

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

The KwaZulu-Natal Department of Health is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.

ERRATUM: (For Osindisweni District Hospital): Kindly take note that the following posts advertised Public Service Vacancy Circular 13 dated 14 April 2023 namely: Operational Manager (General Wards) with Ref No: OSI OM 11/2023 (post 13/94), Operational Manager (General – Night Duty) with Ref No: OSI OM 12/2023 (post 13/95) and Administrative Clerk (General-PHC) with Ref No: OSI ADMIN 13/2023 (post 13/140) has been withdrawn and also take note that post of Administrative Clerk (Transport) with Ref No: OSI AC: 17/2023 (post 14/395) advertised in Public Service Vacancy Circular 14 2023 dated 21 April 2023 has been withdrawn.

OTHER POSTS

<u>POST 15/186</u>	:	<u>CLINICAL MANAGER (OBSTETRICS & GAYNEA) REF NO: MURCH-20/2023</u>
<u>SALARY</u>	:	R1 288 095 per annum, plus: (70% inclusive package). Other Benefits: Employee must meet prescribed Requirements), Medical Aid (Optional)
<u>CENTRE</u>	:	Murchison Hospital
<u>REQUIREMENTS</u>	:	Senior certificate /Grade 12 or equivalent MBCHB Degree or equivalent qualification Current registration certificate with Health Professional Council of South Africa as a Medical Practitioner. At least six (6) years' experience as a Medical Officer after registration as Medical Practitioner with the Health Professional Council of South Africa – of which, two or more years in the O & G department will be an added advantage Applicants in possession of a foreign qualification must attach the evaluation certificate from the South African Qualifications Authority (SAQA) only shortlisted candidate Knowledge, Skills And Competencies Possess good knowledge of Human Resources Management, budgeting, programme planning, implementation and evaluation, information management and quality assurance programmes. Ability to diagnose and manage common Medical problems including Emergencies in major disciplines. Ability to manage HIV/AIDS and TB Comorbidity (PMTCT included). Possess good surgical skills. Ability to develop policies. Good communication skills, leadership, decision making and clinical skills. Sound knowledge in Obstetrics and Gynaecology Sound knowledge of clinical procedures and protocols. Assessment and management of critical ill patients. Ability and experience in teaching, research and administration Ability to teach junior doctors and participate in continuing professional development. Ability to participate in commuted overtime Computer literacy will be added advantage Diploma in Obstetrics or other post-graduate qualification (e.g. ultrasound training) will be an added advantage.
<u>DUTIES</u>	:	Deputies the Medical Manager and chair meetings related to good clinical governance in the hospital. General relief to other Department, in the absence of the medical officer in charge. Management of common medical, pediatric, surgical, obstetrical and gynecological conditions and procedures performed in a District hospital, and also administration of anesthesia. Assist with human resource development for medical staff. Provide guidance, training, evaluation and mentoring of junior medical officers, including EPMDS Ensuring effective utilization of all resources in the clinical field within the sphere of functioning. Assisting team members with quality assurance, quality improvement projects, mobility and mortality reviews and monthly audits Ensure the provision and support of outreach/PHC service Organize allocation of Doctors and clinical services. Develop, maintain and audit the correct implementation of clinical protocols and guidelines, implement and maintain an efficient, effective and seamless service delivery process within the Institution and referring facilities. Align clinical service delivery plans with hospital plans and priorities. Ensure Compliance with National Core Standards (NCS). Participate in the continued medical education programme in the institution. Participate in the extended management activities. Ensure a functional referral system. Ensure Clinical Governance within the Discipline.
<u>ENQUIRIES</u>	:	Dr. S Lachman Tel No: 039-6877311 ext. 106

- APPLICATIONS** : All applications should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 18/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) when the applicant is shortlisted. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof when the applicant is shortlisted. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.
- CLOSING DATE** : 26 May 2023
- POST 15/187** : **DEPUTY DIRECTOR: DISTRICT HEALTH SERVICE DELIVERY AND PLANNING REF NO: ZUL/02/2023**
- SALARY** : R811 560 per annum (Level 11). Other Benefits may include: 13th cheque, Medical Aid (optional) & housing allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Zululand Health District office, Ulundi
: Senior certificate /Grade 12. Bachelor Degree /National Diploma in Health Science/ Management Science. 3-5 years managerial experience in Public Health Service. Computer literacy. A valid driver's license. Proof of work experience/certificate of service endorsed by HRMS. Only shortlisted candidate will submit proof. Skills: Ability to lead and work with the team. Ability to think critically in difficult situations and make independent decisions. Strong communication, negotiation and presentation skills. Managerial and facilitation skills. An understanding of the challenges facing the public health sector. Ability to translate strategic and transformation objectives into practical planning frames. Proven initiative, decisiveness, dedication and the ability to acquire new knowledge swiftly. Good knowledge of the District Health System. Knowledge of MS Office software applications.
- DUTIES** : Facilitate strategic and other planning workshops within the district to ensure consultation, buy-in and determination of priorities. Ensure the timeous development and monitoring of the plans (HR Plan, Budget, Procurement, Infrastructure etc.) Analyse and critique the planning inputs of components and provide technical advice ensuring that the stated goal, objectives and targets are realistic, measurable and attainable. Monitor and evaluate the performance of institutions to comply with public health service delivery planning imperatives and develop innovative solutions to overcome the identified barriers. Develop policies and strategies aimed at improving service delivery. Ensure effective, efficient and economical management of allocated resources of the Division, IPC, QA and Data Management. Support all district programmes and service delivery activities. Deputize District Director in his absence.
- 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: 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: 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 : 22 May 2023

POST 15/188 : **CLINICAL PSYCHOLOGIST REF NO: GTN 18/2023 (X1 POST)**

SALARY : Grade 1: R790 077 per annum, (all-inclusive package)
Grade 2: R918 630 per annum, (all-inclusive package)
Grade 3: R1 063 611 per annum, (all-inclusive package)
Other Benefits: Employee must meet prescribed Requirements), Medical Aid (Optional)

CENTRE REQUIREMENTS : Murchison Hospital

: Senior Certificate /Grade 12 plus **Grade 1:** Masters in Clinical Psychology plus Registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist plus One (1) year of experience after registration as a Clinical Psychologist with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** master's in clinical psychology plus Registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist plus Eight (8) years of experience after registration with the HPCSA as a Psychologist & Requires nine (9) experience after registration as a Clinical Psychologist with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Masters in Clinical Psychology plus Registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist plus Sixteen (16) years after registration with HPCSA as a Clinical Psychologist & Requires seventeen (17) years of experience after registration as a Clinical Psychologist with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Masters in Clinical Psychology plus Registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist plus Sixteen (16) years after registration with HPCSA as a Clinical Psychologist & Requires seventeen (17) years of experience after registration as a Clinical Psychologist with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Non- South African citizen applicants should provide - a Valid work permit in conformance with HR circular 49/2008 obtainable from any government department and an Endorsement certificate from FWMP (only when shortlisted). Knowledge, Skills And Competencies Sound clinical knowledge regarding Clinical Psychology diagnoses, assessment and treatment procedures Knowledge and the ability to administer and interpret psychological tests Ability to function and contribute in a multi-disciplinary team Mentor and in-service junior staff, nurses, interns and students Excellent Communication and interpersonal relationship skills Quality Assurance and Improvement Problem solving skills Planning and organizing Offer outreach services Medico legal work.

<u>DUTIES</u>	:	Assess persons by means of clinical interviews Administer and write reports on psychometric assessments Ability to conduct individual, group and family psychotherapy Ability to communicate with patients and relatives Maintain accurate records and statistics Develop and implement policies in keeping with Provincial and National DOH Guideline.
<u>ENQUIRIES</u>	:	Ms. P.P.L Nkala Tel No: (033) 4139 400. Ext 410
<u>APPLICATIONS</u>	:	Applications forwarded to: Human Resource Manager, Private bag X5562, Greytown, 3250. Hand delivery: Bell Street extension, Greytown Hospital.
<u>FOR ATTENTION</u>	:	Mrs Z.J Ngobe
<u>NOTE</u>	:	The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website www.kznhealth.gov.za . The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. GTN 18/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.
<u>CLOSING DATE</u>	:	19 May 2023
<u>POST 15/189</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (SPECIALTY) REF NO: PMMH/OMN/SPEC/CSSD 01/2023 (X1 POST)</u>
<u>SALARY</u>	:	R627 474 – R703 752 per annum. Other Benefits Home Owner Allowance (conditions apply) 13 th Cheque Medical Aid (Optional) In-hospital Area Allowance (8% of Basic Salary)
<u>CENTRE</u>	:	Prince Mshiyeni Memorial Hospital
<u>REQUIREMENTS</u>	:	Operational Manager Nursing Grade 1(Specialty) Basic R425 qualification (i.e. Degree/Diploma) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a “Professional Nurse” A post basic nursing qualification in ‘Operating Theatre Nursing Science’ with duration of at least 1 year accredited with SANC. Certificates of registration with SANC as a Professional Nurse and other relevant post basic qualification. Only Shortlisted candidates will be required to submit proof of current registration with SANC (2023). Experience: A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/ recognizable experience after obtaining the one 1 year post basic qualification in Operating Theatre Nursing Science. Recommendation: CSSD Foundation Course Certificate from Accredited Companies that is less than Five (5) years Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and it impacts on service delivery. Demonstrate effective communication with patients, supervisors and other members of the multi-disciplinary team. Ensure clinical nursing practice by nursing team (unit) in accordance with the scope of practice and standards as determined. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by management. Good human relations displaying a concern for patients,

promoting and advocating proper treatment and care including a willingness and awareness to respond to patient 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.

DUTIES

: Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in the CSSD, in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the CSSD. Manage, supervise, guide staff and keep records and statistics as required. Manage assets, consumables, and services effectively. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Provide relief services within the team and provide after hour cover and work shifts as required. 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. 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 Z83. 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 Female / Male 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

: 26 May 2023

POST 15/190

: **OPERATIONAL MANAGER NURSING (MATERNITY) REF NO: OMN/MAT/06/2023 (X1 POST)**

SALARY

: R627 474 – R703 752 per annum. Benefits: 13th cheque, Rural Allowance (provided the post meets the Requirements), Home owners allowance (employee must meet Prescribed requirements), Medical Aid (Optional)

**CENTRE
REQUIREMENTS**

: Kwamashu Community Health Centre
: Basic R425 qualification – Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. One year post basic qualification in Advanced Midwifery. Current registration with SANC as a Professional Nurse (2023 SANC receipt). A minimum of 9 years appropriate/recognizable experience in

nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining one (1) year post basic qualification in the relevant specialty. Only shortlisted candidates will submit proof of current registration. Knowledge, Training, Skills & Competencies 'required Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labour relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. 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 counselling skills. Computer skills in basic programs.

DUTIES

: Ensure that maternal and neonatal programs are implemented. Improve health systems for mothers and babies. Ensure saving mothers/Babies recommendations are being implemented. Develop and implement quality assurance policies, programs and operational plans. Implement standards, practices and indicators for maternal and neonatal care. Facilitate and Ensure perinatal mortality meetings are being conducted and develop Quality improvement projects. Ensure elimination of Mother to Child transmission of HIV is maintained through implementation of relevant policies and guidelines. Facilitate and monitor ESMOE, BANC, PPIP & HBB in the unit. Strengthen Reproductive Health and Postnatal Services. Ensure that CHC maintains MBFI status. Improve Data Management system and ensure timeous submission to FIO. Ensure effective utilization of resources. Ensure Infection Prevention and Control policies are implemented in the unit. Monitor and evaluate staff performance (EPMDS). Monitor and maintain Ideal CHC status. Provide effective and professional leadership in clinical governance to ensure clinical accountability and quality patient care. Coordination of optimal, holistic specialized nursing care provided within set standards and professional, legal framework. Promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety committees.

**ENQUIRIES
APPLICATIONS**

: Mr. TJ Mthabela Tel No: 031 504 8054
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance at P61 Mkhawane Road, Kwa-Mashu, 4360 or posted to Private Bag X013, Kwa-Mashu, 4360

NOTE

: Application for employment form (new form Z83); which is obtainable at any Government Department or from the Website – www.kznhealth.gov.za. Applicant must submit Z83 and updated Curriculum Vitae (CV) only. Copies of Identity document, driver's license, highest educational qualifications and professional registration certificates must not be submitted when applying for employment. These will be requested only from shortlisted candidates. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert (only from shortlisted candidates). 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. OMN/LIND/05/2023. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, 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. Due severe budgetary constraints that the CHC is currently facing, candidates are respectfully advised that the following cost cutting measures will apply, Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The CHC has a limited accommodation; therefore incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty. Interim accommodation in a form of Bed and Breakfast or Hotel Accommodation will not be provided. Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the

website www.kznhealth.gov.za (effective from 01.01.2021). Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

- CLOSING DATE** : 19 May 2023
- POST 15/191** : **CLINICAL PROGRAM COORDINATOR: QUALITY ASSURANCE REF NO: PSH 11/ 2023 (X1 POST)**
- SALARY** : R497 193 per annum. Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Port Shepstone Regional Hospital
: Matric / Senior Certificate. Diploma in General Nursing & Registration with the SANC as a General Nurse. At least 7 years' experience as a professional nurse. Current SANC receipt for 2023. Computer Literacy. Only shortlisted candidates will submit/attaché proof/qualifications Recommendation Driver's License. Knowledge, Skills and Competencies Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC Acts, rules and regulations. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Good communication skills – verbal and written. Good leadership, interpersonal, problem-solving, conflict management, decision-making, coordinating and negotiation skills. Good facilitation skills. Knowledge and experience in implementation of Batho Pele Principles and Patients Rights Charter, Code of Conduct and Labour Relations Knowledge of National core Standards and other relevant public service programmes.
- DUTIES** : Develop and implement quality assurance Programme, guidelines, protocols, norms and standards. Develop and implement Quality Assurance Operational Plan and participate in the development of Institutional Plan. Coordinate and facilitate the development of the institutional Quality Improvement Programme and monitor progress on implementation. Maintain and sustain norms, standard and good governance in clinical and non-clinical areas. Promote and facilitate the implementation of guidelines, standard operating procedures and policies. Review and evaluate patient's medical records in line with the Ideal Clinic and Regulated Norms and Standards. Facilitate clinical audits and ensure implementation of action plans on identified gaps. Facilitate monitoring and timeous reporting of adverse events (Patient Safety Incidents) and ensure implementation of recommendations / action plans for the gaps identified. Monitor public relation activities (waiting time surveys, patient experience of care surveys and complaints management) Ensure effective communication on matters pertaining to quality. Attend and give input at different committee meetings on quality related issues. Consult / advice HOD's on quality matters. Attend relevant workshops and in-service training and give feedback to relevant staff members. Provide in-service training on relevant quality issues. Improve compliance to Regulated Norms and Standards. Ensure that institutional Regulated Norms and Standards self-assessments are conducted in all departments. Compile reports on Regulated Norms and Standards together with Clinical Governance Committees and submit to management team and all supervisors. Facilitate the development of quality improvement plans for identified gaps. Monitor implementation of quality improvement plans from Regulated Norms and Standards assessment on quarterly basis through Quality Assurance random departmental rounds and progress reports. Participate in District and Peer Review Regulated Norms and Standards assessments. Ensure timeous submission of monthly and quarterly reports to Management and or District Office.
- ENQUIRIES APPLICATIONS** : Mr. TI Mkwena Tel No: (039) 688 6221 or 039 688 6000
: Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone, 4240.
- FOR ATTENTION NOTE** : Mr. ZM Zulu
: Detailed application for employment (Z83) and Curriculum Vitae. Certified copies must not be submitted when applying for employment. (Only Short-Listed Candidates Will Submit NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual

Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

- CLOSING DATE** : 19 May 2023
- POST 15/192** : **CLINICAL PROGRAM COORDINATOR: QUALITY ASSURANCE REF NO: MURCH-23/2023**
- SALARY** : R497 193 per annum. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional) and 12% Rural Allowance
- CENTRE** : Murchison Hospital
- REQUIREMENTS** : Senior Certificate, Diploma / Degree in General Nursing Current registration with SANC as a General Nurse A minimum of 7years appropriate /recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Previous work experience /Certificate of service endorsed by your Human Resource Department. A valid driver's License. Computer Literacy Knowledge, Skills and Competencies Through knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act Health Act Occupational Health and Safety Act Patient Rights Charter Batho Pele principles etc. Knowledge of HR policies such as: Skills Development Act Public Service Regulations Labour Relations Act Disciplinary Code and Procedure Grievance Procedure Skills: Good Communication Skills Report Writing Skills Facilitation Skills Co-ordination Skills Liaison Skills Networking Problem Solving Skills Information Management Planning & organizing skills Computer Literacy skills People Management Conflict Management Change Management.
- DUTIES** : Oversee the development and implementation of policies, directives, acts and regulations Develop and implement quality assurance operational plan and participate in the development of institutional plan Ensure that efficient and suitable work procedures are identified, developed and implemented Participate in the district management decision-making structure Maintain standards and norms of nursing practice to promote the health status of health care users Co- ordinate peer and self-assessments, visit facilities and maintain reports of such activities Utilize the Nursing Act, Regulations, Code of Ethics and Professional Practice of the SANC and the body of scientific knowledge in service rendering Conduct quality assurance meetings to disseminate information such as new developments on policies and guidelines Monitoring and evaluation of maintenance of ethos and professionalism Respond to queries and questions from relevant structures with regard to complaints of employee conduct to patients Develop and implement quality assurance programmes, guidelines, protocols, norms and standards Ensure the implementation of standards of practice and activities for patient care Ensure clinical and nursing audits are conducted to evaluate patient care Ensure all facilities conduct relevant assessment surveys Participate in policy development and facilitate stakeholder participation to ensure that health care user's needs receiving attention Advocate for the rights of clients in the health care system Participate in multi-disciplinary quality assurance task groups at various levels Utilize quality assurance and risk management strategies to create and maintain a safe environment for health delivery Implement procedures to maintain effective infection control and ensures safe administration of therapeutic substances.
- ENQUIRIES** : Mrs C Mkhwanazi Tel No: 039-6877311 ext. 127
- APPLICATIONS** : All applications should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR

on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 21/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

- CLOSING DATE** : 26 May 2023
- POST 15/193** : **ULTRASOUND RADIOGRAPHER REF NO: ADD/RAD01/2023 (X11 POSTS)**
- SALARY** : Grade 1: R444 741 - R506 016 per annum
Grade 2: R520 785 - R595 251 per annum
Grade 3: R612 642 - R658 482 per annum
- CENTRE REQUIREMENT** : Addington Hospital: KwaZulu Natal
National Diploma in Ultrasound / Bachelor's degree in Technology: Ultrasound, Registration certificate with the Health Professions as an Ultrasound Radiographer, Current registration card (2023/2024) with HPCSA as Ultrasound Radiographer. **Grade 1:** None to less than 5 years after registration with the HPCSA as an Independent Practitioner (Ultrasound Radiographer). **Grade 2:** 10 years relevant experience after registration with the HPCSA as an Independent Practitioner (Ultrasound Radiographer). **Grade 3:** 20 years relevant experience after registration with the HPCSA as an Independent Practitioner (Ultrasound Radiographer). Certificate of Service. Only shortlisted candidates will be required to submit proof of all documents. Recommendations: Experience performing high risk Obstetric and anomaly scans, Paediatric scans. Experience in reporting on difficult pathologies. Knowledge, Skills Training and Competencies Required: Excellent knowledge of high-risk obstetrics and gynaecology, general, small parts, vascular, musculoskeletal scanning techniques, protocols and procedures. Basic knowledge of equipment uses and trouble. Sound report writing and administrative skills and computer literacy. Knowledge of relevant Health and Safety Acts and Infection Control measures. Good communication, interpersonal relations and problem-solving skills. Basic supervisory skills.
- DUTIES** : Provide a high-quality ultrasound service in keeping with tertiary status of the hospital: general scans with complicated pathology and detailed Obstetric Scans. Provide correct interpretation of all ultrasound scans. Compile comprehensive reports as required in the working environment. Provide assistance, supervision and training to junior staff and students, including medical personnel. Promote good health practices and ensure optimal care of the patient. Execute all clinical procedures competently to prevent complications. Participate in quality improvement programmes, policy making, in-service training and National Core Standards.
- ENQUIRIES APPLICATIONS** : Mr M Chetty Tel No: 031 327 2000
All documents to be posted to: Addington Hospital, P O Box 977, Durban, 4000 Or dropped off in the "Application BOX ", at the Security Dept-Staff Entrance, Prince Street entrance, Addington Hospital, South Beach, Durban.
- FOR ATTENTION NOTE** : Human Resource Department
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. Applications are not required to submit copies of qualifications and other relevant documents on application. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. 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. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview.

- CLOSING DATE** : 19 May 2023
- POST 15/194** : **CLINICAL NURSE PRACTITIONER (PHC MOBILE CLINIC) REF NO: GTN 17/2023 (X2 POSTS)**
- SALARY** : Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Other Benefits: 13TH Cheque, plus 12% Rural allowance, Medical aid (optional).
Housing allowance
- CENTRE** : Greytown Hospital (PHC Mobile Clinic)
- REQUIREMENTS** : **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with SANC **Grade 2:** A minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post –basic qualification in the relevant specialty. Senior Certificate /Grade 12. Diploma/ Degree in General Nursing PLUS 1year post basic qualification in Primary Health Care and Midwifery Registration with SANC as a registered and Primary Health Care nurse. Current S.A.N.C receipt 2023 Appropriate/recognizable experience after registration as a Professional Nurse is recognized to determine the salary on appointment. Knowledge, skills, Training and Competences required. Knowledge of SANC rules and Regulations of Legislatives Framework and Department prescripts. Knowledge of National and Provincial Acts Policies. Basic financial management skills, sound management, negotiations problem solving and decision-making skills. Good communication skills both written and verbal. Provide mentoring and coaching skills. Display a concern for patient promoting and advocating and facilitating proper treatment and ensuring that the unit adheres to Batho Pele Principles.
- DUTIES** : Ensuring data management at all levels. Manage and supervise effective utilization of allocated resources. Demonstrate effective communication with health team, supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organise own work and that of support personnel to ensure good communication care. Provide quality comprehensive health care to the community. Provide educational services to staff and communities. Work as part of multidisciplinary team to ensure good health care at PHC setting in all health programmes including NGOs, CBOs and CHWs. Display concern for the community, promoting and advocating proper care including awareness and willingness to respond to community needs. Assist with performance reviews i.e. EPMDS. Motivate staff regarding development in order to increase level of expertise and assist the community to develop a sense of care. Ensure 24 hours health services to all community members.
- ENQUIRIES** : Ms. P.P.L Nkala Tel No: (033) 4139 400. Ext 410
- APPLICATIONS** : Applications forwarded to: Human Resource Manager, Private Bag X5562, Greytown 3250. Hand delivery: Bell street extension, Greytown Hospital.
- FOR ATTENTION** : Mrs Z.J Ngobe
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted

to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. GTN 7/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

- CLOSING DATE** : 19 May 2023
- POST 15/195** : **PROFESSIONAL NURSE-SPECIALTY STREAM- (EMERGENCY & TRAUMA) REF NO: MURCH-21/2023 (X2 POSTS)**
- SALARY** : Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
- CENTRE** : Murchison Hospital
- REQUIREMENTS** : Professional Nurse **Grade 1:** Senior Certificate, Diploma / Degree in General Nursing. Post basic Diploma qualification in Trauma & Emergency Nursing Science or Orthopedic Nursing Science. Current registration receipt with SANC. Experience: A minimum of 4 years appropriate/ recognisable experience in Nursing after registration as Professional Nurse with SANC in General nursing with 1 year post basic qualification in Trauma & Emergency Nursing Science. Certificate of Service endorsed by Human Resource Department Professional Nurse **Grade 2:** Senior Certificate, Diploma / Degree in General Nursing. Post basic Diploma qualification in Trauma & Emergency Nursing Science or Orthopedic Nursing Science. Current registration receipt with SANC. A minimum of 14 years appropriate /recognisable 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 / recognisable experience in the specific Specialty after obtaining the 1 year post basic qualification in the relevant specialty. Certificate of Service endorsed by Human Resource Department. Knowledge, Skills and Competencies: Leadership, organizational, decision making, supervisory and problem solving abilities within the limit of the Public Sector and institutional policy framework. Knowledge of nursing care process and procedures, Nursing statutes and other relevant legal framework. Ability to formulation patient's care related policies, vision, mission, and objectives of the component. Communication and interpersonal skills including Public Relations, Negotiating, Coaching, Conflict handling and counselling skills. Financial and budgetary. Knowledge pertaining relevant resources under management. Insight into procedures and policies pertaining relevant resource under programmes. Willingness to work shifts, day and night duty, weekends Public Holidays. Competencies (knowledge/skills) Good communications and interpersonal skills. Planning and organizational skills.
- DUTIES** : Must be able to handle obstetric and emergencies and high risk conditions To execute duties and functions with proficiency within prescript of applicable legislation Provision of quality patient care through setting of standards, policies and procedures To participate in quality improvement programmes and clinical audits Uphold Batho Pele and patients' rights principles Provide a safe, therapeutic environment as laid down by the Nursing act Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and labor relations issues Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols Assist with performance reviews i.e. EPMDS as well as student progress

reports Show understanding of Perinatal Problem Identification Analyze reports and utilize the information to improve the health status of women Ensure the implementation of saving mothers, saving babies recommendation Ensure the implementation of Antenatal and post-natal policy including PMTCT.

- ENQUIRIES** : Mrs CN Dlamini Tel No: 039-6877311 ext. 140
- APPLICATIONS** : All Applications Should Be Forwarded To: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 21/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.
- CLOSING DATE** : 26 May 2023
- POST 15/196** : **PROFESSIONAL NURSE-SPECIALTY STREAM-THEATRE REF NO: MURCH-22/2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
- CENTRE** : Murchison Hospital
- REQUIREMENTS** : Professional Nurse **Grade 1:** Grade 12 or Matric Certificate. Diploma/Degree in Midwifery Nursing Science, Diploma /Degree in Operating Theatre Nursing Science. SANC Receipt for 2023 A minimum of 4 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing with 1 year post basic qualification in Operating Theatre Nursing Science. Professional Nurse **Grade 2:** Grade 12 or Matric Certificate. Diploma/Degree in Midwifery Nursing Science, Diploma /Degree in Operating Theatre Nursing Science. SANC Receipt for 2023. A minimum if 14 years appropriate /recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing, of which 10 years must be appropriate/ recognisable experience after obtaining the one (1) year post basic qualification in Operating Theatre Nursing Science. Knowledge, Skills and Competencies: Leadership, organizational, decision making, supervisory and problem solving abilities within the limit of the Public Sector and institutional policy framework. Knowledge of nursing care process and procedures, nursing statutes and other relevant legal framework. Ability to formulation patient's care related policies, vision, mission, and objectives of the component. Communication and interpersonal skills including Public Relations, Negotiating, Coaching, Conflict handling and counselling skills. Financial and budgetary knowledge pertaining relevant resources under management. Insight into procedures and policies pertaining relevant resource under

programmes. Willingness to work shifts, day and night duty, weekends Public Holidays. Competencies (knowledge/skills) Good communications and interpersonal skills. Planning and organizational skills.

DUTIES

: Provision of optimal, holistic specialized nursing care with set of standards and a professional / legal growth. Provide comprehensive, quality nursing care to patients/clients in a specialty unit in a cost effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialized unit Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that support personnel to ensure proper nursing care Perform night duty services in Theatre and Emergency & Trauma Display a concern for patient, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele) Able to manage clients during disaster and implement disaster plans. Work as part of the multidisciplinary team to ensure good nursing care Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required ensure compliance with all national, provincial and Professional prescripts in order to render a safe patient service and improve client's satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff Provide direct and indirect supervision of all staff within the unit and give guidance Order and monitor appropriate level of consumables Ensure that equipment in the unit is adequate and is checked and in working order Provide for a safe therapeutic and hygiene environment Work effectively and amicably at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences Demonstrate and understanding of Human Resources and Financial Management Policies and procedures Monitor and evaluate the care management of all patients and ensure the maintenance of accurate and complete patient records.

**ENQUIRIES
APPLICATIONS**

Mrs CN Dlamini Tel No: 039-6877311 ext. 140
: All applications should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital

NOTE

: The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 21/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

CLOSING DATE

: 26 May 2023

POST 15/197 : **ASSISTANT DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT**
REF NO: PSH 10/ 2023

SALARY : R424 104 per annum (Level 09). Other Benefits: Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

CENTRE : Port Shepstone Regional Hospital
REQUIREMENTS : Grade 12 / Matric Certificate Degree/3 years National Diploma in Finance/SCM/ Public Management. 3 - 5 years supervisory experience in SCM Environment. Computer literacy Microsoft Word and Excel (Certificate required) Valid unendorsed driver's licence Only shortlisted candidates will submit/attaché proof/qualifications Knowledge, Skills and Competencies Required Ability to demonstrate knowledge of policies well. Ability to keep abreast of work related developments. Ability to apply technical/professional knowledge and skills in immediate work area and wider work environment. Knowledge of PFMA and Treasury Regulations. Provide information on the status of supply chain management and report on irregularities. Provide guidance and advice on supply chain management. Decision making and leadership skills.

DUTIES : Manage, evaluate and direct performance of Supply Chain and Asset Management. Ensure compliance with Departmental SCM and Asset Management Policy Framework, Practice Notes and Treasury Regulations. Ensure that acquisition of goods and services activities are in accordance with the Hospital Annual Procurement Plan. Prepare and analyse monthly reports related to Supply Chain and Asset Management. Provide advice, guidance and input to policies. Identify and manage potential risks and mitigation strategies. Ensure the effective, efficient and economical management of allocated resources of the division. Provide training, advice and guidance to staff. Provide input on Audit Improvement Plan, ensure implementation and adherence to Auditor General requirements.

ENQUIRIES : Mr. NSB Radebe Tel No: (039) 688 6234 or 039 688 6000
APPLICATIONS : Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone, 4240.

FOR ATTENTION : Mr. ZM Zulu
NOTE : Detailed application for employment (Z83) and Curriculum Vitae. Certified copies must not be submitted when applying for employment. (Only short listed candidates will submit). NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications

CLOSING DATE : 19 May 2023

POST 15/198 : **DIAGNOSTIC RADIOGRAPHER GRADE 1, 2, & 3 REF NO: MURCH-**
24/2023

SALARY : R359 622 per annum
R420 015 per annum
R491 676 per annum
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional)

CENTRE : Murchison Hospital
REQUIREMENTS : **Grade 1:** Matric or senior certificate or Grade 12 certificate. National Diploma/Degree in Diagnostic Radiography. Registration certificate with the Health Professions Council of South Africa (HPCSA). Current annual registration practice receipt (2022/2023) with the Health Professional Council of South Africa (HPCSA) as a Diagnostic Radiographer. No experience required after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. One year experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 2:** Matric or

senior certificate or Grade 12 certificate. National Diploma/Degree in Diagnostic Radiography. Registration certificate with the Health Professions Council of South Africa (HPCSA). Current annual registration practice receipt (2022/2023) with the Health Professional Council of South Africa (HPCSA) as a Diagnostic Radiographer. Minimum of 10 years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employee who perform community service, as required in South Africa. Minimum of eleven years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Previous work experience /Certificate of service endorsed by your Human Resource Department. **Grade 3:** Matric or senior certificate or Grade 12 certificate. National Diploma/Degree in Diagnostic Radiography. Registration certificate with the Health Professions Council of South Africa (HPCSA). Current annual registration practice receipt (2022/2023) with the Health Professional Council of South Africa (HPCSA) as a Diagnostic Radiographer. Minimum of 20 years' experience after registration with HPCSA in the relevant professions in respect of RSA qualified employee who performed 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. Previous work experience /Certificate of service endorsed by your Human Resource Department. Knowledge, Skills and Competencies Sound Knowledge of radiation protection Sound Knowledge of diagnostic radiography practice and ethos. Good communication and interpersonal skills.

DUTIES : To provide high quality diagnostic radiography service observing safe radiation protection standards. Execute all clinical procedures competently to prevent complications. Provide and participate in 24-hour Radiographic service e.g., Standby duty Night duty, weekends and Public holidays Participate in quality assurance and quality improvement programs Assist junior personnel and student radiographers on radiography related matters Perform clerical duties when necessary Participate on the implementation of National Core Standard, Quality Assurance and Quality framework Promote Batho Pele Principles in the execution of duties for service delivery.

ENQUIRIES : Mrs TE Tsatsimpe Tel No: 039-6877311 ext. 148
APPLICATIONS : All Applications Should Be Forwarded To: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital

NOTE : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 21/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

CLOSING DATE : 26 May 2023

<u>POST 15/199</u>	:	<u>ARTISAN FOREMAN (ELECTRICAL) REF NO: ITSH 13/2023</u>
<u>SALARY</u>	:	R344 811 per annum, other benefits: 13th cheque, medical aid (optional), homeowners allowance (employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Itshelejuba Hospital Matric Certificate (Grade 12) /N3, Trade test certificate (Electrical), five years post qualification experience as an artisan, Valid Driver's License Knowledge, Skills, Training and Competencies Required: Computer literacy-aided technical applications, Technical design, consulting report writing and analysis knowledge including compiling specifications, Health and Safety Act and safety standards, Good verbal and written communications skills, Interpersonal, Planning and organising skills, Ability to work under pressure, Project change and financial management, Knowledge of legal compliance.
<u>DUTIES</u>	:	The Artisan Foreman shall be directly responsible for supervision of staff in the maintenance, Installation work such as tubing and wiring in roof spaces, surface work and low-tension work, Maintain all plant rooms under his control in a safe, clean and tidy condition, Repairs all types of light fittings, inclusive of lamping, Regular testing of emergency generator sets, inclusive of checking water and oil levels. Safety tests on GenSets are to be made on a weekly basis, Weekly testing of fire alarms and all associated equipment viz. Booster pumps (if applicable), Weekly safety checks of all laundry equipment such as door switches. These tests are to be recorded in the equipment register. Training of laundry staff in the safe use of equipment also necessary, Maintenance and minor repairs to all domestic appliances, equipment and plant, Batteries on all equipment to be tested weekly. These include taking SG readings of all cells, topping up with acid and distilled water as necessary, Regular visual inspection of all vacuum, pumps, oxygen bank, main A/C plant, Air Handling Units-inclusive of drive belts, Must be conversant with applicable industrial and domestic by-laws, rules and regulations, Must be able to read schematic drawings (electrical) and design basic circuitry and wire up accordingly, Test and record single phase earth leakage relays using a socket tester and logged once per week, Do routine safety checks on all electrical appliances, To supervise the cleaning of transformer rooms, sub-stations and plant rooms, To supervise handyman and assist other tradesmen, when requested to do so by the Maintenance Supervisor, Be responsible to ensure cleaning of work place/ workshop is carried out properly, Exercise control of Trades Aide, Exercise control over equipment/ tools and keeping good working order, Keep an up to date and current equipment register, Be responsible for materials issued and completing job, Always adhere to safe working practices (in accordance to the O.H.S, Act No 85/1993), Daily reporting of faults, job progress and daily completion of job cards/time sheets ,Attend safety and practical orientation ,trainings and courses, To perform standby duties and after hours call outs. The duties at times can include the duties associated with other trades such as the fitter, plumber and carpenter, Work overtime with remuneration when considered with the approval of Maintenance Manager, Be prepared to visit Primary Health Care Clinics to perform maintenance duties when required(This is the essential part of the conditions of employment),Must be prepared ,in times of crisis to perform other essential services such as strikes, floods i.e. Maintenance orientated duties, Take responsibility for in house training and advancement of subordinates.
<u>ENQUIRIES APPLICATIONS</u>	:	All enquiries should be directed to Mr.NT Mahlobo Tel No: 034-4134000 All applications must be addressed to Itshelejuba Hospital, Private Bag X0047, Pongola, 3170 or hand delivered to Human Resource Office.
<u>NOTE</u>	:	Applications must be submitted on the new Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. 2. The reference number must be indicated in the column provided on z83. E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard

from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post. Those who previously applied are encouraged to re-apply.

- CLOSING DATE** : 19 May 2023
- POST 15/200** : **SOCIAL WORKER GRADE 1, 2 & 3 REF NO: GJGM 08/2023 (X1 POST)**
Component: Allied Health
This is a re-advertisement those who apply previously are free to re-apply.
- SALARY** : Grade 1: R294 411 per annum
Grade 2: R359 520 per annum
Grade 3: R432 348 per annum
- CENTRE REQUIREMENTS** : General Justice Gizenga Mpanza Regional Hospital
: **Grade 1:** Bachelor's degree in Social Work plus Current registration with South African Council of Social Services Profession (SACSSP) as a Social worker.
Grade 2: Bachelor's degree in Social Work, current registration with South African Council of Social Services Profession (SACSSP) as a Social worker plus Minimum of 10 years relevant experience after **Grade 3:** Bachelor's degree in Social Work, current registration with South African Council of Social Services Profession (SACSSP) as a Social worker plus Minimum of 20 years relevant experience after registration with HPCSA as a Social Worker.
Recommendation: A valid driver's license. One year as a Social Worker will be an added advantage. Knowledge Skills & Competencies: Knowledge of the integration of the principles, values and ethics of social work in patient care. Knowledge and skills in all methods of Social Work. Knowledge of the National Health policy. Understanding of the hospital policy and procedures. Ability to work in within a multi – disciplinary team. Good communication and reporting skills. Ability to manage a workload effectively under Stressful conditions. Knowledge of problem solving, decision making and conflict management skills.
- DUTIES** : Render individual or joint therapeutic counselling. Facilitates placements of abandoned children and adults. Advocate and mobilize resources within an outside the hospital. Participates and contribute during ward rounds. Keep up to date with theory and practice of all methods of social work and continuously engage in professional development initiatives. Comply with administration tasks such as letters and report writing, maintaining accurate and daily statistics. Conduct psycho social assessment of patients and their families. To participate as a team member in the HIV/AIDS programme. To conduct home visits. Assessments and counselling of patients and families in respect of various social problems, coping with disease and bereavement counselling.
- ENQUIRIES APPLICATIONS** : Mrs ZI Maxhakana Tel No: (032) 4376252
: 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

: 19 May 2023

POST 15/201

: **ADMINISTRATIVE CLERK SUPERVISOR: PATIENT ADMINISTRATION REF NO: EB11/2023 (X1 POST)**

SALARY CENTRE REQUIREMENTS

: R294 321 – R334 194 per annum. Other Benefits: 13th Cheque, East Boom CHC
 : Medical Aid (optional), home owners allowance (employees must meet prescribed requirements Senior Certificate (Grade 12, 3 to 5 years' experience in Patient Administration Computer literacy (MS Word, Excel, PowerPoint, and Outlook) only shortlisted candidates will submit qualification and Proof of previous and current work experience in Patient Administration endorsed by your Human Resource Department. Recommendations: Valid code 08/10 drivers licence, National Diploma in Public Management Knowledge, Skills, Trainings And Competencies Required For The Post: Applicable knowledge of public service policies, legislation and procedures including but not limited to Batho Pele, Labour Relations Act, Public Service Act, Public Service Relations, Basic Conditions of Employment Act and Public Finance Managers Act., Broad knowledge of HPRS system, Strong leadership qualities, good decision making, communication skills and problem solving skills, Ability to work under pressure and meet deadlines, Excellent customer care and interpersonal team building skills, Must be driven, courteous enthusiastic and demonstrate a high level of efficiency, Must be able to promote, practice and maintain patient confidentiality, Good report writing and presentation skills, Have a high level of planning and organisational skills.

DUTIES

: Supervise the provision of a 24 hour Patient Administration Service, Ensure that effective systems are in place to facilitate appropriate management/registration of new patients and servicing repeat patients attending the Outpatients Department, Ensure effective, efficient utilisation of resources allocated to Patient Administration, including the development of staff, Provide mechanisms for the safe and efficient maintenance of patients medical records and other relevant records a per record management prescripts, Develop and implement risk management tools to prevent the loss of revenue, resources and patient medical records, Develop, implement and monitor measures aimed at reducing patient waiting times in Patient Administration, Receive, investigate and resolve all complaints promptly and efficiently and provide feedback to the necessary role players, Monitor and assess staff performance as per Key Performance Areas outlined on EPMDS and Job Description, Manage leave and absenteeism in accordance with Human Resource Policies, Uphold the principals of Batho Pele, Develop, implement and monitor Standard Operating Procedures and policies for improved service delivery, Manage conflict and grievances in an efficient and unbiased manner, Perform regular spot checks and after hour visits in Patient Administration, Completion and submission of monthly statistics, Ensure effective and efficient implementation of the HPRS for scanning, tracking and safe keeping of patient information, Ability to function in a resource constraint environment.

ENQUIRIES APPLICATIONS

: Mr EJ Wynia Tel No: 033 264 4904
 : Applications to be submitted, East Boom CHC Private Bag X4018, Willowton, Pietermaritzburg 3201 or hand delivered to 541 Boom Street, Pietermaritzburg 3201.

FOR ATTENTION NOTE

: Human Resource Practices
 : Please note: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit fully completed Z83 form and detailed curriculum vitae, only shortlisted candidates will be required to submit documents. Target group for this post is an African Male.

CLOSING DATE : 19 May 2023

POST 15/202 : **HUMAN RESOURCE OFFICER SUPERVISOR REF NO: GTN 14/2023 (X1 POST)**

SALARY : R294 321 per annum (Level 07). 13th Cheque, Medical Aid (Housing Allowance (employee must prescribed requirements)

CENTRE : Greytown Hospital

REQUIREMENTS : Senior Certificate /Grade 12 plus Computer Literacy Experience 3 – 5 years' experience in Human Resource Practices. Recommendations: PERSAL Certificates. Knowledge, skills, Training and Competences required. Knowledge of Public Service prescripts and Human Resource Management Policies. Broad knowledge of PERSAL system. Knowledge of computer software i.e MS Word, Excel, Power Point, Outlook etc. Ability to maintain high level of confidentiality. Sound management, negotiation, interpersonal, communication (written and verbal), problem-solving and supervisory skills in depth knowledge of Human Resource Practices and Labour Relations. Ability to draw and analyze PERSAL reports. Strong leadership ability.

DUTIES : Will be the immediate supervisor of the Human Resource Officers in the HR Practices Component. Ensuring that a timeous and correct administrative service in respect of recruitment, exits, conditions of service namely leave, housing, allowances, deductions, injury on duty is provided for all staff employed by Greytown Hospital. Will supervise and manage the day to day functioning of the Human Resource Officers and ensure that a high quality of service is being provided. Ensure the payment of all allowances and fringe benefits is done accurately. Responsible for leave matters and PILIR. Manage and maintain staff records on leave, personal, housing, IOD and departmental related matters. Ensure the correctness of all PERSAL transactions and minimize risk. Check, approve and disapprove PERSAL transactions. Supervise and check the processing of payments of exit benefits for the staff leaving the Public Service. Will be responsible for the Performance Management and Supervision of staff in Human Resource Practices. Ensure that all salaries are updated when changes occur, and all new policy directives are implemented. Check, approve PERSAL transactions according to delegations. Manage and maintain staff records on leave, pillar, housing, injury on duty and related matters. Management of overtime and commuted overtime. Prepare reports on Human Resource administration issues and statistics. Allocate and ensure quality of work. Assess staff performance and apply discipline. Exercise direct control and supervision of staff.

ENQUIRIES : Mrs TN Khanyile Tel No: (033) 4139 452

APPLICATIONS : Applications forwarded to: Human Resource Manager, Private bag X5562, Greytown, 3250.

FOR ATTENTION : Mrs Z.J Ngobe

NOTE : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae (CV). The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. GTN 14/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male

and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

CLOSING DATE

:

19 May 2023