

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

APPLICATIONS : Applications may be forwarded by post to: Head: Community Safety and Liaison, Human Resource Management, Private Bag X9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.

FOR ATTENTION : Ms. S.S Ngcobo

CLOSING DATE : 09 May 2023

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

OTHER POSTS

POST 14/326 : **DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: CSL28/2023**
Re-advertising of post number: CSL32/2022 and applicants who previously applied for this post must re-apply as previous applications will not be considered.

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

CENTRE : Pietermaritzburg

REQUIREMENTS : An (NQF level 6) qualification recognized by SAQA in Financial Management or Auditing or relevant equivalent together with a minimum of three years Junior Management experience in the financial management environment with specific reference to Internal Audit services. A valid driver's license. Applicants must be prepared to work extended hours. Knowledge of Public Service Act and Regulations, PFMA, Treasury Regulations, Treasury Practice Notes, Knowledge of Project Management, Communication skills, Project management skills, Report writing skills, financial management skills, BAS and PERSAL.

DUTIES : To provide internal control services in the department. Manage the implementation of internal audit recommendations. Manage the implementation of external audit recommendations. Undertake internal control reviews to ensure compliance with prescripts, policies and procedures. Manage enquiries/investigations on irregular and fruitless and wasteful expenditure. Ensure effective management of resources for the Sub-Directorate.

ENQUIRIES : Ms. N.T Hlengwa Tel No: 033 – 3419300

POST 14/327 : **DRIVER / MESSENGER REF NO: CSL29/2023**
Re-advertising of post number: CSL31/2022 and applicants who previously applied for this post must re-apply as previous applications will not be considered. Shortlisted candidates may be required to undergo a drivers competency assessment

SALARY : R151 884 per annum (Level 04)

CENTRE : Durban

REQUIREMENTS : Junior Certificate or equivalent qualification together with a minimum of 1 year driving experience. A valid C1 driver's license with a PDP. Driving experience acquired in reputable organisation/s with traceable reference/s will be an added advantage. Knowledge of the procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete logbooks of the motor vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing of flat tyre),

Knowledge of the prescripts for the correct utilization of the motor vehicle e.g. how and for what purpose can the motor vehicle be utilized, what is the requirement for the storage of the vehicle, Knowledge of the procedures to ensure that the motor vehicle is maintained properly, Knowledge of the procedures to perform a messenger functions and routine office support like registry functions and the making of photocopies. Driving skill, Good Interpersonal relations skills, Communication Skills.

DUTIES : To provide effective and efficient driving and messenger duties to the office of the Head of Department / Office of the MEC. Drive light and medium motor vehicles. Render a messenger support service in the relevant office. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Do routine maintenance on the allocated vehicle.

ENQUIRIES : Ms. S.P Bhengu Tel No: 033 - 3419300

DEPARTMENT OF HEALTH

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

OTHER POSTS

POST 14/328 : **HEAD CLINICAL UNIT REF NO: HCUANAEST/1/2023**

Department: Anaesthesiology

This post will operate in conjunction with other Head Clinical Unit posts in Anaesthesia and Pain Medicine based in IALCH: It is envisaged that these posts will share duties and responsibilities. This will facilitate optimum service provision at IALCH and the relevant drainage area.

SALARY CENTRE REQUIREMENTS : R1 807 380 per annum, (all-inclusive package excluding commuted overtime)
: Inkosi Albert Luthuli Central Hospital (PMB Metropolitan Hospital Complex)
: FCA (SA) or MMed in Anaesthesia. Registration with HPCSA as a Specialist Anaesthesiologist. 5 years post registration experience as a Specialist Anaesthesiologist. Current HPCSA registration as Specialist Anaesthesiologist. Recommendation: Experience in managing clinical services in a > 350 bed hospital. Proven ability to provide specialised anaesthesia care in special domains such as cardiac, high-risk anaesthesia (vascular/ specialised surgery) and paediatric anaesthesia. Proven track record in providing postgraduate teaching. Other proven managerial experience. Experience in a tertiary environment. Track record of academic publications. Knowledge, Skills, Experience and Competencies: Good communication, leadership, decision-making and clinical skills. Sound knowledge of clinical procedures and protocols within the discipline. An in-depth knowledge of the functioning of the Anaesthesia Department. Sound knowledge of management and human resources. Sound knowledge of current health and Public Service legislation and policy. The applicant will be expected to manage anaesthesia in a wide range of areas including areas of their special interest, as well as areas of need. Ability to perform appropriate specialised procedures, such as ultrasound guided regional blocks and vascular access, and trans-oesophageal or transthoracic or echocardiography, fiberoptic intubations, and front of neck access for airways management. Preoperative assessment, intra-operative management and postoperative care of patients undergoing anaesthesia. Proven academic capabilities and training experience. Participation in the After Hours call system is essential. Behavioural Attributes: Ability to work within a team, to supervise teams and junior staff, and be supervised. Stress tolerance. Ability to adapt and to respond timeously to changing work environments. Self-confidence. Capacity to build and maintain relationships Good communication skills. Leadership and decision making skills. Knowledge of conflict resolution and disciplinary procedures. To be a professional and promote professionalism in the field of anaesthesia.

DUTIES : Manage the Anaesthetic department of a quaternary hospital in conjunction with the HCU and other HCUs Participate in the clinical anaesthetic service of a quaternary hospital by: -Providing consultant cover in theatre daily. Providing after-hour consultant cover in Anaesthetics Participating in pre-operative assessment of high-risk patients in the anaesthetic clinic Undertaking development of sub-specialty services at IALCH Peri-operative Analgesic Service. Specialised Surgical

Services – cardiac, vascular, thoracic, high risk specialized surgery. Participate in outreach programs for the development of safe anaesthetic services in the IALCH catchment area. Participate in the departmental teaching programs for post-graduate and nursing staff. Undertake appropriate clinical research and support the research efforts of junior staff. The department is a training site for the Nelson Mandela School of Medicine. The occupant of this post will need to take on a significant role in this respect. Provide and ensure effective and efficient managerial and supervisor responsibilities by: Ensuring effective utilisation and placement of staff. Maintaining discipline and ensure that staff act with integrity and professionalism within the law. Delegating duties without lessening one's own responsibility and accountability for actions taken on one's behalf. Liaising with hospital management regarding infrastructure needs including financial, physical, equipment, staff and support of the Anaesthetic Department. Maintain self-development and staff development by CPD and CME activities. Co-ordinate participation in Quality Improvement measures by staff. Liaise with other Metropolitan hospitals and Medical School as and when necessary in consultation with the Head of Department. Supervision of postgraduate and undergraduate training. Participate in postgraduate and other relevant academic / and training programs. Provide support to the Metropolitan Head of Department, in ensuring an efficient standard of patient care and that services are maintained. Assess patients, plan, initiate and supervise medical care management. Ensure the proper and economical use of equipment and other resources.

**ENQUIRIES
APPLICATIONS**

: Dr L Cronje Tel No: 031 240 1804/5
 : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE

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

CLOSING DATE

: 09 May 2023

POST 14/329

: **HEAD CLINICAL UNIT (RADIOLOGY) REF NO: MAD 26/2023 (X1 POST)**

SALARY

: Grade1: R1 807 380 – R1 918 284 per annum. The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.

**CENTRE
REQUIREMENTS**

: Madadeni Provincial Hospital
 : Sound knowledge and experience of all radiology modalities, protocols and procedures. Must be able to perform radiology guided (ultrasound, CT, etc.) interventional procedures such as biopsies. Sound experience and competency in MRI and Breast imaging will be of advantage. Ability to teach and supervise medical officers and registrars. Good verbal and written communication skills. Good

interpersonal skills and ability to function in multidisciplinary teams. Professionalism and concern for excellence. Knowledge, Skills and Competencies required: Planning and implementation of Specialist Radiological services. Participate/provision if after-hour service. Co-ordination and equitable rationalization of Specialist radiological service Amajuba District and outlying drainage areas. Liaison with institutional management of hospitals in the district and drainage areas to improve quality of care. Facilitation of staff training and development. Liaison with the relevant Chief Specialist regarding service development. Develop a training program for medical, nursing and allied services. Develop policies and guidelines facilitating service delivery. Participate in quality improvement projects and clinical auditing. Participate and facilitate clinical research. Cost effective utilization of scarce resources. Participate in Senior Management and strategic activities. Perform commuted overtime in line with hospital needs. Manage EPMDS of the General Surgery department.

- ENQUIRIES** : Dr. X.F Nene Tel No: 034 328 8007
- APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940
- FOR ATTENTION** : The Recruitment Officer
- 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** : 12 May 2023
- POST 14/330** : **MEDICAL SPECIALIST (RADIOLOGY) (GRADE 1-3) REF NO: MAD 27/2023 (X1 Post)**
- SALARY** : Grade 1: R1 156 308 – R1 227 255 per annum
Grade 2: R1 322 100 – R1 403 235 per annum
Grade 3: R1 534 356. – R1 918 284 per annum
The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.
- CENTRE** : Madadeni Provincial Hospital
- REQUIREMENTS** : Medical Specialist **Grade 1**: An appropriate qualification in the appropriate Health Science (MBCHB). Plus, Current registration with the Health Professionals Council of South Africa as a Specialist in the category of Radiology. Knowledge, Skills and Competencies required: Sound clinical knowledge and experience in the relevant discipline. Knowledge of current health and Public Service Legislation, regulations and policy including medical ethics, epidemiology and statistics. Good communication, leadership, decision-making and clinical skills. Ability to teach junior doctors and participate in continuing professional development.
- DUTIES** : Interpretation and reporting of images of all radiology modalities. Providing outpatient, inpatient and outreach radiology services. Teaching and supervision of medical officers and registrars. Ensuring provision of a high quality and efficient comprehensive radiology service. Assist with quality improvement initiatives including clinical audits and continued professional. development activities aligned

to departmental needs Assist in the development of management policies and protocols. Organise, prepare for and chair interdepartmental clinical and academic meetings. Perform compulsory commuted overtime Radiology research. Participation in commuted overtime is compulsory.

**ENQUIRIES
APPLICATIONS**

: Dr. X.F Nene Tel No: 034 328 8007
: All applications should be posted to: The Recruitment Officer, Madadeni Hospital,
Private Bag X6642, Newcastle, 2940

**FOR ATTENTION
NOTE**

: The Recruitment Officer
: 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

: 12 May 2023

POST 14/331

: **DEPUTY MANAGER NURSING (LEVELS 1&2 HOSPITALS) REF NO: MAN
27/2023 (X1 POST)**

SALARY

: R881 961 – R992 634 per annum, (all-inclusive package). Other Benefits: 8% Inhospitable Area Allowance, 13th Cheque, Housing Allowance and Medical Aid: Optional (Employee must meet Prescribed Requirements)

**CENTRE
REQUIREMENTS**

: Harry Gwala Regional Hospital
: Senior certificate/Grade 12. Basic R425 Qualification (i.e. Diploma/Degree in Nursing obtained from the Varsity/College) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration certificate with the SANC as a Professional Nurse. A minimum of nine (9) years appropriate / recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing and atleast four (4) years of the period referred to above must be appropriate / recognizable experience at Management level. Knowledge of relevant legislative framework governing the Public Service. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, and other members of the multi-disciplinary team including the writing of reports. Good human relations displaying a concern for patients, promoting and advocating patients' needs and expectations (Batho Pele). High concern for excellence, tenacity and resilience. Leadership and management skills. Problem analysis and decision making skills. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the units. Be able to work under pressure.

DUTIES

: Provide guidance and leadership towards the realization of strategic goals and objectives of the nursing division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Represent Nursing Department in the Senior Management Team. Establish,

maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective patient care across all domains. Ensure effective management, supervision and utilization of human and material resources. Ensure adherence to prescribed nursing policies and procedures. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Deal with disciplinary and grievance matters. Evaluate and monitor compliance with clinical protocols, norms and standards of the hospital. Participate in implementation and adherence to National Core Standards. Work effectively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Recommendation: Diploma /Degree in Nursing Management will be an added advantage.

**ENQUIRIES
APPLICATIONS**

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

**FOR ATTENTION
NOTE**

: Mr. T.C. Manyoni
 : The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za. Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2023. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays Employment Equity: Preference will be given to the following candidates as per Employment Equity target: All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply.

CLOSING DATE

: 12 May 2023

POST 14/332

: **DEPUTY DIRECTOR: STAKEHOLDER RELATIONS REF NO: G48/2023**
 Cluster: Clinical Support Services

**SALARY
CENTRE
REQUIREMENTS**

: R766 584 per annum (Level 11), (an all-inclusive salary package)
 : Head Office: Pietermaritzburg
 : Grade 12 Certificate. An Appropriate Bachelor's Degree/National Diploma or equivalent in Stakeholder relations, Communications, Public relations. Computer Literacy: Word, Excel and PowerPoint. Five (5) years' experience in a Management environment. Approved appropriate statutory council registration. Valid Code 8 Driver's License. Job Purpose: To ensure the provision of TB, PHC, HIV AND AIDS stakeholders co-ordination services: Knowledge, Skills, Training And Competencies Required:- Analyse national policy imperatives, published research results, disease profiles, health system information and best practices in the management of HIV, AIDS, STI's and TB with a view to determine departmental policy "gaps" for the fair and equitable distribution of NGO' to effectively and efficiently manage opportunistic disease. Based on relevant disease profiles, facilitate processes for the allocation of external resources to Health Districts.

Provide advice to the Chief Director for the enhancement of systems development. Ensure all partners dealing with the Directorate have duly signed Memoranda of Agreement before undertaking any service delivery intervention. Monitor and evaluate the performance of none-governmental organizations with a view to ensure absolute adherence to the requirements of signed Memoranda of Agreement.

DUTIES

: Development and updating of database of all None-Governmental Organizations providing services related to Social-ills, PHC, MCWH, TB, STI's, HIV and AIDS related services delivered by NGO's on behalf of the Department. Development of a provincial map of all Social-ills, PHC, MCWH, TB, STI's, HIV and AIDS related services delivered by NGO's on behalf of the Department. Design monitoring and evaluation tools and provide guidance in the carrying out of appropriate M&E interventions to ensure effective and efficient service delivery. Continuous reporting on the performance of None-Governmental Organizations tasked with the provision of services on behalf of the Department. Ensure None-Governmental Organizations fully adhere to the Batho Pele principles when discharging their responsibilities. Facilitate the Advocacy and Social mobilization activities including the Strategic Health Program events. Work with HAST programme managers to create content for marketing HAST programmes. Work with Corporate Communications in ensuring that all messages and printing materials are in line with the KZN DOH Corporate Communication Policy. Work with other stakeholders to ensure that Health calendar activities are implemented in the KZN DOH. Coordinate, facilitate implementation and monitor all ASM activities and report to HAST Director. Coordinate support partners for the HAST program this include but not limited to ensuring valid memorandum of agreements with KZN DOH.

**ENQUIRIES
APPLICATIONS**

: Mr. AT Ndabandaba Tel No: 033 940 2656
: All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 or Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 19 May 2023

POST 14/333

: **CLINICAL PSYCHOLOGIST GRADE 1, 2 & 3 REF NO: CP 13/2022**

SALARY

: Grade 1: R745 785 - R819 921 per annum, (all-inclusive package)
Grade 2: R870 231 - R965 835 per annum, (all-inclusive package)
Grade 3: R1009 944 - R1189 656 per annum, (all-inclusive package)
(Consist of 70% basic salary and salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: 12 % In- Hospitable Allowance of basic salary.

**CENTRE
REQUIREMENTS**

: Eshowe District Hospital
: Senior Certificate / Grade 12. Degree in Social Science (qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Clinical Psychologist. Current registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist. NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. **Grade 1:** No experience required after registration with the Health Professional Council of South Africa (HPCSA) as a Psychologist in respect of RSA qualified employees who performed Community Service as required in South Africa. One-year experience after registration with the Health Professional Council of South Africa as a Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of eight (08) years relevant experience after registration with the Health Professional Council (HPCSA) as a Psychologist in respect of RSA qualified employees who performed Community Service as required in South Africa. A minimum of nine (09) years relevant experience after registration with the Health Professional Council (HPCSA) as a Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of sixteen (16) years relevant experience after registration with the Health Professional Council (HPCSA) as a Psychologist in respect of RSA qualified employees who performed Community Service, as required in South Africa. A minimum of seventeen (17) years relevant experience after registration with the Health Professional Council (HPCSA) as a Psychologist 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: Psychotherapeutic and clinical knowledge in patient assessment, diagnosis and treatment across the lifespan. Ethical and legislative framework of practice. Knowledge of departmental guidelines and policies. Evidence based psychological practice. Understanding of broader community, cultural, contextual and socio economic factors which impact mental health. Ability to work within a multidisciplinary team. Good organizing and time management skills. Excellent communication and interpersonal relations. Sensitivity to gender, racial, ethnic, sexuality and disability issues.

DUTIES

: Ensure the rendering of clinical psychology services to hospital facilities. Organise and implement events for mental health public awareness in line with I Hospital health promotion events calendar. Be part of multidisciplinary team. Participate in rendering outreach services to regional and district hospitals and PHC facilities. Participation in the development of psychological services in the region. Participation in academic activities. Participate in Quality improvement programmes in the Psychology Department and the hospital. Participate in ongoing professional development within the Department and hospital.

**ENQUIRIES
APPLICATIONS**

: Medical Manager: Dr S Buthelezi Tel No: 035-4734500
: Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

**FOR ATTENTION
NOTE**

: Mrs GZ Dube: Human Resource Manager
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required).

Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

- CLOSING DATE** : 09 May 2023
- POST 14/334** : **ASSISTANT MANAGER NURSING SPECIALTY AREA (MCWH) REF NO: AMN MCWH 11/2023 (X1 POST)**
- SALARY** : R642 942 - R723 624 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.
- CENTRE** : Eshowe District Hospital
- REQUIREMENTS** : Senior certificate/Grade 12 or equivalent qualification. Diploma/Degree in General Nursing and Midwifery. One year post Basic Diploma in Advanced midwifery and Neonatal Nursing Science. Current registration with SANC as General Nurse and midwife. A minimum of 10 years appropriate/ recognisable experience after registration as a Professional Nurse with SANC in General nursing. At least 6 years of the period above must be recognizable experience after obtaining one year post Basic qualification in advanced midwifery and Neonatal Nursing Science. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Recommendations: Diploma/degree in Nursing Management. Knowledge, skills, training and competencies required: Financial management, leadership, organizational, decision making and problem solving skills, Knowledge of public service policies and other health related prescripts, Sound knowledge of code of conduct. Good interpersonal skills, Human Resource management and Labour Relations Act, knowledge of public services acts, regulations and policies, knowledge and experience in implementation of Batho Pele principles, patient's right charter and code of conduct, knowledge on SANC rules and regulations. Computer literacy with proficiency in MS office software application.
- DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards and professional/ legal framework. Ensure implementation of maternal and child health care programmes, e.g. PMTCT, MBFI, PPIP, KINC, NEPOC, etc. Ensure implementation of operational imperatives set by the District as per Health policies and programmes. Ensure cost effective and appropriate management of resources. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele. Ensure staff development, implementation and evaluation of EPMDS in line with departmental prescripts. Provide effective and professional leadership in Clinical Governance to ensure clinical accountability and quality patient care. Participate in Nerve Centre Meetings and provide guidance. Resolve conflicts, oversee disciplinary and grievance matters including monitoring and managing absenteeism. Provide leadership in the implementation of the National Core Standards. Ensure quality Data Management.
- ENQUIRIES** : Nursing Manager: Mr Mt Dube Tel No: 035-4734500
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
- FOR ATTENTION** : Mrs GZ Dube: Human Resource Manager
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which

may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

<u>CLOSING DATE</u>	:	9 May 2023
<u>POST 14/335</u>	:	<u>ASSISTANT MANAGER NURSING (SPECIALTY) ADVANCED MIDWIFERY REF NO: SAH 19/2023 (X1 POST)</u>
<u>SALARY</u>	:	R642 942 per annum. Other Benefits: 13 th Cheque, 12% Rural Allowance, Home Owners Allowance (Employee Must Meet Prescribed Requirements), Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	ST Andrews Hospital Senior Certificate. Diploma / Degree in Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwife. Plus 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 10 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which at least 6 years of the period referred to above must be appropriate / recognisable experience after obtaining the one year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level. Proof of previous and current work experience endorsed by Human Resource (Only shortlisted candidates). Knowledge, Skills and Competencies: Knowledge of nursing care and processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing act, Health act, Occupational Health and Safety Act, Patients right charter, Batho Pele principles, etc. Knowledge and understanding of legislative framework governing the Public Service, Knowledge of HR and Financial Policies and Practices such as skills development Act, Public Service regulations, Labour Relations Act. Good communication skills. Co-ordination and liaison and networking skills. Report writing and facilitation skills. Leadership skills. Problem solving and negotiation skills. Planning and organizing skills. Computer Literacy.
<u>DUTIES</u>	:	Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate Nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop / establish and maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter sectoral and multidisciplinary team work). Participate in the analysis, formulation and implementation of Nursing guidelines, practices, standards and procedures. Monitor and ensure all nurses are licensed to practice. Deal with grievances, labour relations issues in terms of the policies / procedures laid down i.e manage workplace discipline. Monitor and ensure proper utilization of financial and physical resources. Implement and monitor EPMDS Policies. Monitor and manage Human Resources. Monitor the implementation of National core standards. Improve data management as well as management of all relevant programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs MR Singh Tel No: 039 433 1955 EXT 211
<u>FOR ATTENTION NOTE</u>	:	Should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010, Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680. Human Resource Manager Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not submitting

copies/attachments/proof/certificates/ Identity Document/ Driver's Licence/qualifications, only when shortlisted. Such copies need not be certified (certified documents will be limited to shortlisted candidates). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

- CLOSING DATE** : 09 May 2023
- POST 14/336** : **OPERATIONAL MANAGER NURSING PHC, REF NO: OPM PHC EKUP 12/2023 (X1 POST)**
Component: Ekuphumuleni Clinic
- SALARY** : Grade 1: R588 378 - R662 220 per annum. Other Benefits: medical aid (optional), rural allowance, housing allowance: employee must meet the prescribed requirements.
- CENTRE REQUIREMENTS** : Eshowe District Hospital
: Diploma/degree in nursing or equivalent. Current registration with South African Nursing Council as a Professional Nurse. A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing, of which at least 5 years must be appropriate/recognizable experience, after obtaining the one year post basic qualification in the relevant specialty. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks i.e. Nursing Act, Occupational Health & Safety Act, Patient's Rights Charter, Batho Pele principles, Public Service Regulations, Grievance Procedures etc. Leadership, organizational, decision making and problem solving abilities. 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.
- DUTIES** : Provision of advanced/more complex primary curative health. Continuous evaluation of nursing care and nursing services. Involvement with matching research to the needs of the community. Work effectively and amicably, at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Provide a safe and therapeutic environment to practice safe nursing care. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS). Ensure the effective management of complaints. Ensure quality data management. Ensure proper utilization of all resources and exercise care over government property. Facilitate the realization and maintenance of ideal clinic program. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Participate in operation sukuma sakhe. Support PHC re-engineering by ensuring that outreach teams are functional. Implement and monitor all relevant legislation frameworks and prescripts.
- ENQUIRIES** : Assistant Manager PHC: Mr Pm Mnguni Tel No: 035-4734500

- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
- FOR ATTENTION NOTE** : Mrs GZ Dube: Human Resource Manager
 : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
- CLOSING DATE** : 9 May 2023
- POST 14/337** : **OPERATIONAL MANAGER (SPECIALTY) OPERATING THEATRE REF NO: SAH 20/2023 (X1 POST)**
- SALARY** : R588 378 per annum. Other Benefits: 13th Cheque, 12% Rural Allowance, Home Owners Allowance (Employee Must Meet Prescribed Requirements), Medical Aid (Optional)
- CENTRE REQUIREMENTS** : ST Andrews Hospital
 : Diploma / Degree in Nursing. Current registration with SANC as a General Nurse and Midwife. Plus 1 year post basic qualification in Operating theatre technique. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which at least 5 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in the relevant specialty. Proof of current and previous work experience endorsed by HR (Certificate of service) (Only shortlisted candidates). Knowledge, Skills and Competencies. Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programmes.
- DUTIES** : To plan, organize and monitor the objectives of the specialized unit in the consultation with subordinates. Provision of Quality Nursing Care through the implementation of National core standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilization and supervision of resources. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Coordinate optimal, holistic, specialized nursing care with set standards and within a professional / legal framework. Implementation and management of Infection Control and Prevention Protocols. Maintain accurate and complete patient records according to legal requirements. To participate in Quality improvement programmes and Clinical Audits. Participate in staff, student and patient training. Monitor the implementation of EPMDS. Exercise control over discipline, grievance

and labour relation issues according to the laid down policies and procedures. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients' Rights Principles. Implementation of programmes for prevention, detection and treatment on non-communicable diseases and illnesses. Develop policies and protocols to improve triaging and resuscitation techniques. Monitor and improve emergency services rendered in the department.

ENQUIRIES
APPLICATIONS

FOR ATTENTION
NOTE

: Mrs MR Singh Tel No: 039 433 1955 EXT 211
: Should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010, Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding, 4680.
: Human Resource Manager
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Applicants are not submitting copies/attachments/proof/certificates/ Identity Document/ Driver's Licence/qualifications, only when shortlisted. Such copies need not be certified (certified documents will be limited to shortlisted candidates). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE

: 09 May 2023

POST 14/338

: **CLINICAL PROGRAMME CO-ORDINATOR (QUALITY ASSURANCE) REF NO: UMP 6/2023**

SALARY
CENTRE
REQUIREMENTS

: R507 540 per annum
: Umphumulo Hospital
: Matric certificate. Diploma / Degree in General Nursing and Midwifery. Registration with the S.A.N.C. as a Professional Nurse and midwife. A minimum of 7 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC (2023) if short-listed. In depth knowledge of Nursing legislation, Occupational Health and Safety Act. Knowledge of Quality management guidelines and protocols Ability to formulate patient care related policies. Skills in team building, relationship and conflict management. Ability to coach, mentor, and facilitate. Analytical thinking Good communication and leadership skills. Ability to conduct multidisciplinary meetings Recommendation: Experience in Quality Assurance & Accreditation. Code B driver's licence.

DUTIES

: Promote a quality assurance culture within the institution. Ensure that patient and staff satisfaction is monitored and action plans are developed to address identified shortcomings. Ensure availability, monitoring and evaluation of quality assurance and improvement plan supporting hospital strategy. Conduct waiting times & PEC surveys. Monitor and evaluate compliance to Regulated Norms & Standards, Ideal Clinic and Hospital Realisation. Ensure review of existing policies, standards and clinical guidelines, facilitate formulation of new policies, standards and clinical guidelines and develop capacity within the facility. Ensure a safe treatment and work environment, facilitate and develop competencies regarding risk management, prevention of injury on duties, multidisciplinary clinical audits, negative incident & complaint management. Monitor and keep record of all identified service delivery shortcomings, facilitate the development of action plans,

ensure that skills development plan / training initiatives address the identified shortcomings and ensure co-ordination and availability of in-service training programme for all staff. Participate actively in researching the concept of Quality, benchmarking with District, Provincial and National quality Leaders. Co-ordinate the development of appropriate intervention programmes which support the attainment of quality compassionate patient care. Conduct meeting on quality improvement strategies. Prepare and submit monthly progress reports to the District Quality Manager. Provide ongoing feedback to management in order to ensure that the process of quality assurance is on track and that policies are being implemented.

- ENQUIRIES** : K. Rewthi-narian Tel No: 032 4814217
- APPLICATIONS** : 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,
- FOR ATTENTION** : Mr S. M. Naidoo
- NOTE** : 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 together with a comprehensive CV only. No attachments are required. Persons with disabilities should feel free to apply for the post. Shortlisted applicants in possession of a foreign qualification will have to submit an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies on the day of interview. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 09 May 2023
- POST 14/339** : **CLINICAL PROGRAMME CO-COORDINATOR GRADE 1 (QUALITY ASSURANCE MANAGER) REF NO: OTH CHC 14/2023 (X1 POST)**
- SALARY** : R464 466 per annum. Other Benefits: 12% Rural Allowance of Basic Salary 13th cheque, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements)
- CENTRE** : Othobothini Community Health Centre (Jozini)
- REQUIREMENTS** : Degree / Diploma in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of seven (7) years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current Registration with SANC as Professional Nurse. Recommendation: Valid driver's license. Computer literacy. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Strong interpersonal communication and presentation skills. Knowledge of Total Quality Management (TQM). Knowledge of National Core Standard and Provincial Quality initiatives (Human Rights, Batho Pele Principles and Patient Rights Charter).
- DUTIES** : Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Perform quality improvement audits and survey monthly and report to senior management. Monitor and evaluate delivery of quality care at the institution and clinics. Ensure implementation of National Core Standard and Provincial initiatives

(Patients Right Charter, Batho Pele programmes, PEC, waiting times survey, clinical governance, ideal CHC and ideal clinics etc.). Coordinate quality improvement initiatives at the institution and clinics. Monitor and evaluate delivery of quality care at the institutional level including clinical care, waiting times and client experiences. Provide advice on various aspects of quality care to the institution and clinics. Monitor and evaluate compliance to the National and Provincial Quality Programmes e.g. norms and standards for the PHC clinics and CHC package of care. Identify, facilitate and co-ordinate all QIP's. Conduct survey to all priority programme e.g. CHC, MCWH, HAST, PMTCT, IMCI, SRH and ICDN) etc. within the institution and satellite clinics. Manage the accreditation programme for the institution and clinics.

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 X 12, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.

NOTE : Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za Curriculum Vitae (CV). Applicants are not required to submit Copies of ID, Std 10 certificate, educational qualifications, certificate of service / proof of experience signed by HR office such documents will be requested only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.

CLOSING DATE : 19 May 2023

POST 14/340 : **OPERATIONAL MANAGER NURSING GENERAL (TRIAGING) REF NO: OPM GEN 13/2023 (X1 POST)**

SALARY : Grade 1: R464 466 - R522 756 per annum. Other Benefits: medical aid (optional), rural allowance, housing allowance: employee must meet the prescribed requirements.

CENTRE : Eshowe District Hospital
REQUIREMENTS : Basic R425 qualification i.e. Diploma/degree in nursing. Current registration with South African Nursing Council as a Professional Nurse with Midwifery. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General nursing and Midwifery. NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Knowledge, skills and competencies required: Knowledge of nursing care policies and procedures, nursing statutory regulation and guidelines and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele Principles, Public Service Regulation and Grievance Procedures. Good communication, report writing, facilitation, leadership, organizational, decision making and problem solving skills. Financial Management. Demonstrate a basic understanding of HR and financial policies and practices. Computer skills.

DUTIES : Manage and monitor proper utilization of human, financial and physical resources. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of Patients.

ENQUIRIES : Nursing Manager: Mr Mt Dube Tel No: 035-4734500
APPLICATIONS : Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

FOR ATTENTION NOTE : Mrs GZ Dube: Human Resource Manager
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE : 09 May 2023

POST 14/341 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL STREAM) REF NO: PMMH/OMN/TCC/01/2023**

SALARY : R464 466 – R522 756 per annum. Other Benefits: Home Owner Allowance (conditions apply) 13th Cheque Medical Aid (Optional) In-hospital Area Allowance (8% of Basic Salary)

CENTRE REQUIREMENTS : Prince Mshiyeni Memorial Hospital
: Operational Manager Grade 1 Basic R 425 qualification (i.e. Degree/ Diploma) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a 'Professional Nurse'. Certification of Registration with SANC as a Professional Nurse Experience: A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing Knowledge, Skills Training And Competencies Required: Thorough knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks, such as:- Nursing Act, Health Act, Patient Right Charter, Batho Pele principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Operational management skills Ability to interact with diverse stakeholders and health care users and givers. Good communication skills/ Report writing skills/ Facilitation skills/ Coordination skills/ Liaison skills/ Information skills/ Planning and organizing skills/ Computer literacy skills.

DUTIES : Manage and monitor proper utilization of human, financial and physical resources Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing plan and evaluation thereof. Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. NB: Management reserves the right to allocate employees outside the appointed domain as service demands; this may occur in the instance of staff shortages experienced in any Nurse component.

ENQUIRIES APPLICATIONS : Mrs J Murugan Tel No: 031-9078387
: All applications to be forwarded to: The Hospital Manager, Prince Mshiyeni Memorial Hospital; Private Bag X07, Mobeni; 4060

FOR ATTENTION NOTE : Mrs RM Abboo
: Directions to candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) Only. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from

01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department or downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za/vacancies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83. All employees in the Public Service that are presently on the same salary scale, but on a notch/ package above as that of the advertised post are free to apply. 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). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups, African Male, Coloured Male, Indian Male and White Male/female are encouraged to apply for the post. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

- CLOSING DATE** : 19 May 2023
- POST 14/342** : **CLINICAL PROGRAMME COORDINATOR (HIV/AIDS-PREVENTION) REF NO: ZULCLIN/2023**
- SALARY** : R464 466 per annum. Other Benefits may include: (Rural allowance on a claim basis)
- CENTRE** : Zululand Health District office, Ulundi
- REQUIREMENTS** : Senior Certificate (Grade 12). An appropriate B Degree/National Diploma or equivalent qualification/ Nursing Science. Minimum of 7 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in general nursing, plus current SANC receipt. Only shortlisted candidate will submit proof. Skills: Strong communication and presentation skills. Ability to think critically in difficult situations. Sound project management skills. Facilitation skills. An understanding of the challenges facing the public health sector. Ability to translate strategic and transformation objective into practical planning framework. Ability to prioritize issues and other work-related matters and comply with the time frames. Proven initiative decisiveness, dedication and the ability to acquire new knowledge swiftly. Ability to make independent decision. Computer literacy.
- DUTIES** : To plan and coordinate integrated, efficient and effective HIV Testing services, Condom distribution, PrEP rollout, HIV Self screening, District Aids Committee, multi stakeholders engagements, Sexual Transmitted infection, TVETs, HTA fixed and mobile sites, Hotspots such as taxi rank, Tavern to offer individualised quality health care service. Ensure HAST programmes implementation (MMC, HTA, TVETs, STI and CONDOM distribution) in the district. Analyse emerging health practices and trends and introduce remedial action in conjunction with health care specialist. Plan, organize and conduct community rallies and event that convey health messages and practices which support HIV prevention strategies. Formulate operational plans and business plans for combination Prevention packages. Monitor budget allocated to MMC, PrEP, HTAs and STIs. Conduct support visits and report on findings to district health management. Facilitate the contracting of traditional MMC coordinators and contracted condom distributors. Facilitate the establishment and functionality of high transmission sites for key populations. Participate in activities aimed at fully integrating HIV and AIDS programmes to the main streams of PHC services. Coordinate trainings and updates for NGOs and Health Care Workers. Promote preventive and promotive health services through community structures and organizations.
- ENQUIRIES** : Mr SV Vilakazi: Tel No: 035- 8740600
- APPLICATIONS** : KwaZulu-Natal Zululand Health District Office, Private Bag X81 Ulundi, 3838, King Dinuzulu High way, LA Building Ground floor, Ulundi, 3838

FOR ATTENTION NOTE : Ms BN Zulu
 : The following documents must be submitted: (a) Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website (New Z83 form). Educational qualifications, SANC registration certificates, Driver's License, ID Copy, SANC receipts and proof of experience will be requested from shortlisted candidates only, don't include in your application. The Reference Number must be indicated in the column provided on the form Z.83. Persons with disabilities should feel free to apply for the post. NB: (a) Failure to comply with the above instructions will disqualify the applicants. Faxed and e-mailed Applications will NOT be accepted. Only shortlisted candidates will submit proof. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints no S&T claims will be considered for payment to candidates that are invited for interviews, (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department.)

CLOSING DATE : 19 May 2023

POST 14/343 : **CLINICAL PROGRAMME CO-ORDINATOR (QUALITY ASSURANCE) REF NO: ILE 07/2023 (X1 POST)**
 Component: ILE: DIV HSD Mon & Eval

SALARY : R464 466 per annum. Benefit: 13thCheque, homeowner's allowance, and Medical aid optional (Employee must meet prescribed conditions)

CENTRE REQUIREMENTS : Ilembe Health District Office
 : Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) Degree / Diploma in General Nursing, Current registration with SANC as General Nurse. A minimum of 7 years appropriate/ recognizable nursing experience as a General Nurse. Valid Driver's License (Code 8). Computer Literacy Ms Office (Word, Excel, Outlook & PowerPoint). N.B all the above mentioned documents need not be attached on application will be requested (only if shortlisted) Strong interpersonal and communication skills. Report writing. Knowledge on District Health systems. Knowledge of relevant regulation and policies. Ability to translate and transform objectives into practical plan. Leadership, organizational, decision making and problem solving abilities within the DHS framework. Information management skills. Ability to work under pressure. Sound project management skills. A strong policing/ auditing attitude. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office will be requested (only if shortlisted).

DUTIES : Manage the implementation of Quality Assurance plans in the District. Monitor the improvement of service delivery in order to satisfy the requirement of the district client base. Ensure the development of a culture which is sensitive to Quality Assurance issues among health workers at all levels. Conduct inspections to ensure that Quality Assurance plans are implemented and that practices are according to specified policy. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery at all district health institutions. Identify best practice and implement these to continuously advance Quality Assurance procedures and practices. Perform training and guidance activities to instil a culture of service delivery in all service areas within the district. Interact with university and Ideal clinic role players to enhance the Quality Assurance procedures and practices. Evaluate the extent to which the service delivery improvement plans are implemented. Report on Quality Assurance statistics and practices including understanding of policy intentions.

ENQUIRIES APPLICATIONS : Dr R Sahadeo (Dep District Director: Plan M&E) Tel No: 032 – 437 3500
 : All applications should be forwarded to: The District Director: Human Resource Management Services, Ilembe Health District Office, Private Bag X10620, KwaDukuza, 4450 OR Hand delivered to: 1 King Shaka Street, King Shaka Centre, and KwaDukuza, 4450

NOTE

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

CLOSING DATE

: 12 May 2023

POST 14/344

: **ULTRASOUND RADIOGRAPHER GRADE 1, 2 & 3 - MAL CHC 10/2023**
Department: Radiology

SALARY

: Grade 1: R413 688 per annum
Grade 2: R487 305 per annum
Grade 3: R574 020 per annum
Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements) + 17% Rural Allowance

CENTRE

: Mfundo Arnold Lushaba CHC

REQUIREMENTS

: Senior Certificate / Grade 12. Appropriate qualification that allows registration with Health Professionals' Council of South Africa (HPCSA) as an Ultrasound Radiographer; Initial and current registration with the Health Professionals' Council of South Africa (HPCSA) as an Ultrasound Radiographer; proof of current and previous working experience endorsed by Human Resource department (certificate of service) and confirmation letter of relevant experience from their supervisors in an official letterhead; Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the date of the interview. **Grade 1:** No experience required after registration with the Health Professional Council of South Africa (HPCSA) as Radiographer Ultrasound in respect of RSA qualified employees who performed Community Service; as required in South Africa; One-year experience after registration with the Health Professional Council of South Africa as a Ultrasound Radiographer in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of ten (10) years relevant experience after registration with the Health Professional Council (HPCSA) as a Radiographer Ultrasound in respect of RSA qualified employees who performed Community Service as required in South Africa; A minimum of eleven (11) years relevant experience after registration with the Health Professional Council (HPCSA) as a Radiographer Ultrasound in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of twenty (20) years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as an Ultrasound Radiographer in respect of RSA qualified employees who performed

Community Service as required in South Africa; A minimum of twenty one (21) years relevant experience after registration with the Health Professional Council (HPCSA) as an Ultrasound Radiographer 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 knowledge of diagnostic sonography practice and ethos; Ability to perform quality assurance tests; Knowledge of relevant Health and Safety Acts; Knowledge of current health and public service, legislation, regulations and policy; Good communication and interpersonal skills, decision making and problem solving skills; Planning and organizing skills.

- DUTIES** : Provide high quality ultrasound services consistent with scope of practice and clinical standards; Execute all clinical procedures and examinations competently to prevent patient safety incidences and miscommunication; Inspect and use equipment to ensure compliance with safety standards; Assist in compiling reports and statistics for work area; Provide health education on patient's conditions whilst upholding patients' rights and keeping to scope of practice; Participate in quality assurance programs Participate in EPMDS; Promote Batho Pele Principles in the execution of duties for effective and efficient service delivery; Assist with ultrasound patient bookings by ensuring request forms are filled properly with adequate medical and clinical information to carry out examination; Promote good health practices and ensure optimal patient care; Provide training, guidance and supervision to junior staff; Perform other duties as per delegation by radiography management.
- ENQUIRIES** : Dr Z.M Bikitsha Tel No: 039 9728176
- APPLICATIONS** : Applications to be forwarded to: The Assistant Director: HRM, Mfundo Arnold Lushaba Community Health Centre, Private Bag X07, Hibberdene, 4220
- FOR ATTENTION** : Miss S. Pillay
- CLOSING DATE** : 12 May 2023

POST 14/345 : **CLINICAL NURSE PRACTITIONER (X15 POSTS)**

- SALARY** : Grade 1: R400 644 – R646 466 per annum
Grade 2: R492 756 – R606 042 per annum
Plus 8% Inhospital Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

- CENTRE** : Madadeni Provincial Hospital
- REQUIREMENTS** : Basic R425 Degree/ Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as a professional nurse. A post basic qualification with a duration of at least 1 year in Clinical assessment, treatment and care. A minimum of 4 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. Knowledge, Skills, Training and Competencies Required: - Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies. Sound knowledge of the health programmes run at the PHC level. Sound knowledge of the Norms and Standards, Ideal Clinic and data management.

- DUTIES** : Demonstrate effective communication with patients, supervisors and other clinicians, including report writing and statistics. Assist the unit manager/ Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure effective Nursing Care in the clinic. Implement and advocate for preventive and promotive health initiatives for clients and the community served by the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Ensure effective implementation of National Norms and Standards and Ideal Clinic Realisation and Maintenance Framework. Supervision of patients and provision of basic patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and the therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administration of prescribed medication and ongoing observation of patients in the clinic.

		Implement health programmes within the PHC package in accordance with set guidelines, monitor performance and outcomes against the set targets and act on deviations. Ensure that programme specific data collected is timeous and accurate. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of care. Refer patients promptly according to the set guidelines, protocols, policies. Ensure proper utilization and safe keeping of basic medical, surgical and pharmaceutical stock.
<u>ENQUIRIES</u>	:	Mr. R.S.M Ngcobo Tel No: 034 328 8137
<u>APPLICATIONS</u>	:	All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940
<u>FOR ATTENTION</u>	:	The Recruitment Officer
<u>NOTE</u>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. EE Target (African Male)
<u>CLOSING DATE</u>	:	12 May 2023
<u>POST 14/346</u>	:	<u>CLINICAL NURSE PRACTITONER: PRIMARY HEALTH CARE KING DINUZULU CLINIC REF NO: CNP KDC 14/2023</u>
<u>SALARY</u>	:	Grade 1: R400 644 - R464 466 per annum Grade 2: R492 756 - R606 042 per annum Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements
<u>CENTRE</u>	:	Eshowe District Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification i.e. Degree/Diploma in General Nursing. Minimum of four years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC. Post Basic qualification with duration of one year in Clinical Nursing Science Health Assessment, Treatment and Care. Registration with South African Nursing Council as a Professional Nurse (PHC). NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Experience Grade 1: minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing OR advance midwifery). Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Experience Grade 2: minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational

<u>DUTIES</u>	:	Health and Safety Act, Batho Pele. Interpersonal skills, negotiating conflict handling and counseling skills.
	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a Primary Health Care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. 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)
<u>ENQUIRIES</u>	:	Nursing Manager - Mr Mt Dube Tel No:(035) 473 4500
<u>APPLICATIONS</u>	:	Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
<u>FOR ATTENTION</u>	:	Mrs GZ Dube: Human Resource Manager
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required), Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
<u>CLOSING DATE</u>	:	09 May 2023
<u>POST 14/347</u>	:	<u>CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE</u> <u>EKUPHUMULENI CLINIC REF NO: CNP EKUP 15/2023</u>
<u>SALARY</u>	:	Grade 1: R400 644 - R464 466 per annum Grade 2: R492 756 - R606 092 per annum Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements
<u>CENTRE</u>	:	Eshowe District Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification i.e. Degree/Diploma in General Nursing. Minimum of four years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC. Post Basic qualification with duration of one year in Clinical Nursing Science Health Assessment, Treatment and Care. Registration with South African Nursing Council as a Professional Nurse (PHC). NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Experience Grade 1: minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing OR advance midwifery). Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African

Nursing Council. Experience **Grade 2:** minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele. Interpersonal skills, negotiating conflict handling and counseling skills.

DUTIES

: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a Primary Health Care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. 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).

**ENQUIRIES
APPLICATIONS**

: Nursing Manager - Mr Mt Dube Tel No: (035) 473 4500
: Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

**FOR ATTENTION
NOTE**

: Mrs GZ Dube: Human Resource Manager
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE

: 09 May 2023

POST 14/348

: **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE NDLANGUBO
CLINIC REF NO: CNP NDL 16/2023**

SALARY

: Grade 1: R400 644 - R464 466 per annum
Grade 2: R492 756 - R606 042 per annum
Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance:
employee must meet the prescribed requirements

**CENTRE
REQUIREMENTS**

: Eshowe District Hospital
: Basic R425 qualification i.e. Degree/Diploma in General Nursing. Minimum of four years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC. Post Basic qualification with duration of one year

in Clinical Nursing Science Health Assessment, Treatment and Care. Registration with South African Nursing Council as a Professional Nurse (PHC).). NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Experience **Grade 1:** minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing OR advance midwifery). Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Experience **Grade 2:** minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele. Interpersonal skills, negotiating conflict handling and counseling skills.

DUTIES

: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a Primary Health Care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. 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)

**ENQUIRIES
APPLICATIONS**

: Nursing Manager - MR Mt Dube Tel No: (035) 473 4500
 : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

**FOR ATTENTION
NOTE**

: Mrs GZ Dube: Human Resource Manager
 : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE

: 9 May 2023

POST 14/349 : **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE GATEWAY**
CLINIC REF NO: CNP GW 17/2023

SALARY : Grade 1: R400 644 - R464 466 per annum
Grade 2: R492 756 - R606 042 per annum
Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance:
employee must meet the prescribed requirements

CENTRE : Eshowe District Hospital

REQUIREMENTS : Basic R425 qualification i.e. Degree/Diploma in General Nursing. Minimum of four years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC. Post Basic qualification with duration of one year in Clinical Nursing Science Health Assessment, Treatment and Care. Registration with South African Nursing Council as a Professional Nurse (PHC)). NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Experience
Grade 1: minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing OR advance midwifery). Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Experience **Grade 2:** minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele. Interpersonal skills, negotiating conflict handling and counseling skills.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a Primary Health Care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. 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)

ENQUIRIES : Nursing Manager - Mr Mt Dube Tel No: (035) 473 4500

APPLICATIONS : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

FOR ATTENTION : Mrs GZ Dube: Human Resource Manager

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required).

Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

- CLOSING DATE** : 09 May 2023
- POST 14/350** : **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE MOBILE CLINIC**
REF NO: CNP MOBILE 18/2023
- SALARY** : Grade 1: R400 644 - R464 466 per annum
Grade 2: R492 756 - R606 042 per annum
Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements
- CENTRE REQUIREMENTS** : Eshowe District Hospital
: Basic R425 qualification i.e. Degree/Diploma in General Nursing. Minimum of four years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC. Post Basic qualification with duration of at least 1 year in Clinical Nursing Science Health Assessment, Treatment and Care. Registration with South African Nursing Council as a Professional Nurse (PHC)). NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Experience **Grade 1:** minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing OR advance midwifery). Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Experience **Grade 2:** minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele. Interpersonal skills, negotiating conflict handling and counseling skills
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a Primary Health Care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. 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)
- ENQUIRIES APPLICATIONS** : Nursing Manager - Mr Mt Dube Tel No: (035) 473 4500
: Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
- FOR ATTENTION NOTE** : Mrs GZ Dube: Human Resource Manager
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83

and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE

: 9 May 2023

POST 14/351

: **PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY STREAM – OPHTHALMOLOGY REF NO: PMMH/PN/OPTHAL/01/23**

SALARY

: Grade 1: R400 644 – R464 466 per annum
 Grade 2: R492 756 – R606 042 per annum
 Other Benefits Home Owner Allowance (conditions apply) 13th Cheque (conditions apply) Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)

REQUIREMENTS

: **Grade.1** Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Ophthalmology', with duration of at least 1 year, accredited with the SANC Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Experience: a minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Minimum Appointment and Experience Requirements: Professional Nurse **Grade 2** Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Ophthalmology', with duration of at least 1 year, accredited with the SANC Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Experience: a minimum of 14 years appropriate/ recognizable 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/ recognizable experience in the specific specialty (i.e. Operating theatre) after obtaining the 1- year post-basic qualification in the relevant specialty. NB: For experience above the experience set for appointment- one notch for every completed 2 years as at 31 March of the year preceding the date of appointment; minus 1 year for candidates appointed from outside the public service. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele) Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit. Demonstrate in depth knowledge and understanding of Infection Prevention and Control Policies and practices.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

ENQUIRIES : Mrs J Murugan Tel No: 031-9078387

APPLICATIONS : All applications to be forwarded to: The Hospital Manager Prince Mshiyeni Memorial Hospital; Private Bag X07, Mobeni; 4060

FOR ATTENTION : Mrs RM Abboo

NOTE : Directions to candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacancies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83. All employees in the Public Service that are presently on the same salary scale, but on a notch/ package above as that of the advertised post are free to apply. 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). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups, African Male, Coloured Male, Indian Male and White Male/female are encouraged to apply for the post. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

CLOSING DATE : 19 May 2023

POST 14/352 : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: VRH 19/2023 (X4 POSTS)**

SALARY : Grade 1: R400 644 per annum
Grade 2: R492 756 per annum
Plus 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)

CENTRE : Vryheid District Hospital (Ntombiyephahla Clinic – Kwagwebu)

REQUIREMENTS : An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Recommendation: The Employment Equity Target is an African Male. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations

		and related ethical nursing practices within a primary health care environment. Report writing skill.
<u>DUTIES</u>	:	Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of diverse intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery.
<u>ENQUIRIES</u>	:	Mrs ATS Sibiyi Tel No: 034 9822111 Ext 5918
<u>APPLICATIONS</u>	:	All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag x 9371, Vryheid, 3100
<u>FOR ATTENTION</u>	:	Mr SP Nene
<u>CLOSING DATE</u>	:	09 May 2023
<u>POST 14/353</u>	:	<u>PROFESSIONAL NURSE SPECIALTY – PAEDIATRICS REF NO: GJGM 11/2023 (X1 POST)</u> Component: Nursing Management Services This is a re-advertisement those who apply previously are free to re-apply.
<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: 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. Current SANC receipt. 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.
<u>DUTIES</u>	:	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-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) 4376356
: 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

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). Certified copies of ID, educational qualifications and other relevant documents will be requested for submission only from shortlisted candidates. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). s. 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. The Department reserves the right to or not to make appointment(s) to the advertised post(s). Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.

CLOSING DATE

: 12 May 2023

POST 14/354

: **PROFESSIONAL NURSE SPECIALTY – OPERATING THEATRE REF NO:
GJGM 10/2023 (X1 POST)**
Component: Nursing Management Services
This is a re-advertisement those who apply previously are free to re-apply.

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 and midwifery that allow registration with SANC as a Professional Nurse and a midwife. A post basic diploma in Operating Theatre Nursing Science. Registration with the SANC as a Professional Nurse and Midwife. Current registration with SANC. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and midwifery. **Grade 2:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing and midwifery that allow registration with SANC as a Professional Nurse and a midwife. A post basic qualification in Operating Theatre Nursing Science. Registration with the SANC as a Professional Nurse and Midwife. Current registration with SANC. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and midwifery. At least 10 years of the period referred above must be appropriate/recognizable experience in a specific field after obtaining post basic qualification in that specialized field. Recommendations: Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An

understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.

DUTIES : Execute 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. 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. Strengthen ethics and professionalism. 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 National 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 departmental quality improvement committees. Assist and supervise in CSSD.

ENQUIRIES : Matron LV Hadebe (Assistant Nurse Manager) Tel No: (032) 4376136
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.

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). Certified copies of ID, educational qualifications and other relevant documents will be requested for submission only from shortlisted candidates. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). s. 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. The Department reserves the right to or not to make appointment(s) to the advertised post(s). Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.

CLOSING DATE : 12 May 2023

POST 14/355 : **CLINICAL NURSE PRACTITIONER GRADE 01/02 REF NO: PHO 10/2023**

SALARY : Grade 1: R400 644 per annum
Grade 2: R492 756 per annum
Other Benefits: 13th Cheque, Inhospitable Area Allowance of 8%, Medical Aid (Optional), Home Owner Allowance (Employee must meet prescribed requirements)

**CENTRE
REQUIREMENTS**

: Pholela Community Health Centre-(OPD)
: Senior certificate (Grade 12) or equivalent qualification plus Degree/ Diploma in General Nursing or equivalent qualification that allows for registration with the SANC as a Professional Nurse plus; A post basic Nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (Primary Health Care) with duration of 01(one) year, accredited with South African Nursing Council. Current SANC receipt-2023. **Grade 1:** A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate / recognizable experience in Primary Health Care specialty after obtaining the one year post basic qualification in Primary health Care. Knowledge, Skills and Competencies: Knowledge of Nursing Legislation and related legal and ethical nursing practices e.g. Nursing Act, Health Act, Patient Rights Charter, Batho Pele Principles etc. Knowledge of SANC rules and regulations. Good communication, Leadership, Interpersonal and Problem solving skills. Basic understanding and knowledge of HR and Financial policies. Decision-making and problem solving skills. Skills in organizing, planning and supervising. Sound knowledge of scope of practice.

DUTIES

: Provision of quality comprehensive community health care. Demonstrate effective communication with patients, supervisor and other clinicians, including report writing. Provision of administrative, educational and clinical services. Provision of quality comprehensive Primary Health Care by promoting preventive, curative and rehabilitative services for the clients and the community. Prescribe and dispense medication according to treatment guidelines, protocols and EDL for PHC. Assist the Operational Manager with overall management and necessary support for effective functioning of the clinic. Conduct health education to the community. Work as part of multidisciplinary team to ensure good Nursing Care. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Refer patients promptly according to the set guidelines, protocols and policies. Participate in Employee Performance Management and Development System (EPMDS). Assist in data management.

**ENQUIRIES
APPLICATIONS**

: Mr. MF Mthiyane Tel No: 039-8329491
: Direct your application quoting the relevant reference number to: The Assistant Director: HRM, Pholela CHC, Private Bag X502, Bulwer, 3244 or hand deliver application at Human Resource Department on or before the closing date 16:00.

NOTE

: The following documents must be submitted: An Application for Employment form (Z83) NEW form effective from 1 January 2021 must be completed and signed. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Comprehensive CV (with detailed experience). Copies of qualifications, Registration certificate/s, ID and Driver's license, proof of experience must not be submitted when applying for employment. These will be requested only from shortlisted candidates. The Reference Number must be indicated in the column provided on the form Z83, e.g. PHO 10/2023. Failure to comply with the above instructions will lead to disqualification of applicants. Faxed and e-mailed applications will NOT be accepted. Please note that due to large number of applications we anticipate to receive, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Applicants in possession of foreign qualifications must bring their evaluation certificate from the South African Qualifications Authority (SAQA) during the interview process. Non-RSA Citizens/Permanent Residents/Work Permit holders to bring documentary proof during the interview process. The appointments are subjected to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) and proof of experience. Please note that due to financial constraints no S&T will be considered for payment to candidates that are invited for interviews. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively in all level of all occupational categories in the department. People with disabilities are encouraged to apply.

CLOSING DATE : 12 May 2023

POST 14/356 : **PROFESSIONAL NURSE SPECIALTY: ADVANCED MIDWIFERY REF NO: SAHELIM 04/2023 (X2 POSTS)**
Re-Advertisement

SALARY : Grade 1: R400 644 per annum
Grade: 2 R492 756 per annum
Other Benefits: 13th Cheque, 12% Rural Allowance, Home Owners Allowance (Employee Must Meet Prescribed Requirements), Medical Aid (Optional)

CENTRE REQUIREMENTS : ST Andrews Hospital: Elim Clinic
: **Grade 1:** Diploma/ Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration with SANC as a General Nurse and Advanced Midwifery and Neonatal Nursing Science
Grade 2: Diploma/ Degree in General Nursing and Midwifery Plus 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognizable experience in the specific specialty, after obtaining the one year post basic qualification in the relevant specialty. Current registration with SANC as a General Nurse, Midwifery and Advanced Midwifery and Neonatal Nursing Science. Skills: 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 labour 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. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment.

ENQUIRIES APPLICATIONS : Mrs VV Ncume Tel No: 039 433 1955 EXT 259
: Should Be Forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010, Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.

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

same salary level but on a notch/package above of the advertised post are free to apply.

- CLOSING DATE** : 09 May 2023
- POST 14/357** : **CLINICAL NURSE PRACTITIONERS (PHC STREAM) REF NO: ETH 0301/2023 (X7 POSTS)**
Component: Various Clinics of EThekwini
- SALARY** : Grade 1: R400 644 per annum
Grade 2: R492 756 per annum
Benefits: Medical Aid (optional) 13th Cheque, Pension, Housing Allowance (employee must meet the prescribed requirements) and rural allowance if allocated in designated clinics.
- CENTRE REQUIREMENTS** : EThekwini
: **Grade 1:** Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) plus; Degree / Diploma in General Nursing Science and Midwifery plus, One (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse and Primary Health Care plus, A minimum of 4 years appropriate/recognizable nursing experience as a General Nurse. **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), Current registration with SANC as General Nurse with Midwifery and Primary Health Care plus, A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable PHC experience after obtaining a one-year post basic qualification in Primary Health Care. Knowledge, Skills Training and Competencies Required Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills Co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies. Report writing skills. Knowledge of TB control, HIV and ARV management.
- DUTIES** : Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Strengthen data systems and treatment outcomes by assisting capturers on Tier.net. Support the realization and maintenance of Ideal Clinic Programme in the facility. Coordinate and manage the provision of the services to manage COVID 19 pandemic.
- ENQUIRIES** : Miss ES Mbambo Deputy Director Clinical & Programmes Tel No: 031 273 5281 / 5340 / 5461 / 5516
- APPLICATIONS** : Hand delivery, The HR Manager, EThekwini District Office, 85 King Cetshwayo Highway, Mayville Durban 4000 or Posted The HR Manager, EThekwini District Office, Private Bag X54318, Durban, 4000

NOTE : Applications must be submitted on the NEW prescribed Application for Employment form (Z83) which must be originally signed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Detailed Curriculum Vitae must accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission only from shortlisted candidates. The Reference Number must be indicated in the column (Part A) provided on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification if shortlisted will have to provide an evaluation certificate from the South African Qualifications Authority (SAQA). Non- RSA Citizens/Permanent Residents/ Work Permit holders if shortlisted will be required to provide documentary proof. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE : 09 May 2023

POST 14/358 : **ASSISTANT OFFICE MANAGER: OFFICE OF THE DDG: NATIONAL HEALTH INSURANCE (NHI): REF NO: G50/2023**
Cluster: Office of the Director General- National Health Insurance (NHI)

SALARY : R393 711 per annum. Other Benefits: 13th cheque; Medical Aid (Optional); Housing Allowance: Employee must meet prescribed requirements

CENTRE : Head Office: Pietermaritzburg

REQUIREMENTS : Grade 12 (Senior certificate). An appropriate Bachelor's Degree in Public Administration/Financial Management or National Diploma in Public Administration/ Financial Management. Three to five (3-5) years supervisory experience in an administrative environment. Computer Literacy (MS Office programmes). Valid code 08 driver's Licence. 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 incumbent of this post will be required to liaise extensively with officials from a wide range of government departments which impact on health service delivery. The position requires an individual who is knowledgeable on the activities and aims of the department and is passionate about to need to render passionate, effective health services. The working environment will be dynamic and require the incumbent to be innovative and adaptable to variants in working requirements. Must have knowledge of South African Constitution. National Health Act, 2003. National Health Regulations. Mental Health Act. Mental Health Regulations. KwaZulu Natal Health Act. KwaZulu Natal Health Regulations. Public Service Act 1994. Public Service Regulations. Public Finance Management Act. Treasury Regulations. Administrative Justice Act. Access to Information Act. Departmental Delegations on HR Departmental Delegations on Finance. Departmental Delegations on SCM. Preferential Procurement Framework. Employment Equity Act. Skills Development Act. Labour Relations Act. Basic Conditions of Employment Act. Strategic Capability and Leadership. Client Orientation and Customer focus. Service Delivery Innovation. Change Management. Problem Solving and Analysis. An ability to grasp the imperatives set by the Public Service Management Framework and other governance arrangement. A good understanding of strategic and operational processes within a senior management office environment and the role of the manager in the organisation. An ability to capture in writing the essence of discussions and key decisions taken during management and other meetings in concise clear language. Ability to prioritise issues and other work related matters. Excellent interpersonal skills to effectively deal with a wide range of stakeholders

DUTIES

in a highly professional manner. High levels accuracy and Excellent communication skills (both verbal and written).

: Provide Office Corporate Services Administrative work including, records management, financial administration, office systems and fleet operations management. Provide secretariat services to Senior Management Meetings and Projects initiated by the Office of the DDG, monitor compliance with resolutions, analyse inputs documents and consolidate such documents into executive summary documents and reports for further consideration by the Managers. On request of the Managers conduct research of a general nature, access information databases and develop presentation documents, submissions and reports. Provide administrative support to the Manager ensuring that management meetings, other meetings and workshops are conducted and that follow-up work is properly executed. Liase with the Corporate Governance Unit with a view to ensuring that the human resource procurement and general office administration requirements of the DDG are timeously satisfied. In the absence of the Manager, analyse critical or urgent matters referred to the DDG and co-ordinate the execution and/ or finalisation thereof. Implement and maintain effective and efficient administrative systems and procedures within the DDG. Ensure effective and economical utilisation of resources in the framework for Good Governance.

**ENQUIRIES
APPLICATIONS**

: Mr MM Zungu Tel No: 033 395 2229

: All Applications Should Be Forwarded To: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051, Pietermaritzburg, 3200 Or Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower

**FOR ATTENTION
NOTE**

: Ms LI Mthlane

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

CLOSING DATE

: 19 May 2023

POST 14/359

: **ASSISTANT DIRECTOR: SYSTEMS REF NO: OSI AD: S 14/2023 (X1 POST)**

SALARY

: R393 711 per annum. Other Benefits: 13th cheque, medical aid (optional), Housing allowance (employee must meet prescribed requirement).

**CENTRE
REQUIREMENTS**

: Osindisweni District Hospital, Verulam

: Grade 12 (Standard 10) certificate. 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. 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. Recommendation: A valid driver's license Knowledge Skills Training and Competence Required: PFMA & treasury regulations. Planning, organising, problem solving & decision making.

		Labour Relations, secondment 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
<u>DUTIES</u>	:	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. 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.
<u>ENQUIRIES</u>	:	Mr S.M.C. Caluza Tel No: 032-5419224
<u>APPLICATIONS</u>	:	To be forwarded to Mr S.M.C. Caluza, Osindisweni District Hospital, Private Bag X 15, Verulam, 4340
<u>CLOSING DATE</u>	:	12 May 2023
<u>POST 14/360</u>	:	<u>ASSISTANT DIRECTOR (HAST) CARE AND SUPPORT REF NO: ETH 0302/2023 (X2 POSTS)</u> (District Adherence Facilitator) Component: Hast (HTA Key Populations Project)
<u>SALARY</u>	:	R393 711 per annum, plus benefits: 13th Cheque, Pension, homeowner's allowance, and Medical aid is optional employee must meet prescribed conditions
<u>CENTRE</u>	:	Ethekwini District Office
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent certificate. Bachelor's degree in Health/ Social Sciences/ General Nursing & Midwifery. At least five to seven years' experience in public health, and social services or community advocacy and at least three years in the supervision position. Current registration with professional body. A valid driver's license. Recommendation: Computer literacy. Knowledge, Skills Training and Competencies Required: Public health sector experience in adherence to care and treatment and disclosure policies would be an advantage. Knowledge of Health systems strengthening, TB and HIV programmes. Sound knowledge of National DoH Adherence Guidelines and of Integrated Access to Care and Treatment policies and procedures. Knowledge of community structures and local government structures. Monitoring and evaluation Competencies and skills. Computer literacy (MS Office programmes). Excellent communication skills (written and verbal). Coordination and Facilitation skills for coaching, training and development. Good presentation skills. Good interpersonal skills Analytical skills. Ability to build and maintain relationships with internal and external stakeholders. Strong client service focus. Ability to manage competing priorities and meet deadlines within tight time frames. Staying up to date with services, policies, and regulations. Excellent record-keeping, analytical skills and report writing skills.
<u>DUTIES</u>	:	Acts as the clients' advocate, explains the available options to the clients, keeps records of the services offered and work closely with the District HAST Coordinator. Responsible for coordinating community mobilization for linkage and retention in care activities. Champion eLABS and Results for action where applicable as well as viral load management in general as the province struggles with viral load completion at 12 months. Responsible for the supervision of all OTLs and other adherence cadres that are already operating whether from department or from social development partners. Promote the delivery of services offered to different groups with the aim to enhance quality, efficiency and client satisfaction. Aim at placing the recipient of care at the centre of service delivery while maximizing health system efficiency. Coordinate and manage the communication of end

customer deliveries, including scheduling, transportation, delivery equipment and labour. Ensure that the facility develop a system for tracking and tracing clients who do not attend their club meetings and follows up within seven - fourteen days to determine whether they have collected their medication. Ensure that the service needs of clients and linking them to the appropriate resources and providers. Develop a stakeholder directory of adherence care and support service agencies and providers for referral processes. Ensure that health talks and health education in the facility's waiting room, informing patients of available options for differentiated care are conducted. Ensure that the club schedule is made available to the facility, and that club venues and dates are shared with decanting Clinicians for co-hurting purposes. Ensure continuous utilization of an adherence plan for the individuals and support groups. Ensure that monthly schedule of health talks/adherence classes for the facilities, club meetings, in line with the AGL SOPs is developed. Evaluate the quality of all adherence, care and support services and identifying areas that need improvements. Compile report to inform the coverage and uptake of patients (HIV, TB and NCDs) decanted to Facility Pick up Points (Fac PuPs), Adherence Clubs and External Pick up Points (Ext PuPs).

ENQUIRIES : Miss ES Mbambo Deputy Director Clinical & Programmes EtheKwini District Office
Tel No: 031 273 5281 / 5340 / 5461 / 5516

APPLICATIONS : Hand delivery, The HR Manager, EThekwini District Office, 85 King Cetshwayo Highway, Mayville Durban 4000 or Posted The HR Manager, EThekwini District Office, Private Bag X54318, Durban, 4000

NOTE : Applications must be submitted on the NEW prescribed Application for Employment form (Z83) which must be originally signed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Detailed Curriculum Vitae must accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission only from shortlisted candidates. The Reference Number must be indicated in the column (Part A) provided on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification if shortlisted will have to provide an evaluation certificate from the South African Qualifications Authority (SAQA). Non- RSA Citizens/Permanent Residents/ Work Permit holders if shortlisted will be required to provide documentary proof. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE : 09 May 2023

POST 14/361 : **ASSISTANT DIRECTOR: HRM REF NO: PHO 09/2023**

SALARY : R393 711 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Home Owner's Allowance (Employee must meet prescribed requirements)

CENTRE : Pholela Community Health Centre

REQUIREMENTS : Grade12/National Senior Certificate or equivalent plus. Degree/National Diploma in Human Resource Management/Public Management or Public Administration plus, A minimum of three (3) years' supervisory experience in HRM component. Valid driver's license. MS Software Package certificates (MS Word, MS PowerPoint, MS Outlook, etc.). PERSAL certificates. Knowledge, Skills and Competencies: Knowledge of finance as well as relevant acts and regulations. Sound management, negotiation, interpersonal and problem solving skills. Good verbal and written communication skills. Good planning and organizing skills. Quality Assurance and Consequence Management implementation skills. Ability to make independent decisions. Extensive analytical skills and high levels of accuracy are required. PERSAL Knowledge.

DUTIES : Advise Managers on all aspects pertaining to Human Resource Management. Manage Human Resources Planning, Development and EPMDS in support of service delivery imperatives. Manage training needs analysis and develop training plans in respect of Human Resources. Manage Employees Health and Wellness Programme in order to enhance employee productivity, safety and morale. Plan in order to mitigate and eliminate risks. Manage Human Resource Provisioning and Practices in line with prevailing legislation, prescripts and policies. Manage Labour Relations matters and ensure effective employment relations. Supervise Staff and manage day-to-day functioning of Human Resources component in the institution to ensure the rendering of high quality services. Ensure effective, efficient and economical utilization of resources allocated to the institution including development of staff. Develop Human Resource Plan and Employment Equity Plan for the institution and ensure that they are put into practice. Management of all resources allocated to the HR department.

ENQUIRIES : Dr. LDH Buthelezi Tel No: 039-8329491/9488
APPLICATIONS : Direct your application quoting the relevant reference number to: The Assistant Director: HRM, Pholela CHC, Private Bag X502, Bulwer, 3244 or hand deliver application at Human Resource Department on or before the closing date 16:00.

NOTE : The following documents must be submitted: An Application for Employment form (Z83) NEW form effective from 1 January 2021 must be completed and signed. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Comprehensive CV (with detailed experience). Copies of qualifications, Registration certificate/s, ID and Driver's license, proof of experience must not be submitted when applying for employment. These will be requested only from shortlisted candidates. The Reference Number must be indicated in the column provided on the form Z83, e.g. PHO 10/2023. Failure to comply with the above instructions will lead to disqualification of applicants. Faxed and e-mailed applications will NOT be accepted. Please note that due to large number of applications we anticipate to receive, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Applicants in possession of foreign qualifications must bring their evaluation certificate from the South African Qualifications Authority (SAQA) during the interview process. Non-RSA Citizens/Permanent Residents/Work Permit holders to bring documentary proof during the interview process. The appointments are subjected to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company intellectual Property Commission (CIPC) and proof of experience. Please note that due to financial constraints no S&T will be considered for payment to candidates that are invited for interviews. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively in all level of all occupational categories in the department. People with disabilities are encouraged to apply.

CLOSING DATE : 12 May 2023

POST 14/362 : **ASSISTANT DIRECTOR AUXILLARY REF NO: PSH 24/ 2023 (X1 POST)**

SALARY : R393 711 per annum. 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 Public Management 3 - 5 years supervisory experience in Systems management environment Computer literacy Microsoft Word and Excel Certificate Valid unendorsed driver's license Note: All shortlisted candidates will undergo advanced pre-screening test assessment for the post Knowledge, Skills And Competencies Required Knowledge of PFMA, LRA, OHS, Public Service Act, EPMDS and Infection Control Good verbal and written communication, problem solving, conflict resolutions skills and good interpersonal relations Computer literacy - proficient in the MS package (Word/ Excel/ Outlook/ PowerPoint Competence in human resources management, financial management, conflict management and change management Ability to plan, organize and negotiate and work as a team Health and Safety /Quality Assurance /Waste Management knowledge is critical

Understanding of information Technology and IT system Knowledge of relevant acts and regulations for engineering and maintenance management, safety and waste management, IT systems and auxiliary services.

DUTIES : Effective management of the following sections: Security, Catering, Laundry, Mortuary, Registry, Telecommunications, Transport, Staff Accommodation, Grounds, Cleaning and Porter-ring Services, Health and Safety, Waste Management, Maintenance, and infrastructure Develop integrated strategies within auxiliary services to achieve optimal technical expertise that supports the vision of the institution. Manage human resources effectively and efficiently and promote sound labour relations. Implement and monitor effective hospital policies, protocols, practices within the day-to-day operational areas. Contribute as a member of a multi-disciplinary management team towards the effective management of the hospital. Oversee compliance with all systems non-negotiables requirements. Monitor the provision of all hotel services and facilities by contractors in order to ensure contract adherence, with service level agreement and highest level of quality Monitor and ensure proper utilization of financial and physical resources Contribute to the formulation of a hospital disaster plan and its compliance Ensure that safety program requirements are adhered to by all staff Oversee and provide support on infrastructural engineering and maintenance services.

ENQUIRIES : Mr DG Gounden Tel No: (039) 688 6111

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 : 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 NB: Detailed application for employment (Z83) and Curriculum Vitae. (Only short-listed candidates will be requested to submit proof of qualifications)

CLOSING DATE : 12 May 2023

POST 14/363 : **ASSISTANT DIRECTOR: HRM REF NO: ETH 03/03/2023 (X1 POST)**

SALARY : R393 711 per annum. Other Benefits: 13th cheque, Medical Aid (optional), Housing Allowance (Employee must meet prescribed requirements)

CENTRE : Ethekwini District Office Corporate services.

REQUIREMENTS : Senior Certificate or equivalent qualification Plus bachelor's degree or Diploma in Human Resource Management/ Personnel Management/ Human Resource Development or Public Management. A minimum of five years operational experience in Human Resource of Which three years of that must be supervisory experience in Human Resource. Valid Driver's license. Computer Literacy. Confirmation of current and previous experience (Certificate of service) stating the relevant experience endorsed and stamped by HR will be requested only to the shortlisted candidates. Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Act, Public Service Regulations and Prescripts, Knowledge of PERSAL system, Knowledge of basic principles of HR Management. Ability to interpret and apply policies, acts, ability to comprehend Human Resource issues. Interpersonal relations, innovation and communication skills. Financial Management, Change Management, Decision making, time management, facilitation skill, risk management and good interpersonal relation skills. Computer literacy.

DUTIES : Provide strategic leadership of human resource management for the District office including supported responsibilities i.e. FPS, EMS, KZNCH, Forensic Lab and DMO. Manage all aspect of district office HRM. Monitor and evaluate human resource activities. Ensure quality development of HRMS in line with norms and standards for Ideal Clinic Realization and Maintenance Programme. Monitor human resource records and documents management system. Manage the payroll

programme. Ensure the timely and efficient compensation of employees. Manage recruitment, selection and verification processes. Monitor and evaluate the effectiveness Human Resource Provisioning and Practices. Ensure the co-ordination of Institutional Management Labour Committee Meetings (IMLC). Ensure training of staff on labour relations. Create awareness of labour relations. Ensure compliance with grievance and disciplinary procedures. Coordination of conciliation, mediation and arbitration proceedings. Ensure that misconduct cases in the institution are dealt with timeously. Monitor and evaluate the effectiveness of the Employee Wellness. Ensure co-ordination of Institutional Employee Health and Wellness Committee Meetings (IEHWCM). Ensure training of staff on Employee Health and Wellness Programme. Create awareness of Employee Health and Wellness Programme within the institution. Ensure implementation of Employee Health and Wellness Programme, Occupational Health and Employee Assistance programme. Provide leadership for management processes for the alignment of organizational, and post establishment structures in line with emerging service delivery demands as well as the imperatives set in the Annual Performance Plan for the district office and supported responsibilities. Serve in the transformation Plans of the department or the facility such budget allocations as well as standard and workload statistics. Conduct staff satisfaction surveys and exit interviews. Oversee the effective implementation of the Human Resource Management policy imperatives and ensure consistency in the application. Develop strategist aimed at improving service delivery. Ensure and facilitate the consolidation of HR Plan for the District Office and supported facilities. Provide early warnings and develop innovative solutions to overcome identified problem areas. Manage HRM related risks and ensure efficiency in utilization of COE budget.

- ENQUIRIES** : Mr SR Hamilton Acting Cooperate Service Manager- EThekwini Office Tel No: 031 273 5281 / 5340 / 5461 / 5516
- APPLICATIONS** : All applications should be forwarded to: Hand delivery, The HR Manager, EThekwini District Office, 85 King Cetshwayo Highway, Mayville Durban 4000 or Posted The HR Manager, EThekwini District Office, Private Bag X54318, Durban, 4000
- NOTE** : Applications must be submitted on the NEW prescribed Application for Employment form (Z83) which must be originally signed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Detailed Curriculum Vitae must accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission only from shortlisted candidates. The Reference Number must be indicated in the column (Part A) provided on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification if shortlisted will have to provide an evaluation certificate from the South African Qualifications Authority (SAQA). Non- RSA Citizens/Permanent Residents/ Work Permit holders if shortlisted will be required to provide documentary proof. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.
- CLOSING DATE** : 09 May 2023
- POST 14/364** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: GS 39/23**
Component: HR Planning, Development and EPMDs
- SALARY** : R393 711 per annum, plus 13th cheque, medical aid (optional), home owners allowance, etc, (employee must meet the prescribed requirements
- CENTRE** : Grey's Hospital- Pietermaritzburg

- REQUIREMENTS** : Senior Certificate (Standard 10/Grade 12) or equivalent; National Diploma/Degree in Human Resource Management/ Human Resource Development/ Public Management/ Public Administration as recognized by SAQA. A minimum of five (5) years' experience in Human Resource Management/ Human Resource Development Office environment of which three (3) years of that must be supervisory experience. Only shortlisted candidates will be required to submit proof of experience/ certificate of service endorsed by HR Department. NB! Only shortlisted candidates will be required to submit proof of all documents and Proof of current and previous work experience endorsed by your Human Resource section Knowledge, Skills and Experience: Functional knowledge of relevant public service prescripts, policies and procedures. Functional knowledge of Persal System, including downloading and analysis of relevant reports and taking action on identified gaps. Extensive knowledge of Human Resource Planning prescripts, policies and procedures. Extensive knowledge of Human Resource Development prescripts, policies and procedures. Extensive knowledge of Employee Performance Management and Development System. Ability to interpret and apply prescripts, policies and procedures. Problem solving, decision making, negotiation and conflict resolution skills. Excellent leadership, interpersonal relations, innovation and communication skills. Facilitation, financial management and time management skills. Change management and risk management skills. Computer Literacy.
- DUTIES** : Manage the day-to-day functioning of the Human Resource Planning, Development and PMDS sub-component to ensure that high quality services are being provided. Provide the regulatory framework for Human Resource Planning, Development and PMDS within the institution. Ensure that Human Resource Planning, Development and EPMDS initiatives demonstrate close alignment and integration with the Departmental policies and procedures. Champion the development and implementation of Human Resource Plan, Employment Equity Plan and Workplace Skills Plan. Provide means for the institution to align Human Resource Planning, Development and PMDS strategies with technology to achieve goals and desired outcomes. Establish policies, strategies and operational processes for developing capable and high performing employees. Ensure cost-effective management and utilization of resources allocated to the sub-component. Ensure effective and efficient provision of skills development facilitator services for the entire institution. Develop and maintain a database for the training development programme. Monitor utilization of budget allocated to the human resource development unit; Evaluate the effectiveness of training as far as the performance of staff and cost is concerned; Facilitate the establishment of the Institutional Health Education, Training and Development Committee; Administer programmes like learnership, bursary scheme, induction, internship, ABET and in-service, experiential training, etc; Monitor and evaluate the Workplace Skills Plan and report thereon in the prescribed manner to stakeholders; and Monitor implementation of Employee Performance Management and Development System in the entire hospital.
- ENQUIRIES** : MR JM Khumalo Tel No: 033 897 3468
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mr K.B Goba
- NOTE** : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. The Employment Equity Target for This Post Is: African Male; Indian Male and White Male
- CLOSING DATE** : 09 May 2023
- POST 14/365** : **DIETICIAN REF NO: ITSH11/2023 (X1 POST)**
Those who previously applied are encouraged to re-apply.
- SALARY** : R332 427 per annum. Other benefits: 13th cheque, medical aid (optional), homeowners allowance (employee must meet prescribed requirements)
- CENTRE** : Itshelejuba Hospital
- REQUIREMENTS** : Matric Certificate, National Diploma / Degree in Dietetics, Current registration as a dietician with the HPCSA (2023), Recommendations: Valid Driver's License (Code) B: Knowledge, Skills Training And Competences: Good interpersonal skills, Ability

to communicate effectively in Zulu and English, Comprehensive knowledge of nutrition management for all patients, Sound knowledge of Dietetics procedures and equipment, Good verbal and written communication skills, Sound knowledge of food service management & clinical dietetics information management, Counselling skills, Sound knowledge of how to develop operational methods relating to information dissemination and work organization, Ability to plan and organise resources, finances and HR matters within the section.

DUTIES : Execute all dietetics management duties, functions and responsibility to the best of ability and within all applicable legislation, Manage and provide a high quality promotive and curative nutrition services according to patient needs, Give expert clinical advice and factual information of a professional nature on institutional services. Provide a consultative dietetics services to health professionals and patients, Monitor and evaluate the nutrition services to comply with the valid standards and indicators, Implement Quality Assurance Programmes for overall effective services, Develop protocols to ensure that the diets comply with dietary recommendations, Make commendations with regard to policies/strategies for the effective functioning of the Dietetics unit, Act as a consultant in the patient curative and rehabilitation programmes, Give expert advices on the nutrient content of food products to be purchased, Determine a policy relating to the development, provision and maintenance of comprehensive nutrition standards, Ensure effective, nutrition care yet up to standard nutrition service, Exercise control over food products to minimize wastage, Ensure effective nutrition care is delivered to patients within the hospital, Provide clinical training to staff and allied disciplines, Establishment and maintain internal control and report systems for timeous communication of decisions and policies ,Engage in effective communication and interactions between departments, personnel and other services providers in order to render quality service, Assist management with strategic planning for the institution and to work towards the realization of these strategic objectives and goals for the institution, Ensure the implementation of EPMDS within the section, Promote Batho Pele principles in the execution of duties for effective services delivery, Facilitate compliance of hospital to MBFI, Participate clinic visits and outreach activities.

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

NOTE : Applications must be submitted on the new Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. The reference number must be indicated in the column provided on z83. E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.

CLOSING DATE : 09 May 2023

POST 14/366 : **DIETICIAN REF NO: SAH 15/2023 (X1 POST)**

SALARY : Grade 1: R332 427 per annum
Grade 2: R389 754 per annum

Grade 3: R459 126 per annum

Other Benefits: 13th cheque, Home owners allowance (employee must meet prescribed requirements) and Medical Aid (Optional)

**CENTRE
REQUIREMENTS**

: ST Andrews Hospital: Medical
: Senior certificate (Grade 12) or equivalent qualification. Bachelor's Degree in Dietetics. Certificate of registration with HPCSA plus. Current registration with HPCSA (2023) Proof of current and previous work experience endorsed by HR (Only shortlisted candidates). Experience: **Grade 1:** No experience. **Grade 2:** A minimum of ten (10) years appropriate recognizable experience after completion of community service as a Dietician. **Grade 3:** A minimum of ten (20) years appropriate recognizable experience after completion of community service as a Dietician. Knowledge, Skills and Competencies: Sound Knowledge of dietetic principles including nutrition assessment and analysis. Excellent communication skills, human relations and ability to train staff within a team. Ability to work and maintain meaningful relationships with a diverse community. Knowledge of health and public service legislation, regulations and policies. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors, and other health professionals. Ability to work as part of a multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Planning, organizing, leading, controlling, delegation, supervisory, communication, motivation, decision making and problem solving.

DUTIES

: To provide nutritional counseling and support to all patients requiring dietetic intervention. Prescribe and authorize special diet products. Implement guidelines for the maintenance of healthy nutritional practices. Compile and implement information pamphlets on nutrition. Ensure effective nutrition care is delivered to patients within the Hospital and Clinics. To monitor, evaluate and follow up all patients receiving nutrition intervention. Give expert advice on the nutrient content of food products to be purchased. To liaise with other staff members regarding the nutritional care of patients. To assist with training of staff in nutritional related issues with regards to HIV / AIDS. To contribute towards quality improvement within the dietetic department. To assist with basic managerial departmental functions, including report writing and statistics collection. To make recommendations with regards to policies / procedures for the effective functioning of the dietetic department.

**ENQUIRIES
APPLICATIONS**

: DR SK Lumeya Tel No: 039 433 1955 EXT 214
: Should Be Forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.
Attention: Human Resource Manager

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 09 May 2023

POST 14/367 : **SENIOR SYSTEMS MANAGEMENT OFFICER REF NO: SSMO 19/2023 (X1 POST)**
Component: Facilities Management

SALARY : R331 188 – R390 129 per annum (Level 08). Other Benefits: medical aid (optional), housing allowance: employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Eshowe District Hospital
: Bachelor's degree/National Diploma in Public Administration or equivalent 3 year tertiary qualification in Administration Management. Minimum of 3 to 5 years' experience in Patient Administration. Valid Drivers Licence code 08 /EB. NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Knowledge, Skills and Competencies: Good knowledge and understanding of Labour Relations, Disciplinary and Grievance procedures. Good planning, organizing, implementing, evaluation and time management skills. Good communication and computer skills. Good supervisory, interpersonal, problem solving and team building skills. Ability to prioritise duties and work under pressure.

DUTIES : Maintain control of the following section: Patient Administration, registry/reprographic services, telecommunication, transport services, messenger/portering services, mortuary services, staff accommodation, security services, cleaning and ground services and laundry services. Develop and implement Standard Operating Procedures. Ensure compliance with Health and Safety and Disaster Management requirements by all staff members. Analyse alternatives for performing work including contracting out services and evaluate and recommends procedures/practices to improve operational efficiency. Ensure effective, efficient utilisation of resources allocated to the institution, including the development of staff. Monitor and advise service providers (contractors) in order to deliver quality services. Engage in Employee Performance Management Development System (EPMDS) in the department. Participate in National Core Standards and develop, monitor Quality Improvement Plans.

ENQUIRIES : Acting Assistant Director-Facilities Management Mrs LL Ntuli Tel No: (035) 473 4500.

APPLICATIONS : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

FOR ATTENTION NOTE : Mrs GZ Dube: Human Resource Manager
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE : 09 May 2023

POST 14/368 : **SENIOR ADMINISTRATIVE OFFICER REF NO: UMP 7/2023**

SALARY : R331 188 per annum

CENTRE : Umphumulo Hospital

REQUIREMENTS : Matric Certificate. B-Degree in Administration or Diploma in Public Management. 3 years supervisory experience in a Systems subcomponent; Good leadership skills. Good verbal and written communication, problem solving, labour relations, conflict resolution skills. Good interpersonal skills. Computer literacy Ability to plan, organize and negotiate.

DUTIES : Manage the following areas to ensure optimal usage and cost effectiveness. Registry & Reprographics, Telecommunications, Grounds & cleaning, Portering, Transport, Catering, Mortuary, Staff Accommodation and IT services. Monitor the provision of all catering services and facilities by contractors in order to ensure contract adherence and highest level of quality. Manage, monitor and evaluate all contractual work undertaken at the institution and attached clinics in order to ensure contract adherence and highest level of quality.eg. Cleaning Services, Security Services, Catering Services, Grounds & Gardens Implement and monitor effective Hospital policies, protocols, practices within the day to day operational areas. Ensure compliance with all statutory regulations and bylaws. Provide technical advice to management team in respect of operations. Contribute as a member of multi-disciplinary management team towards the effective management of the hospital. Conduct internal audits on a monthly basis Maintain effective and efficient staff management in respect of giving guidance and supervision on the performance of their duties (EPMDS). Co-ordinate in-service training in order to promote service delivery. Implement discipline and grievance procedures. Compile and submit monthly returns and reports.

ENQUIRIES : R. Ramrackan Tel No: 032 4814112

APPLICATIONS : 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.

FOR ATTENTION : Mr S. M. Naidoo

NOTE : 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 together with a comprehensive CV only. No attachments are required. Persons with disabilities should feel free to apply for the post. Shortlisted applicants in possession of a foreign qualification will have to submit an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies on the day of interview. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result in 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.

CLOSING DATE : 09 May 2023

POST 14/369 : **SAFETY OFFICER REF NO: SO 20/2023. (X1 POST)**
Component: Facilities Management

SALARY : R331 188 – R390 129 per annum. Other Benefits: medical aid (optional), housing allowance: employee must meet the prescribed requirements.

CENTRE : Eshowe District Hospital

REQUIREMENTS : Senior Certificate (Grade 12). Degree/ National Diploma in Health and Safety Management/Environment Health/ related to SAMTRAC. Code 8 drivers licence. NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource

Management, will only be requested for submission from shortlisted candidates. Knowledge, Skills Training and Competencies Required: Legislation pertaining to occupational Health & Safety. Good auditing, investigation and report writing skills. Disaster management skills. Sound knowledge of Occupational Health & Safety Act of 1993, COIDA Act 130 of 1993. Computer Literacy. Good verbal and written communication skills.

DUTIES : Identify potential situations that could lead to injury/disability/death of staff member or visitor, property damage or loss, internal disaster, and medico-legal claim. Ensure that the delegated management and administrative functions are carried out timely and correctly in order Health and Safety to functions to function in the clinic. Assist in developing and compiling manuals, policies and protocol that will be included in the rolling out of health and safety training, orientation and induction programme. Participate in safety audits for the clinic in compliance with the Occupational Health and Safety Act, 85 of 1993. Assist Facility Management in ensuring that the building, construction, plants and machinery meet and maintain compliance certificates that are regulated. Liaise with Compensation Commissioner regarding the Injuries on Duty.

ENQUIRIES : Acting Assistant Director-Facilities Management: Mrs LI Ntuli Tel No: (035) 473 4500.

APPLICATIONS : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

FOR ATTENTION : Mrs GZ Dube: Human Resource Manager

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE : 09 May 2023

POST 14/370 : **SENIOR HUMAN RESOURCE PRACTITIONER (STAFF RELATIONS) REF NO: OSI SHRP 15/2023 (1 POST)**

SALARY : R331 188 per annum (Level 08). 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. Degree/National in Human Resource Management/Public Management. 3 years' experience in Human Resource Component of which one must be in Staff Relations. Computer Literacy MS Office applications. 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. Recommendation: One (1) year in supervisory capacity. Investigating and Presiding Officer Training or Dispute Resolution certificate. PERSAL certificate. A valid driver's license Knowledge Skills Training and Competence Required: Sound knowledge of Human Resource Management with emphasis on

Staff Relations. In-depth knowledge of legislative prescripts under Human Resource Management. Knowledge of PERSAL. Conflict Management Skills. Good verbal and written communication skills. Ability to interpret prescript and relevant legislation. Ability to uphold confidentiality.

DUTIES : Maintain and provide sound staff relations within the institution to ensure the provision of high quality services. Deal with grievances, discipline and misconduct cases in terms of laid down policies and procedures. Prepared staff relations reports for the institution and onward submission to Head Office and District Office. Identify training gaps and ensure the implementation of in-service training programmes. Give expert advice on all Labour Relations matters to Management and staff within the institution and supporting clinics. Monitor the implementation and adherence to Labour Relations Policies. Investigate and intervene on disciplinary enquiries. Provide efficient conflict management support. Provide collective bargaining within the institution. Prepare statistics and submit to Head Office and District Office. Ensure IMLC is functional in the institution.

ENQUIRIES APPLICATIONS : Mr N.J. Shabane (Chief Executive Officer) Tel No: 032-5419203

CLOSING DATE : To be forwarded to Mr NJ Shabane, Chief Executive Officer, Osindisweni District Hospital, Private Bag X 15, Verulam, 4340
12 May 2023

POST 14/371 : **SENIOR SYSTEMS MANAGEMENT OFFICER REF NO: SAH 14/2023 (X1 POST)**

SALARY : R331 188 per annum (Level 08). Other Benefits: 13th cheque, Home owners allowance (employee must meet prescribed requirements) and Medical Aid (Optional)

CENTRE REQUIREMENTS : ST Andrews Hospital: Systems
Senior Certificate (Grade 12) PLUS An appropriate Degree / National Diploma in Public Management / Admin PLUS 3-5 years' experience in a systems environment at a Supervisory level. Proof of current and previous work experience endorsed and stamped by HR (Only shortlisted candidates). Knowledge, Skills and Competencies: Good knowledge and understanding of Labour Relations, Disciplinary and Grievance procedures. Sound knowledge of negotiations, inter-personal, problem solving and team building skills. Good planning, organizing, implementing, evaluation and time management skills. Budget control. Computer Literacy –MS Word and Excel.

DUTIES : Manage the following areas ensuring optimal usage and cost effectiveness: Laundry services, Telecommunications, Registry, Patient Administration, Catering services, Information Technology, Security services, Housekeeping and cleaning services, Gardening and grounds services, Mortuary services and Transport Services. Training and development of staff to deliver efficient services. Exercise budget and expenditure control. Ensure compliance with institution's rules and regulations. Implement, monitor and evaluate staff performance management in the various departments under your control. Ensure disaster management and contingency plans are in place. Monitor and advise contractors in order to deliver quality services.

ENQUIRIES APPLICATIONS : Mr MM Ndlovu Tel: 039 433 1955 EXT 237
Should be forwarded: The Chief Executive Officer, St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.

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

Citizens/Permanent Residents/ Work Permit holders will submit documentary proof ONLY when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

- CLOSING DATE** : 09 May 2023
- POST 14/372** : **PUBLIC RELATIONS OFFICER REF NO: SAH 08/2023 (X1 POST)**
- SALARY** : R331 188 per annum (Level 08). Other Benefits: 13th cheque, Home owners allowance (employee must meet prescribed requirements) and Medical Aid (Optional)
- CENTRE REQUIREMENTS** : ST Andrews Hospital
National Senior Certificate (Grade 12) PLUS National Diploma / Degree in Public Relations Management / Communication Science. Proof of previous and current work experience endorsed and stamped by HR Department (Only when shortlisted). Recommendation: Driver's License. Knowledge, Skills and Competencies: Presentation skills, Problem solving skills. Communication skills (verbal and written). Planning and decision making skills. Ability to uphold confidentiality. Honesty and integrity. Client oriented and customer focus. Diversity Management. Awareness of different Media Agendas. Public speaking. Knowledge of photography. Good interpersonal relations.
- DUTIES** : Manage the administration and coordination of complaints, compliments and suggestions. Strengthen relation links between the facilities, internal and external stakeholders. Develop, implement and manage communication strategies in conjunction with management and relevant heads of Departments within the Institution. Uphold corporate image of the Institution. Participate in quality assurance programs for publication purposes as per Departmental requirements and manage special events in line with the Health calendar to gain public attention and organize events for the staff within the Institution. Update the Institutions website and develop the Institution newsletter in consultation with the Chief Executive Office of the Institution. Ensure the implementation of Department media policy and Batho Pele Principles within the institution. Investigate and submit report on Media queries to Head Office communication component.
- ENQUIRIES APPLICATIONS FOR ATTENTION NOTE** : Ms NV Ndlovu Tel No: 039 433 1955 EXT 210
Should be forwarded: The Chief Executive Officer, St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.
Human Resource Manager
Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (ONLY). Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate only when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof ONLY when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.
- CLOSING DATE** : 09 May 2023
- POST 14/373** : **HEALTH & SAFETY OFFICER REF NO: GJGM 03/2023 (X1 POST)**
Component: Systems management services
- SALARY** : R331 188 per annum, plus Other Benefits: 13th Cheque, Home Owners Allowance & Aid Housing Allowance (To qualify: Employee must meet all the prescribed policy requirements)
- CENTRE** : General Justice Gizenga Mpanza Regional Hospital

REQUIREMENTS

: Senior Certificate – Matric (Grade 12). Appropriate Degree/National Diploma in Environmental Health, or Degree / National Diploma in Safety Management or B. Tech Degree in Safety Management or Environmental Health. Minimum of Three (3) years' experience as a Safety Officer. Recommendations: Computer Literacy will be an added advantage. A Valid driver's licence. Knowledge, Skills & Competencies: Knowledge of legislation pertaining to Occupational Health & Safety. Identification, control, elimination and monitoring of hazards, Health Education and administration of the service. Computer Literate. Accident Investigation. Disaster Management. Training and Report writing skills.

DUTIES

: Identification of potential situations that could lead to injury/disability/death of staff Member/visitor. Property damage or loss, internal disasters medico-legal claim and reporting thereof to the Assistant Director: Systems or the Deputy Director: Systems. Ensuring that delegate management and administrative functions are carried out timeously and correctly in order for Health & Safety to function in the institution. Assist in development and compilation of manuals, policies and protocol that will be included in the rolling out of Health & Safety Training, Orientation & Induction Programmes. Participate in safety audits for the institution in compliance with the Occupational Health and Safety Act No. 85/1993. Assisting the Assistant Director: Systems / Deputy Director: Systems in ensuring that the buildings, construction, plants and machinery meet and maintain compliance certificates that are regulated by the Occupational Health & Safety Act No. 85/1993 and its regulations. To investigate and report on all serious/critical personal injury accidents, incidents occurring to the staff and visitors to the appropriate Senior official, and to assist in the investigation of all accidents and incidents that result in substantial damage to Board vehicles and property. To investigate and report on complaints of hazardous working conditions to the Deputy Director: Facilities Management and other appropriate Senior Staff. To respond to employees concerns and conduct as necessary, the Safety inspection of any Board facilities. To develop, implement and monitor Board occupational Health and Safety programs, and procedures. To establish budget proposals for the operation of the occupational Health and safety officer and specific training programs. To assist the Board's joint occupational Health and Safety Committees. To respond to fires and other emergencies on or about the Board property. Co-ordinate registration and removal of hazardous waste. To receive reports from and respond to orders issued by Department of labour inspectors. Monitor effective and efficient utilization of all allocated fire extinguishers resources. To arrange for occupational Health and Safety testing and evaluations of the workplace by external agencies/consultants as may be necessary. To liaise with all related governmental bodies and regulating agencies. Regularly conduct internal audits and respond in giving feedback to the department of Labour and in the organisation. To assist Executive Staff, Senior Administrators, Principals and Supervisors in emergencies preparedness. To liaise with the Fire department regarding emergency planners, communications and fire safety education programs, organise exercises and evaluate procedures.

ENQUIRIES

: Mr SS Goba (Deputy Director: Facilities) Tel No: (032) 4376156

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

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). Certified copies of ID, educational qualifications and other relevant documents will be requested for submission only from shortlisted candidates. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property

Commission (CIPC). s. 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. The Department reserves the right to or not to make appointment(s) to the advertised post(s). Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. NB: This is a re-advertisement those who apply previously are free to re-apply.

CLOSING DATE : 12 May 2023

POST 14/374 : **ENVIRONMENTAL HEALTH PRACTITIONER- (WASTE OFFICER) REF NO: PSH 23/ 2023 (X1 POST)**

SALARY : R331 188 per annum. Other Benefits Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

CENTRE : Port Shepstone Regional Hospital

REQUIREMENTS :
 Matric/Senior Certificate Degree / National Diploma in Environmental Health Registration with HPCSA as Environmental Practitioner Driver's license Knowledge, Skills And Competencies Required Knowledge of Health and safety and Infection Control Good verbal and written communication, problem solving, conflict resolutions skills and good interpersonal relations Computer literacy - proficient in the MS package (Word/ Excel/ Outlook/ PowerPoint Ability to plan, organize and negotiate and work as a team Understanding of non-negotiables in a health sector Knowledge of waste management norms and standards.

DUTIES : Ensure the implementation of all waste management principles, policies, legislation and standards. Develop and ensure the implementation of institutional waste management plan and monitor and evaluate its implementation Oversee and train all staff involved in waste management activities. Manage health care waste (including its budget) for the entire catchment of the institution including waste from clinics, EMRS bases and medico-legal mortuaries linked to the respective institution. Enforce compliance to waste segregation, containerization, storage and transportation, Enforce compliance to all HCRW norms and standards Contribute to support waste management and maintain consistency and compliance.

ENQUIRIES : Mr DG Gounden Tel No: (039) 688 6111

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 : NB: Detailed application for employment (Z83) and Curriculum Vitae. (Only shortlisted candidates will be requested to submit proof of qualifications) 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 : 12 May 2023

POST 14/375 : **SAFETY OFFICER REF NO: SAH 13/2023 (X1 POST)**

SALARY : R331 188 per annum (Level 08). Other Benefits: 13th cheque, Home owners allowance (employee must meet prescribed requirements) and Medical Aid (Optional)

<u>CENTRE REQUIREMENTS</u>	:	ST Andrews Hospital: Systems
	:	Senior Certificate (Grade 12). National Diploma/Degree in Health and Safety / Environmental Health / Engineering related field with SAMTRAC. Code 08 Drivers License. Knowledge/Skills and Competencies: Knowledge of legislations pertaining to health and safety. Good auditing, investigation and report writing skills. Good communication skills (written and verbal). Disaster Management skills. Accident investigation skills. Computer literacy.
<u>DUTIES</u>	:	To ensure Safety Audit Functions are carried out for the institution in compliance with Occupational Health and Safety Act, 85 of 1993. To participate in designing and rolling out of Health and Safety training programmes, orientation and induction and ensure that safety committees and safety representatives are in place. Ensure quality audit functions are carried out for the Institution. Ensure Safety statistics are analyzed, interpreted, reported and captured. To ensure prevention management of potential situations that could lead to injury/disability or death of staff members or visitors. Management and prevention of internal disaster. To ensure the delegated management and administration functions are carried out timeously and correctly in order for Health and Safety to function in the hospital. To assist in compiling all Health and Safety Manuals and Protocols to be used by the Hospital. To identify, measure and control potential hazards and risks in the work place pertaining to the Health and Safety and the environmental aspects within the broad context of preventing injuries, diseases and degrading of the environment. Attend to Disaster Management Committee, Building site meetings and all other relevant meetings. Demonstrate a basic understanding of HR and financial policies and procedures.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr MM Ndlovu Tel No: 039 433 1955 EXT 237
	:	Should be forwarded: The Chief Executive Officer, St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager
	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (ONLY). Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate only when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof only when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.
<u>CLOSING DATE</u>	:	09 May 2023
<u>POST 14/376</u>	:	<u>DIAGNOSTIC RADIOGRAPHER (GRADE 1, 2, 3) REF NO: OSI DR 16/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R322 746 per annum Grade 2: R378 402 per annum Grade 3: R445 752 per annum Other Benefits: 13 th cheque, medical aid (optional), Housing allowance (employee must meet prescribed requirement). Additional Benefits: Rural Allowances (12% of basic salary)
<u>CENTRE REQUIREMENTS</u>	:	Osindisweni District Hospital, Verulam
	:	Experience: Senior certificate/ Grade 12 certificate. National Diploma/Degree in Diagnostic Radiography. Registration certificate with the Health Professions Council of South Africa as an independent practitioner. Current annual registration practice receipt/card (2023/2024) with HPCSA. 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 1:** No experience required after registration with the HPCSA Council in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. One (1) year experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom to perform Community Service, as required in South Africa. **Grade 2:** Minimum 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 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 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 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: Sound knowledge of Diagnostic procedures and equipment. Sound knowledge of radiation control regulations, safety measures and policies, Sound knowledge of Diagnostic Radiography practice and ethos. Good communication, problem solving and interpersonal skills. Ability to work under stressful conditions and maintain meaningful relationship with all stakeholders.

DUTIES : To provide a high-quality Diagnostic Radiography services observing safe radiation protection standards. Provide radiation protection to patients, staff and the public. Execute all clinical procedures completely to prevent complications. Provide and participate in a 24 hour radiography services, night duty, week-ends and Public holidays. Inspect and utilize radiographic equipment professionally to ensure they comply with safety standards. Promote good health practises and ensure optimal care of patients. Give factual information to patients and clients on radiography. Assist junior personnel on Radiography related matters. Perform clerical and administrative duties when necessary. Participate in implementation of National Core standards, Quality Assurance and Quality improvement programmes, in-service trainings and Ideal Hospital Maintenance Framework. Promote Batho Pele Principles in the execution of duties for effective service delivery and observe patients' rights charter.

ENQUIRIES : Mrs. T.T. Mnyandu Tel No: 032-5419251

APPLICATIONS : To be forwarded to Mrs. T.T. Mnyandu, Osindisweni District Hospital, Private Bag X 15, Verulam, 4340

CLOSING DATE : 12 May 2023

POST 14/377 : **HUMAN RESOURCE PRACTITIONER (HRD) REF NO: SAH 07/2023 (X1 POST)**

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

CENTRE : ST Andrews Hospital: Human Resource Development
REQUIREMENTS : National Diploma/Degree in Human Resource Management / Public Management. 3-5 years' experience in Human Resource Development. Valid Driver's License. Computer literacy – Ms Office (Word, Excel, Outlook & Power Point. Proof of current and previous work experience endorsed and stamped by Human Resource department (certificate of service) (Only shortlisted candidates). Knowledge, Skills, Training and Competences Required: Knowledge and understanding of Skills development Act and other related acts and regulations. Good understanding of Human Resource policies and procedures. Good verbal, communication, and negotiation skills. Computer literacy with an in-depth knowledge of the PERSAL system. Sound understanding of Human Resource Practices and Development. Collecting and analyzing data for statistical purposes. Knowledge and skills in Human resources.

DUTIES : Develop and implement WSP. Perform duties as a skills development facilitator. Develop and maintain database for HRD training programme. To perform Human Resource Planning Functions. Monitor the implementation of HRD Strategies / Projects: Internships, Bursaries and Workplace Intergraded Learning. Compile and

monitor utilization of budget allocated to HRD and planning for the institution. Assist managers with continuous assessment of training needs. Monitor the implementation of EEP. Ensure proper and full implementation of EPMDs. Provide logistics for in service training. Conduct trainings and ensure analysis of training needs. Compile statistics and keep records of trainings undertaken. Provide and perform secretarial duties for IHETD Committee and all HR Planning and Development related meetings. To render an effective advisory service to management and employees in the hospital. Ensure the effective implementation of all human resource policies and legislation relating to human resource development and planning. Check and approve transactions on Persal and ensure effective and efficient record keeping.

- ENQUIRIES** : Ms NV Ndlovu Tel No: 039 433 1955 EXT 210
- APPLICATIONS** : Should be forwarded: The Chief Executive Officer, St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (only). Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate only when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof only when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.
- CLOSING DATE** : 09 May 2023
- POST 14/378** : **CLEANING AND GROUNDS MANAGER REF NO: CL&GMAN / 01/2022 (X1 POST)**
Sub-Component: Systems Management Services: Cleaning And Grounds
- SALARY** : R269 214 – R317 127 per annum. Other Benefits: 13th cheque Medical Aid (optional), Housing Allowance (conditions apply).
- CENTRE** : Prince Mshiyeni Memorial Hospital
- REQUIREMENTS** : Qualification: Diploma/ Certificate (higher than Snr. Certificate but lower than Degree/ National Diploma) Experience: Clerical/ Administrative 3- 5 years Recommendations: 3 years' experience as a Senior General Orderly / Cleaning supervisor in a public hospital environment Light Motor Vehicle driver's license Knowledge, Skills and Competencies Required: Ability to deal with Contracts/ Report writing skills/Problem solving and conflict resolution skills. Good Verbal and written communication Good knowledge of Human Resource Management and Administration and experience in supervision of staff. Knowledge of Infection control practices and Health and Safety principles. In depth knowledge of cleaning services within a health care facility. Experience of working with and supervising cleaning staff. Leadership and supervisor skills/ Communication and interpersonal skills Ability to plan and organize resources/ Ability to work independently.
- DUTIES** : Assess performance requirements and delivery schedules to ensure that cleaning services rendered by external service providers is in line with service level agreement. Examine performance requirements and delivery schedules of services provided by service providers to ensure that cleaning services is provided in terms of the agreed standards. Monitor progress constantly by inspecting wards, offices and premises, and provide feedback to the Systems Manager on service standards. Identify service deficiencies and hazards and report to management. Attend to complaints regarding hygiene, investigate and resolve problems. Manage all contracts pertaining to Cleaning of Buildings and grounds for the hospital. Manage all cleaning equipment within the institution. Ensure that all wards,

departments, passages, offices, halls, facilities as well as gardens and grounds are clean and tidy at all times and in compliance with the National Core Standards. Manage the 24 hour allocation of cleaning services at the institution by ensuring optimal utilization and rationalisation of cleaning resources. Manage all Staff evaluation, disciplinary and human resource matters pertaining to all cleaning staff within the hospital. Be part of the multi-disciplinary team responsible for ensuring compliance in terms IPC practices, Health and Safety and Quality Improvement. Prepare and compile all reports and data required for reporting to Management Supervise and undertake the more complex implementation and maintenance of human resource administration practices.

<u>ENQUIRIES</u>	:	Mr KM Ngcobo Tel No: 031-907 8516
<u>APPLICATIONS</u>	:	All applications to be forwarded to: The Hospital Manager Prince Mshiyeni Memorial Hospital; Private Bag X07, Mobeni; 4060
<u>FOR ATTENTION</u>	:	Mrs TZ Makanya
<u>NOTE</u>	:	Directions to candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacancies . The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83. All employees in the Public Service that are presently on the same salary scale, but on a notch/ package above as that of the advertised post are free to apply. 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). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups, African Male, Coloured Male, Indian Male and White Male/female are encouraged to apply for the post. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (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.)
<u>CLOSING DATE</u>	:	19 May 2023
<u>POST 14/379</u>	:	<u>HUMAN RESOURCE OFFICER (SUPERVISOR) REF NO: MAL CHC 11/2023</u>
<u>SALARY</u>	:	R269 214 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Home Owners Allowance.
<u>CENTRE</u>	:	Mfundo Arnold Lushaba CHC
<u>REQUIREMENTS</u>	:	Standard 10 / Grade 12; 3-5 years' Experience in Human Resource Practices; confirmation letter of current and previous relevant experience detailing all duties performed the duration and capacity they were employed endorsed by the Human Resource Manager on the official letterhead of the employer; only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the date of the interview. Recommendation: PERSAL Certificates; Valid driver's licence code 8/10; Extensive Knowledge in Human Resource Practices; Computer Literacy in MS word, MS Excel, MS outlook, MS power-point (Computer Certificate will be an added advantage) NB: All shortlisted candidates will be required to provide certified copies of educational qualification, Identity Document, Driver's License, Computer Certificate and proof of experience (not Z17) endorsed by HR office indicating clearly in detailed periods of experience and roles. Knowledge, Skills, Training, And Competence Required: Sound experience in Human Resource Management; Thorough knowledge of the procedures, policies and prescripts relating to Human Resource Management; In depth knowledge of a computerized Personnel Administration system (PERSAL);

DUTIES : Strong supervisory skills and Interpersonal Relations Skills; Communication skills written and spoken; Computer skills; Ability to maintain high level of confidentiality. Supervise the Human Resource Management; Training and Development of staff in Human Resource Practices Component; Perform more advanced personnel administrative duties such as dealing with disciplinary code, and grievance for HR practices; Assist with orientation and Induction of staff in HR Officers; Manages Performance Management and Development for HR Officers; Ensures effective debt management are in line with policies and procedures; To check and approve PERSAL transaction and give guidance to HR officers in respect of PERSAL functions; Ensure effective utilisation of resource in the Human Resource component; Assist with Human Resource Management activities as assigned by Assistant Director: HRM; Monitor and evaluate effective implementation of Human Resource policies and procedures; Knowledge of recruitment process, leaves, PILIR and service benefits; Management of overtime and commuted overtime; Ensure all records are maintain and updated regularly; Ensure HR Risk Management; Responsible for Human Resource Monthly, quarterly, annual Report and statistics.

ENQUIRES APPLICATIONS : Ms S Pillay: Assistant Director: HRM Tel No: 039 9728135

FOR ATTENTION CLOSING DATE : Applications to be forwarded to: The Assistant Director: HRM, Mfundo Arnold Lushaba Community Health Centre, Private Bag X07, Hibberdene, 4220

Miss S. Pillay

12 May 2023

POST 14/380 : **SUPPLY MANAGEMENT OFFICER REF NO: SMO AQ 21/2023 (X1 POST)**
Component: Supply Chain Management-Acquisition.

SALARY : R269 214 – R317 127 per annum (Level 07). Other Benefits: medical aid (optional), housing allowance: employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Eshowe District Hospital

Grade 12 / senior certificate. National Degree/Diploma in Supply Chain Management. Minimum of 3 years in experience in Supply Chain Management.).NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Knowledge, Skills, Training and Competencies Required: Knowledge of legislative framework governing the Public Service. Knowledge of supply chain management. Knowledge of SCM Procedures and policies in asset management. Good communication skills. Computer Literacy.

DUTIES : Responsible for Acquisition Management Sub-section. Ensure acquisition of goods, services and works are in line with Departmental SCM Delegations and Policies/prescripts. Assist end-users with evaluation of offers/quotations received. Ensure documents are compiled and prepared for awarding by Quotations Award Committee (QAC). Provide administration/secretarial support during QAC meetings. Implement risk management to prevent fraud and corruption. Submit procurement monthly reports or whenever required. Monitor staff performance through EPMDS. Ensure proper management of resources within the sub-component. Deal with disciplinary and grievance matters including monitoring and managing Absenteeism and referrals. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS)

ENQUIRIES APPLICATIONS : Assistant Director Finance: Ms Nzb Khanyile Tel No: 035-4734500

Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

FOR ATTENTION NOTE : Mrs GZ Dube: Human Resource Manager

Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No

faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

- CLOSING DATE** : 09 May 2023
- POST 14/381** : **SUPPLY MANAGEMENT OFFICER REF NO: SMO AST 22/2023 (X1 POST)**
Component: Supply Chain Management-Assets
- SALARY** : R269 214 – R317 127 per annum (Level 07). Other Benefits: medical aid (optional), housing allowance: employee must meet the prescribed requirements.
- CENTRE** : Eshowe District Hospital
- REQUIREMENTS** : Grade 12 / senior certificate. National Degree/Diploma in Supply Chain Management. Minimum of 3 years in experience in Supply Chain Management.). NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Knowledge, Skills, Training and Competencies Required: Knowledge of legislative framework governing the Public Service. Knowledge of supply chain management. Knowledge of SCM Procedures and policies in asset management. Good communication skills. Computer Literacy.
- DUTIES** : Oversee the proper management of assets from the compilation and stocktaking of the assets register. Responsible for write-off board of survey and loss control procedures where necessary. Conduct internal audits on a monthly basis. Investigate differences between stock count register and the inventory register. Update the disposal plan with the specific details of the items that are to be disposed. Maintain proper filing system and effective control of all order books. Co-ordinate in service training in order to promote service delivery. Compile and submit monthly returns and reports. Examine and update records relating to equipment, registers and requisitions. Support train and mentor supply chain management officials to ensure the imperatives and practices are implemented. Deal with disciplinary and grievance matters including monitoring and managing Absenteeism and referrals. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS).
- ENQUIRIES** : Assistant Director Finance: Ms Nzb Khanyile Tel No: 035-4734500
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
- FOR ATTENTION** : Mrs GZ Dube: Human Resource Manager
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required).

Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

- CLOSING DATE** : 09 May 2023
- POST 14/382** : **HUMAN RESOURCE OFFICER SUPERVISOR REF NO: HRS 24/2023. (X1 POST)**
Component: Human Resource Management-Practices.
- SALARY** : R269 214 – R317 127 per annum (Level 07). Other Benefits: medical aid (optional), housing allowance: employee must meet the prescribed requirements.
- CENTRE** : Eshowe District Hospital
- REQUIREMENTS** : Grade 12 / Senior certificate. Minimum of 3-5years' experience in Human Resource Management (Practices). NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Knowledge, Skills, Training and Competencies Required: Knowledge of legislative framework governing the Public Service. Knowledge of human resource management legislations and prescripts. Broad knowledge of the PERSAL System. Ability to maintain a high level of confidentiality. Good communication skills. Computer Literacy.
- DUTIES** : Supervise day to day functioning of Human Resource Practices ie service conditions and provisioning. Ensure that the employment practices i.e. recruitment & selection, appointments, verification of qualifications, transfers are in accordance with the policies and procedures. Check and approve PERSAL transactions according to delegations. Manage and maintain staff records on leave, PILLIR, housing, IOD and related matters. Prepare reports on human resource administration issues and statistics. Exercise direct control and supervision of staff and apply discipline. Attend to Performance Management for all Human Resource Officers.
- ENQUIRIES** : Assistant Director: Human Resource Management Mrs Gz Dube Tel No: (035) 473 4500
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
- FOR ATTENTION NOTE** : Mrs GZ Dube: Human Resource Manager
Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
- CLOSING DATE** : 09 May 2023

POST 14/383 : **HUMAN RESOURCE OFFICER SUPERVISOR REF NO: SAH 08/2023 (X1 POST)**

SALARY : R269 214 per annum. Other Benefits: 13th cheque, Home owners allowance (employee must meet prescribed requirements) and Medical Aid (Optional)

CENTRE REQUIREMENTS : ST Andrews Hospital: Human Resource Practices
: Senior Certificate (Grade 12) PLUS 3-5 years' experience in Human Resource Practices. Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Only shortlisted candidates) PLUS Computer literacy: (PERSAL), MS Office (Word, Excel, Power point & Outlook. Knowledge, Skills And Competencies: In depth knowledge of the PERSAL system, Knowledge of Public Service Polices, Acts and Regulations ,Good planning, organizational and problem solving skills ,Ability to draw and analyze reports ,Good communication and conflict resolution skills ,Good interpersonal human relations ,Ability to work as a team and work under pressure ,Working procedures in terms of working environment. Recommendations: National Diploma / Degree in Human Resource Management, Public Management/ Public Administration and Driver's License.

DUTIES : Ensure that staff recruitment and termination practices are conducted in terms of prescribed legislative imperatives , Ensure correctness and approval of all PERSAL transactions to minimize risks thereof and provide support and training to PERSAL users within the HR Practices Compile and record statistics on all issues pertaining to service conditions, Effective management of Debts for In-service and Out of Service employees ,Manage the administration and processing of all fringe benefits and allowances, Exercise supervision and monitor performance of all staff under your supervision, Implementation and interpretation of policies and procedures relating to HR, Participate in National Core Standards ,Handle human resource administration.

ENQUIRIES APPLICATIONS : Ms. NV Ndlovu Tel No: 039 433 1955 EXT 210
: Should Be Forwarded: The Chief Executive Officer, St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.

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

CLOSING DATE : 09 May 2023

POST 14/384 : **SUPPLY CHAIN MANAGEMENT PRACTITIONER- ACQUISITION REF NO: LRH 21/2023**

SALARY : R269 214 per annum. Other Benefits: 13TH Cheque, Housing Allowance (employees must meet the Prescribed requirements), (Medical Aid Optional)

CENTRE REQUIREMENTS : Ladysmith Regional Hospital
: Senior Certificate (Grade 12) Plus. Degree/National Diploma in supply Chain Management/financial management or Public Administration. A minimum of 3 to 5 years' experience in supply chain management environment. Recommendation: Valid Code B driver's License (Code 8). Knowledge, Skills, Training and Competences Required: Knowledge of Treasury regulations and Public Finance Management Act. Constitution of republic of South Africa (as amended). Public

service regulation. Knowledge of SCM Preferential Procurement Regulation 2022; Occupational Health and Safety Act; Batho Pele. Promotion of Access of information Act. Computer Literate with proficiency in MS Office software applications. Research and analysis, report writing and general writing. Problem solving, decision Making, risk management. NB: only shortlisted candidates will be required to submit certified copies of qualifications and proof of work experience endorsed and by employer prior to the date of interview.

DUTIES

: Compile detailed bidding documents with adequate information for prospective bidder to prepare goods and services to be provided. Ensure invitation of Quotations from supplies is in the accordance with SCM delegations. Evaluate quotations to ensure that they are in accordance with the criteria. Ensure that proper contract documents are signed. Establish data base of suppliers when obtaining quotations. Ensure compliance with Departmental SCM policy framework, practice notes, treasury regulations and standard operating procedures. Conduct internal audit and risk management within the area of responsibility and ensure compliance with policy and guidelines. Ensure effective and efficient utilization of resource allocated to the sub-section. Analyze the nature of the goods and services that must be procured, and based on the results of supplies analysis, identify the optimal acquisition process to be followed in terms of the preferential procurement regulation.

**ENQUIRIES
APPLICATIONS**

: Mr S.P.Ndlovu (Assistant Director: Supply Chain) Tel No: (036)638 0050
: All applications should be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X 9928, Ladysmith, 3370

**FOR ATTENTION
NOTE**

: Mr S.L.Dlozi
: 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 only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

CLOSING DATE

: 12 May 2023

POST 14/385

: **HUMAN RESOURCE PRACTITIONER REF NO: MCP/HRP/04/2023**

SALARY

: R269 214 per annum (Level 07). 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

**CENTRE
REQUIREMENTS**

: Malaria Control Programme (Jozini Centre)
: Senior Certificate / Standard 10 / Grade 12 Plus An appropriate Degree/Diploma in Human Science/Human Resource Management/ Public Management, 1-2 years' experience in Staff/ Labour Relations Component. Recommendation: Valid Driver's license (Code B or above), PERSAL Certificate. Knowledge, Skills, Training and Competencies Required: Broad knowledge and understanding of Human Resource Management legislations i.e. Labour Relations Act, Basic Condition of Employment Act, Grievance and Disciplinary Procedure ETC, Problem Solving Skill, Decision

		<p>Making, Human Relations and Communication Skills, Investigation and Presiding Skills, broad knowledge of PERSAL System.</p>
<u>DUTIES</u>	:	<p>Manage the functioning of staff Relations Section in order to ensure the provision of high quality service, Promote and maintain sound staff relations within the Institution and ensure adherence to Labour Relations Act, Basic Condition of Employment Act and other related legislative prescript, Attend to all Grievance, Disciplinary and misconduct cases in terms of laid down policies and procedures, Prepare reports for Staff Relations issues, Promote orderly collective bargaining within the Institution, Investigate and preside when need arises, Collect and analyze statistic in respect of Labour Related matters, Provide efficient conflict management resolution, Approval of transaction on Persal, Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements, Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives, Maintain and advance expertise: Continuous individual development to keep up with new policies, SOP and procedures.</p>
<u>ENQUIRIES</u>	:	<p>Ms. MF Dladla: Assistant Director: Human Resource management Tel No: 035 572 1021</p>
<u>APPLICATIONS</u>	:	<p>All applications should be forwarded to: The Human Resource Management Malaria Control Programme, Private Bag X 002, Jozini, 3969 or hand delivery to 304 Nsinde Road, Jozini, 3969</p>
<u>NOTE</u>	:	<p>Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae only. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and emailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after The closing date, they must accept that their applications were unsuccessful. Target Group: Preference will be given to the following candidates as per Employment Equity target: which is African Female or Any person with disability regardless of race and gender.</p>
<u>CLOSING DATE</u>	:	<p>12 May 2023</p>
<u>POST 14/386</u>	:	<p><u>ADMINISTRATIVE CLERK SUPERVISOR REF NO: SAH 12/2023 (X1 POST)</u></p>
<u>SALARY</u>	:	<p>R269 214 per annum (Level 07). Other Benefits: 13th cheque, Home owners allowance (employee must meet prescribed requirements) and Medical Aid (Optional)</p>
<u>CENTRE REQUIREMENTS</u>	:	<p>ST Andrews Hospital: Systems</p>
	:	<p>Senior Certificate PLUS An appropriate Degree / Diploma in Finance/Public Management PLUS 3-5 years clerical/ administration experience. Proof of current and previous experience endorsed and signed by HR Manager (Only shortlisted candidates). Knowledge, Skills and Competencies: Good communication skills (both verbal and written), Customer care, prioritization, stress management, planning and organizational skills, Cash register operating skill, Ability to maintain high level of confidentiality, Be computer literate with a proficiency in MS Office and Excel Software applications, Knowledge of PFMA and other relevant financial prescripts, In-depth knowledge of patient records management.</p>
<u>DUTIES</u>	:	<p>Maintain effective and efficient staff management in respect of giving guidance and supervision on the performance of duties. Co-ordinate in-service training in order to improve service delivery. Ensure effective management of patient records. Develop, implement, and monitor measures aimed at reducing waiting times in Patient Administration component. Develop, implement and monitor measures</p>

designed to optimize the collection of fees from the patients and medical aid schemes. Follow up on patients complaints and ensure they are dealt with promptly and efficiently. Conduct internal audit and risk management. Monitor budget and control the use of resources. Compile and submit weekly, monthly and quarterly reports. Monitor staff performance through EPMDS.

**ENQUIRIES
APPLICATIONS**

Ms. NV Ndlovu Tel No: 039 433 1955 Ext 210
Should be forwarded: The Chief Executive Officer, St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

09 May 2023

POST 14/387

LAUNDRY MANAGER REF NO: GJGM 17/2023 (X1 POST)

Component: Systems management services

This is a re-advertisement those who apply previously are free to re-apply.

SALARY

R218 064 per annum. Other Benefits: 13th Cheque, Home Owners Allowance & Medical Aid. Housing Allowance (To qualify: Employee must meet all the prescribed policy requirements)

**CENTRE
REQUIREMENTS**

General Justice Gizenga Mpanza Regional Hospital
Senior Certificate (Grade 12) or equivalent. Two (2) years supervisory experience in the Laundry/Linen Department. Recommendations: Knowledge of laundry procedures and the use of laundry equipment. Computer Literacy. Basic knowledge of Human Resource function. Knowledge of infection control, hygiene and cleanliness. Knowledge of Health & Safety matters. Supervisory skills. Good verbal and written, communication & interpersonal skills.

DUTIES

To provide guidance in correct linen handling and management so that the risk of infection transmission is minimized. The officer will prepare monthly feedback reports for unit managers as well as senior management. Compile and submit monthly, quarterly and annual reports to the Hospital, District office and to the Provincial level. Ensure that Laundry machines are serviced and fully functional. To ensure that all staff assessed through staff appraisal instrument EPMDS. To ensure effective and efficient of Laundry section and maintain human resources. To place order linen in time for utilization of linen budget and for patients wearing's. To ensure that Laundry department is adhered to the policies and procedures and SOP's. To ensure that linen soiled and clean linen is segregated according to the laid down procedures. To conduct departmental meetings with the staff and other relevant departments for the fully operative of Laundry. To ensure counting of items delivered by regional laundry and monitor the dates of deliveries. And both the driver and receiver signed the document. To ensure that time management is maintained. To do walkabout to the wards checking the linen stock with Operational managers and ensure enough stock at all times. To ensure that SLA are adhered to service delivery. This officer will be an overall manage, monitor and control linen equipment and staff performance appraisal. To ensure effective, efficient and economically utilization of resources in laundry department. Deal with grievances and disciplinary matters in accordance with the relations act. Do stocktaking, sorts items and counts and records the number of items soiled. Supervise, control and

co-ordinate the receiving and dispatching of linen. Implement basic health and safety in the work place. Supervises the daily operations of the laundry, linen and uniform room to ensure adherence to organizational procedures and standards. Skilled multitasked able to handle a high volume of laundry area maintenance tasks with speed and accuracy. Oversees various laundry projects as necessary and clean laundry equipment and work area on a regular basis. To ensure that an adequate quantity of linen is maintained throughout the hospital by restocking and delivering clean linen to all parts of the hospital. Plan, organize, develop, implement, evaluate and direct the programs and activities of the housekeeping and laundry departments. To ensure healthcare practices and reviews daily laundry services provided to healthcare organization by organizing and coordinates the right processes. To give reports, advise to Senior Management about challenges and positive reports for patient's dignity.

**ENQUIRIES
APPLICATIONS**

: Mr SS Goba (Deputy Director: Facilities) Tel No: (032) 4376156
 : Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450

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). Certified copies of ID, educational qualifications and other relevant documents will be requested for submission only from shortlisted candidates. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). s. 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. The Department reserves the right to or not to make appointment(s) to the advertised post(s). Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.

CLOSING DATE

: 12 May 2023

POST 14/388

: **PRINCIPAL TELECOM OPERATOR REF NO: PTO 10/2023 (X1 POST)**
 Component: Systems Management-Telecommunications

SALARY

: R218 064 - R256 860 per annum. Other Benefits: medical aid (optional), housing allowance: employee must meet the prescribed requirements.

**CENTRE
REQUIREMENTS**

: Eshowe District Hospital
 : Grade 12 / Senior certificate. Minimum of 2 years' Administration/Clerical experience. NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Knowledge, skills, training and competencies required: Knowledge of legislative framework governing the Public Service, ie Labour Relations Act, Basic conditions of employment Act, Occupational Health & Safety Act. Batho Pele principles. Verbal and written communication. Computer Literacy

- DUTIES** : Ensure that all telecommunication equipment is in good working order. Monitor private telephone usage and prepare printouts for payment. Supervision of all telecom operators. Deal with disciplinary and grievance matters including monitoring and managing Absenteeism and referrals. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS). Plan and organise day/night shift rosters. Liaise with service providers regarding telephone movement and installation of lines. Update the departments extension list regularly.
- ENQUIRIES** : Acting Assistant Director-Facilities Management: Mrs LI Ntuli Tel No: (035) 473 4500.
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
- FOR ATTENTION NOTE** : Mrs GZ Dube: Human Resource Manager
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required), Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
- CLOSING DATE** : 09 May 2023
- POST 14/389** : **FOOD SERVICE MANAGER REF NO: MOS/FSM/01/2023 (X1 POST)**
- SALARY** : R218 064 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements).
- CENTRE REQUIREMENTS** : Mosvold District Hospital
: National Senior Certificates (Grade 12). 3 years National Diploma/ Degree in Food Service Management/ Food and Beverage Management/ Catering Management. 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: Operation of food service system. Nutrition, menu planning and recipe development. Different types of therapeutic diets. Stock control procedures. Production Management. Food service equipment and kitchen floor layout. Food safety and HACCP principles. Infection prevention and control. Risk management. Budgeting and cost control. Strategic and operational planning.
- DUTIES** : Control shrinkage of stock; Over/ false ordaring of meals by the wards. Compile and implement Operational Plan, Quality improvement Plan and Develop Operational Policies. Manage and control the food service budget utilization. Develop business and procurement plans that will guide the facility. Verify quality and quantities of procured received goods and products at all times and practice FIFO system. Verify contractors and suppliers performance againts Service Level Agreements that are submitted for cleaning before the processing of payments by the Finance Department. Implement HACCP (food safety) principles. Ensure acceptance and nutritiously balanced diets that will enhance optimal health status

of patients are provided. Ensure the safe, efficient, effective and economical utilization of resources allocated to the sub component including development of staff. Manage EPMDs. Conduct training and workshops. Ensure healthy and safety working environment by controlling infections, food contamination, staff personal hygien, wearing of protective clothing and proper usage of equipment and cleaning chemicals. Ensure that equipment and machinery is appropriately operated, maintained, replaces and safety kept. Make inputs in the planning and upgrading of floor layout and equipment of the unit to achieve service efficiency.

ENQUIRIES : Mr. PP. Nyawo (Assistant Director: Systems) Tel No: 035 591 0122 EXT 106
APPLICATIONS : Should be forwarded to : The Assistant Director: HRM, Mosvold Hospital Private Bag X2211, Ingwavuma, 3968
FOR ATTENTION : Mr. SS. Langa
CLOSING DATE : 09 May 2023

POST 14/390 : **ARTISAN PRODUCTION: PLUMBER REF NO: GS 40/23 (X2 POSTS)**
 Component: Maintenance Department

SALARY : R199 317 per annum, plus 13th cheque, medical aid (optional), homeowners allowance (employee must meet prescribed requirement)

CENTRE : Greys Hospital, Pietermaritzburg
REQUIREMENTS : Completion of an Apprenticeship and recognized Trade Test (Plumber) (Under the Manpower training act 1981) Drivers license NB! Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. Knowledge, Skills, Attributes And Abilities Basic knowledge of the Public Service Labour Relations Act Skills Development Act Public Service Act, Public Service Regulations, Employment Equity Act, Occupational Health and Safety Act Basic Conditions of Employment Act Public Finance Management Act Treasury Regulations and Practice Notes Batho Pele Principles. Knowledge of reading drawings, plans for drain laying and town by laws. Knowledge of waste discharge pipes and venting of same. Knowledge of storm water drains and channels. Knowledge of sheet metal such as fabrication and flashings, vent cones, galvanised down pipes, offsets, gutter outlets and soldering of same.

DUTIES : Installation, repairs and maintenance on high pressure and low pressure type geysers. Installation and repairs on toilets, urinals and other ablation facilities such as showers and bath etc. Installation and repairs on sewerage and water reticulation system. Clear blocked drains, gutters, down pipes, waste water lines and branch lines. Take and record water supply recordings daily. Maintenance on fire hose main supply lines, fire hoses and fire hydrants. Hot and cold water reticulations and balanced pressure connections, installation and pressure testing. Exercise control of tradesman aid. Installation of gutters and down pipes. Be responsible to ensure cleaning of workplace is carried out properly. Repair to burst asbestos and galvanised pipes. Servicing of main water pipes valves. To supervise handyman and assist other tradesman when requested to do so by the maintenance supervisor. Attend safety and practical orientated training courses and lectures. Exercise control of Tradesman aid. Exercise control over equipment, tools and keep in good working order. Keep an up to date and current equipment register. Be responsible for materials issued and completed job. Always adhere to safe working practices. (In accordance to the O.H & S. ACT85/1993). Daily reporting of faults, job progress and daily completion of job cards, time sheets as per auditors instruction. To perform standby duties and after-hours calls out. These duties at times can include the duties associated with other trades such as fitter, plumber and carpenter. Work overtime with remuneration when considered and with the approval of the Maintenance supervisor. Be prepared to visit primary health clinics to perform maintenance duties when required. Must be prepared in times of crisis to perform other essential services such as strikes, floods etc. Take responsibility for in-house training and advancement of subordinates.

ENQUIRIES : Mr. S.R. Muthwa Tel No. 033 897 3465
APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200

FOR ATTENTION : Mr K.B Goba
NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new

Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, Indian Male, White Male
09 May 2023

CLOSING DATE

POST 14/391

ARTISAN PRODUCTION -ELECTRICIAN REF NO: SAH 11/2023 (X1 POST)

SALARY

R199 317 per annum. Other Benefits: 13th cheque, Home owners allowance (employee must meet prescribed requirements) and Medical Aid (Optional)

CENTRE

ST Andrews Hospital: Systems

REQUIREMENTS

Grade A: Grade 10 / Standard 8 certificate or equivalent. Recognized trade test in the Electrical Field in terms of section 13(2)(h) of the Manpower Act of 1981 as amended Plus. Valid Code 08 Drivers License. 1-2 years appropriate/ recognizable experience as an Electrician after obtaining the relevant trade test. **Grade B:** Grade 10 / Standard 8 certificate or equivalent. Recognized trade test in the Electrical Field in terms of section 13(2)(h) of the Manpower Act of 1981 as amended Plus. Valid Code 08 Drivers License .14 years appropriate/ recognizable experience as an Electrician after obtaining the relevant trade test. Knowledge, Skills and Competencies: Knowledge of Occupational Health and Safety Act. Technical analysis knowledge and Computer aided technical applications. Report writing and production process knowledge and skills. Decision making, team work, creativity, Self-Management and analytical skills. Customer focus and responsiveness, communication, planning and organizing and computer skills. Recommendations: Apprenticeship in Electrical.

DUTIES

Ensure adherence to safety standards, requirements and regulations. Supervise handyman and assist tradesmen, when requested to do so by Maintenance supervisor. Exercise control of tradesman Aid, equipment / tools and keep in good working order. Daily reporting of faults, job progress and daily completion of job cards/ time sheets. Inspect equipment for technical faults. To perform standby duties and after hours call outs. Visit primary health care clinics to perform maintenance duties when required. Take responsibility for in-house training and advancement of sub-ordinates. Maintain Expertise-continuous individual development to keep up with new technologies and procedures. Provide inputs for operational plan and compile and submit reports. Produce designs according to specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Maintain quality assurance of produced

ENQUIRIES

Mr MM Ndlovu Tel: 039 433 1955 EXT 237

APPLICATIONS

Should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.

FOR ATTENTION

Human Resource Manager

NOTE

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

CLOSING DATE

09 May 2023

POST 14/392

ARTISAN PRODUCTION - PLUMBER REF NO: SAH 10/2023 (X1 POST)

SALARY

R199 317 per annum. Other Benefits: 13th cheque, Home owners allowance (employee must meet prescribed requirements) and Medical Aid (Optional)

CENTRE REQUIREMENTS : ST Andrews Hospital: Systems
: **Grade A:** Grade 10 / Standard 8 certificate or equivalent. Recognized trade test in the Plumbing Field in terms of section 13(2)(h) of the Manpower Act of 1981 as amended Plus. Valid Code 08 Drivers License .1-2 years appropriate/ recognizable experience as Plumber after obtaining the relevant trade test. **Grade B:** Grade 10 / Standard 8 certificate or equivalent. Recognized trade test in Plumbing in terms of section 13(2)(h) of the Manpower Act of 1981 as amended Plus. Valid Code 08 Drivers License .14 years appropriate/ recognizable experience in Plumbing after obtaining the relevant trade test. Knowledge, Skills and Competencies: Knowledge of Occupational Health and Safety Act. Technical analysis knowledge and Computer aided technical applications. Report writing and production process knowledge and skills. Decision making, team work, creativity, Self-Management and analytical skills. Customer focus and responsiveness, communication, planning and organizing and computer skills.

DUTIES : Ensure adherence to safety standards, requirements and regulations. Supervise handyman and assist tradesmen, when requested to do so by Maintenance supervisor. Exercise control of tradesman Aid, equipment / tools and keep in good working order. Daily reporting of faults, job progress and daily completion of job cards/ time sheets. Inspect equipment for technical faults.to perform standby duties and after hours call outs. Visit primary health care clinics to perform maintenance duties when required. Take responsibility for in-house training and advancement of sub-ordinates. Maintain Expertise-continuous individual development to keep up with new technologies and procedures. Provide inputs for operational plan and compile and submit reports. Produce designs according to specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Maintain quality assurance of produced objects

ENQUIRIES APPLICATIONS : Mr. MM Ndlovu Tel: 039 433 1955 EXT 237
: Should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.

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

CLOSING DATE : 09 May 2023

POST 14/393 : **ARTISAN PLUMBER REF NO: OTH CHC 13/2023 (X1 POST)**

SALARY : R199 317 per annum. Other Benefits: 13TH Cheque, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements)

CENTRE REQUIREMENTS : Othobothini Community Health Centre
: Grade 12 or Equivalent qualification, Minimum of 0-2 years' experience, Computer Literacy and A valid driver's license Recommendation: Understanding of the hospital and clinics setup. Knowledge, Skills, Attributes And Abilities Legislative framework governing the Public Service. Basic knowledge of the use of hand held tools and power driven tools and machinery. Knowledge of basic maintenance and repair of broken pipes. Knowledge of safety systems of work. Ability to work independently.

DUTIES : Installation, repairs and maintenance of high pressure and low pressure and geysers. Installation and repairs to toilets, annals and other ablution facilities such as showers and baths etc. Installation and repairs to sewerage and water reticulation systems. Clear blocked drains, gutters, down pipes, waste water lines and branch lines. Take and record water supply readings daily. Maintenance on fire hose main supply lines, fire hoses and fire hydrants. Daily reporting of faults, job progress and daily completion of job cards / time sheets as per auditor's instruction. Be prepared to visit primary health clinics to perform maintenance duties when required. Installation of gutters and down pipes asbestos and galvanized pipes. Compile and submit report, provide inputs on the compilation of technical reports. Deputize as Section head in the absence of Chief Artisan. Form part of multidisciplinary team doing rounds in the hospital and clinics: and take necessary step to fix all identified shortfalls.

ENQUIRIES APPLICATIONS : Mr. K Dlamuka Tel No: 035 572 9002
: Please forward applications quoting reference number to: The Human Resources Manager, Othobothini CHC, Private Bag X 012, 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. Applicants are not required to submit copies of ID, Std 10 Certificate, educational qualifications, Certificate of service/Proof of experience signed by HR officer such Documents will be required only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful, African Males are most welcome to apply.

CLOSING DATE : 12 May 2023

POST 14/394 : **ARTISAN PLUMBER REF NO: OTH CHC 13/2023 (X1 POST)**

SALARY : R199 317 per annum. Other Benefits: 13TH Cheque, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements)

CENTRE REQUIREMENTS : Othobothini Community Health Centre
: Grade 12 or Equivalent qualification, Minimum of 0-2 years' experience, Computer Literacy and A valid driver's license Recommendation: Understanding of the hospital and clinics setup. Knowledge, Skills, Attributes and Abilities Legislative framework governing the Public Service. Basic knowledge of the use of handheld tools and power driven tools and machinery. Knowledge of basic maintenance and repair of broken pipes. Knowledge of safety systems of work. Ability to work independently.

DUTIES : Installation, repairs and maintenance of high pressure and low pressure and geysers. Installation and repairs to toilets, annals and other ablution facilities such as showers and baths etc. Installation and repairs to sewerage and water reticulation systems. Clear blocked drains, gutters, down pipes, waste water lines and branch lines. Take and record water supply readings daily. Maintenance on fire hose main supply lines, fire hoses and fire hydrants. Daily reporting of faults, job progress and daily completion of job cards / time sheets as per auditor's instruction. Be prepared to visit primary health clinics to perform maintenance duties when required. Installation of gutters and down pipes asbestos and galvanized pipes. Compile and submit report, provide inputs on the compilation of technical reports. Deputize as Section head in the absence of Chief Artisan. Form part of multidisciplinary team doing rounds in the hospital and clinics: and take necessary step to fix all identified shortfalls.

ENQUIRIES APPLICATIONS : Mr. K Dlamuka Tel No: 035 572 9002
: Please forward applications quoting reference number to: The Human Resources Manager, Othobothini CHC, Private Bag X 012, 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. Applicants are not required to submit copies of ID, Std 10 Certificate, educational qualifications, Certificate of service/Proof of experience signed by HR officer such Documents will be required only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful, African Males are most welcome to apply.

- CLOSING DATE** : 12 May 2023
- POST 14/395** : **ADMINISTRATIVE CLERK (TRANSPORT) REF NO: OSI AC: 17/2023 (X1 POST)**
- SALARY** : R181 599 per annum. Other Benefits: 13th cheque, medical aid (optional), Housing allowance (employee must meet prescribed requirement).
- CENTRE REQUIREMENTS** : Osindisweni District Hospital, Verulam
Grade 12 (Standard 10) certificate. A valid driver's license. 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 communication, problem solving and interpersonal skills. Ability to work under stressful conditions and maintain meaningful relationship with all stakeholders.
- DUTIES** : To ensure effective and efficient transport services is provided to the institution. To ensure that log books are completed after each trip. To ensure vehicles are kept clean and in a roadworthy condition. To ensure that monthly reports are completed correctly and forwarded to district office. To ensure vehicles, fuel cards and keys are kept safe at all times. Ensure standby driver is always available. Coordinate fleet management meetings. Do requests for overtime. Compile rosters including standby. Supervise staff. Complete monthly reports and submit to District Office
- ENQUIRIES APPLICATIONS** : Mr S.M.C. Caluza Tel No: 032-5419224
To be forwarded to Mr S.M.C. Caluza, Osindisweni District Hospital, Private Bag X 15, Verulam, 4340
- CLOSING DATE** : 12 May 2023
- POST 14/396** : **DRIVER REF NO: OSI D 18/2023 (X1 POST)**
- SALARY** : R151 884 per annum Other Benefits: 13th cheque, medical aid (optional), Housing allowance (employee must meet prescribed requirement).
- CENTRE REQUIREMENTS** : Osindisweni District Hospital, Verulam
Grade 10 (Standard 08) certificate. A valid code 10 (C1) driver's license and PDP. 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 transport policies and procedures. Knowledge of hazardous substances act. Occupational health and safety act. Good communication, problem solving and interpersonal skills. Ability to work under stressful conditions and maintain meaningful relationship with all stakeholders.
- DUTIES** : Drive motor vehicle to transport staff/passengers, goods, medication and items as directed by the supervisor. Safe guard the state vehicle from damage and theft by making sure that all doors are locked and all security devices are activated. Timely report vehicle defects to the supervisor. Keep prescribed records and transport requisitions with regards to the vehicle and goods. Perform vehicle checks, for worn tyers, tyre pressure, water, oil and fuel. Hand all documents with regards to use of state vehicles to the supervisor, e.g. transport requisition, petrol card slips, toll free fuel. Transport or send blood and specimen to laboratory for testing. Collects blood and specimen from laboratory back to the institution. Transport of on call maintenance staff
- ENQUIRIES** : Mr S.M.C. Caluza Tel No: 032-5419224

APPLICATIONS : To be forwarded to Mr S.M.C. Caluza, Osindisweni District Hospital, Private Bag X
15, Verulam, 4340

CLOSING DATE : 12 May 2023