMENTS : Grade 12 (Standard 10) certificate. Computer literacy. N.B Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR office as well as all abovementioned documents need not be attached on application they will be requested only if shortlisted. Knowledge Skills Training and Competence Required: Good verbal and written communication skills. Good planning and organization. Able to work in a team.

DUTIES : Exercise confidentiality when entrusted with documents/patients records while upholding patient's rights. Manage and control incoming and outgoing correspondence and files, maintain and control register. Provide accurate typed documents such as letters, memorandums, reports, slides presentation, notices, agenda, and minutes etc. Handle telephone calls, queries and refer to the appropriate person of office. Control the ordering of office suppliers and maintain a register of all goods received and issued. Safe keeping of all source documents such as admission register, discharge, etc. Compile daily, weekly and monthly statistics using appropriate data collection tools. Submit data to Operational Manager or Assistant Manager Nursing for verification. Submit data to FIO office timeously.

ENQUIRIES : Mrs. L.C. Mtshali (Deputy Manager Nursing) Tel No: 032-5419202

APPLICATIONS : To be forwarded to Mrs. L.C. Mtshali, Deputy Manager Nursing, Osindisweni District Hospital, Private Bag X 15, Verulam, 4340

CLOSING DATE : 02 May 2023