

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

OTHER POSTS

<u>POST 16/231</u>	:	<u>MANAGER: MEDICAL SERVICES REF NO: CL 02/2023 (X1 POST)</u>
<u>SALARY</u>	:	R1 288 095 per annum, all-inclusive package
<u>CENTRE</u>	:	Clairwood Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12), MBCHB Degree or equivalent qualification. Current registration as a Medical Practitioner with HPCSA. A minimum of 3 years appropriate / recognizable experience after registration with HPCSA as a Medical Practitioner. Recommendation: Valid driver's licence, Adequate experience in HAST and MMC will be an added advantage.
<u>DUTIES</u>	:	Sound clinical knowledge, competence and skills in a clinical domain. Good communication, leadership, interpersonal, ethical, operational, professional and supervisory skills. Ability to manage a Medical and Allied Health Professionals domain independently. Knowledge of current Health & Public Service legislations, regulations and policies administered by the Department of Health. Extensive knowledge of TB, HIV, AIDS and MMC Programmes. Willingness to perform overtime and night call duties. Provide the management, support and supervision to the Medical and Allied Health Professionals domain in a Specialized Hospital, transitioning to a District Hospital. Supervises, manages and oversees the provision, development, implementation and review of clinical management protocols and procedures for clinical services in the Medical and Allied Health Professionals domain and ensure that they are in accordance with the current statutory regulations and guidelines. Leads and manages the overall functions of the clinical audit and governance to meet the combined objectives of excellence health care and upholding of patients' rights. Assists clinical personnel in the Medical and Allied Health Professionals domain with quality assurance, quality improvement projects, morbidity and mortality reviews, monthly audits and development of clinical guidelines and policies. Performs clinical duties as per departmental requirements including after hours and weekend calls services (24 hours medical coverage must be ensured) Clinical responsibility including examine, investigate, diagnose, and oversee treatment of patients. Maintain accurate record and appropriate health records in accordance with legal and ethical considerations and continuity of patient care. Participate in male medical circumcision program. Ensure implementation and maintaining of employee performance management and development system (EMPDS) in the component. Ensure compliance in terms of Occupational Health and Safety, Infection Prevention and Control as well as IHRM and OHSC.
<u>ENQUIRIES</u>	:	Rev. N.B.L Gwala Tel No: 031 451 5180
<u>APPLICATIONS</u>	:	Applications may be sent to: Attention: Human Resource Department, Clairwood Hospital, Private Bag X04, Mobeni, 4060 or Hand deliver: 1 Higginson Highway, Mobeni, 4060
<u>NOTE</u>	:	The contents of this Circular Minute must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal work place. Directions to candidates, the following documents must be submitted: Applications for employment are required to complete and submit Z83 form (Obtainable at any Government Department or from website – www.kzn.health.gov.za) and Curriculum Vitae (CV). Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. The reference number must be indicated in the column provided on the form Z83. Application for employment are not required to submit copies of qualification and other relevant documents on application but must submit Z83 form and detailed Curriculum Vitae (CV). The certified copies of qualification 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. Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered. Please note that due to a large number of applications we envisage to receive, applications will not be acknowledged. However, should you not receive any response after two

months of the closing date of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for this post. The appointment is 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)

- CLOSING DATE** : 26 May 2023
- POST 16/232** : **MEDICAL SPECIALIST: INTERNAL MEDICINE: GRADE 1 REF NO: HRM 30/2023 (X3 POSTS)**
- SALARY** : Grade 1: R1 214 805 - R1 288 095 per annum, (all-inclusive package), plus overtime
- CENTRE** : King Edward VIII Hospital complex
- REQUIREMENTS** : MBCHB or equivalent, FCP (SA) OR equivalent Plus Registration certificate as a Specialist with the HPCSA Plus, Current registration with HPCSA (2023). Recommendation: Computer Literacy, Sub-speciality interest, Driver's licence. Knowledge, Skills, Training and Competencies Required: Management of tertiary Internal Medicine patients, Excellent decision making, problem solving, leadership and mentorship skills, Sound knowledge of medical ethics, Good communication skills and computer literacy, Orientation towards service delivery and Batho Pele principals, Knowledge of current Health and Public Service legislation, regulation and policies, Ability to develop and maintain quality improvement programs and policy documents, Participation in clinical governance activities, Leadership in the departmental academic program and continued medical education activities, Active participation in specialist clinics, Ability to work as part of a multidisciplinary team, Provide support for the HCU in Internal medicine in the management of the department, including human and financial resources.
- DUTIES** : The incumbent will report to the Head of Clinical Unit and will be responsible to fulfill the following requirements according to the policies of the Department i.e. clinical care, scholarship, administration and management, professionalism, clinical governance and research, To efficiently execute duties which support the aims and objectives of the Department of Medicine in providing specialist care for in patients in the Directorate of Internal Medicine, To supervise the training of registrars, interns, medical officers and undergraduate medical students in Internal Medicine, To participate in and contribute to the research and outreach activities of Department of Medicine, To supervise Acute Medical Emergencies Unit at King Edward VIII Hospital, To present at Monday morning meetings at IALCH division of Medicine, Actively participate in governance committees at KEH.
- ENQUIRIES** : Dr. P. Manickchund Tel No: (031) 360 3854
- APPLICATIONS** : All applications can either be submitted via email to twiggy.garib@kznhealth.gov.za or hand delivered at King Edward VIII Hospital complex and placed in the red application box situated next to the ATM in the Admin Building.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary plus proof of previous and current experience (certificate of service) and stamped by HR, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. 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 KE 28/2023. 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. Please note that due to financial constraints, there will be no payment of s&t claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital.

Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)
26 May 2023

CLOSING DATE

:

POST 16/233

:

**MEDICAL SPECIALIST: OBSTETRICS AND GYNAECOLOGY: GRADE 1
REF NO: HRM 31/2023 (X2 POSTS)**

SALARY

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Grade 1: R1 214 805 - R1 288 095 per annum, (all-inclusive package), plus overtime

CENTRE

:

King Edward VIII Hospital complex

REQUIREMENTS

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MBCHB or equivalent, FCP (SA) or equivalent plus Registration certificate as a Specialist with the HPCSA plus, Current registration with HPCSA (2023). Recommendation: Computer Literacy. Knowledge, Skills, Training and Competencies Required: Clinical knowledge, competencies and skills in Obstetrics and Gynaecology department, Sound knowledge of medical ethics, Good communication skills, leadership and decision making qualities, Ability to diagnose and manage common medical problems, Knowledge of current Health and Public Service legislation, regulations and policies, Concern for excellence.

DUTIES

:

Provide obstetrics and gynaecology services in designation area of responsibility within the accepted guidelines and protocols, Provide support for the HOD in O&G in the management of the department, including human and financial resources, Perform, interpret and report obstetrics and gynaecology procedures and studies, Active participation in continuing medical education programs, Participate in the Quality Improvement program in the department, Participate in the clinical audit activities within the department, Maintain clinical, professional and ethical standards related to obstetrics and gynaecology services rendered, Actively participate in the academic under and post graduate teaching in the O&G training program (including clinical teaching), Perform and supervise operational research activities in O&G, Perform overtime as required in the Department, Perform outreach as required by the Department

ENQUIRIES

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Dr. R.R. Greenthompson Tel No: (031) 360 3854

APPLICATIONS

:

All applications can either be submitted via email to twiggy.garib@kznhealth.gov.za or hand delivered at King Edward VIII Hospital complex and placed in the red application box situated next to the ATM in the Admin Building

NOTE

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The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary plus proof of previous and current experience (certificate of service) and stamped by HR, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. 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 KE 28/2023. 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. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying).

CLOSING DATE

:

26 May 2023

POST 16/234

:

**MEDICAL SPECIALIST: RADIOLOGIST: GRADE 1 REF NO: HRM 33/2023
(X1 POST)**

Re-Advertisement

SALARY

:

Grade 1: R1 214 805 - R1 288 095 per annum, (all-inclusive package), excluding overtime

CENTRE

:

King Edward VIII Hospital complex

- REQUIREMENTS** : Senior Certificate/Grade 12 Plus MBCHB or equivalent Plus Registration certificate with HPCSA as a Medical Specialist in Radiology Plus Current registration with HPCSA as a Medical Specialist (2023). Recommendation: Computer Literacy. Knowledge, Skills, Training and Competencies Required: The ability to teach and supervise staff and students, Middle management and research skills, Good administrative, leadership, decision making and communication skills, Able to work in a team, Valid driver's license.
- DUTIES** : Provide specialist radiology services in all imaging modalities to all departments at King Edward VIII Hospital complex and related referral hospitals, Although involved in all imaging modalities, successful applicants will have to oversee Mammography/Breast imaging and Fluoroscopy, Maintain clinical, professional and ethical standards related to these services, To perform, interpret and report radiological procedures and studies, Provide after hour care in accordance with the commuted overtime contract, Training and supervision of staff and students in Radiology, Provide expert opinion where required and consult with specialists on radiological procedures, Participate in Quality Improvement programs of the Department, Conduct, participate and assist in research, Participate in both academic and clinical administrative activities and duties, Be part of a multi-disciplinary team.
- ENQUIRIES** : Dr. N. Khuzwayo Tel No: (031) 360 3854
- APPLICATIONS** : All applications can either be submitted via email to twiggy.garib@kznhealth.gov.za or hand delivered at King Edward VIII Hospital complex and placed in the red application box situated next to the ATM in the Admin Building.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary plus proof of previous and current experience (certificate of service) and stamped by HR, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. 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 KE 28/2023. 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. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)
- CLOSING DATE** : 26 May 2023
- POST 16/235** : **MEDICAL SPECIALIST GRADES 1 – 3 (ORTHOAEDICS) REF NO: SPEC/ORTHO 01/2023 (X2 POSTS)**
- SALARY** : Grade 1: R1 214 805 - R1 288 095.per annum, (all-inclusive packages)
Grade 2: R1 386 069 - R1 469 883.per annum, (all-inclusive packages)
Grade 3: R1 605 330 – R2 001 927.per annum, (all-inclusive packages)
consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules. Other Benefits: In-Hospitable Area Allowance (18% of basic salary) Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into a performance contract for commuted overtime.
- CENTRE** : Prince Mshiyeni Memorial Hospital
- REQUIREMENTS** : Medical Specialist Grades 1 – 3 (Orthopaedics) MBCHB degree or equivalent qualification plus appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) in a normal specialty (Orthopaedics). Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal specialty (Orthopaedics). Current (2023) registration as a Medical Specialist with HPCSA. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources.

Experience: Medical Specialist **Grade 1**: No experience required. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Specialist 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. Medical Specialist **Grade 2**: Further to the minimum requirements mentioned herein, the appointment to a Grade 2 requires 5 years appropriate experience after registration with HPCSA as Medical Specialist in a normal specialty. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Specialist 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. Medical Specialist **Grade 3**: Further to the minimum requirements mentioned herein, the appointment to a Grade 3 requires 10 year's registration experience after registration with HPCSA as Medical Specialist in a normal specialty. The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills Training and Competencies Required: Sound knowledge and skills associated with the practice of Orthopaedics. Ability to diagnose and manage common medical problems including emergencies. Demonstrate the ability to work as a part of a multidisciplinary team. Good communication, leadership, interpersonal and decision making qualities. Knowledge of current Health Legislation and policies at Public Institutions.

DUTIES

: Manage speciality clinics. Provide in-patient and out-patient clinical services. Assist with undergraduate and post-graduate training. Maintain clinical, professional and ethical conduct. Administrative responsibilities. Provide effective and efficient specialist consultant care at a regional level within the scope of acceptance and current practices in order to facilitate optimal health care provision. Training staff and promote on-going staff development in accordance with individual and departmental needs. Maintain satisfactory clinical, professional and ethical standards in the department. Performance of commuted overtime is a requirement as per the policy on commuted overtime for medical practitioners. (After hours and weekends).

**ENQUIRIES
APPLICATIONS**

: Dr R Magagula Tel No: 031-907 8319
: All applications to be forwarded to: The Hospital Manager Prince Mshiyeni Memorial Hospital; Private Bag X07, Mobeji; 4060

**FOR ATTENTION
NOTE**

: Mr. M.F Mlambo
: 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 and White Male are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. 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

: 02 June 2023

POST 16/236 : **MEDICAL SPECIALIST GRADE 1, 2 &3 REF NO: NGWE 56/2023**
 Department: Psychiatry

SALARY : Grade 1: R1 214 805 – R1 288 095 per annum, all-inclusive salary packages
 Grade 2: R1 386 069 – R1 469 883 per annum, all-inclusive salary packages
 Grade 3: R1 605 330 – R2 001 927 per annum, all-inclusive salary packages
 Other Benefits: this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted overtime which is determined by service delivery needs of the department.

CENTRE REQUIREMENTS : Ngwelezana Tertiary Hospital
 : Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Appropriate tertiary qualification in the Health Science (MBCbB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. **Grade 1:** No experience required. **Grade 2:** A minimum of five (05 years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. **Grade 3:** A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Knowledge, Skills, Attributes and Abilities Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnose and management of patients within the field of expertise. Good verbal and written communication skills and interpersonal skills. Knowledge of all Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Concern of excellence.

DUTIES : The candidate will, under the direction of the Head of Department: conduct specialist ward rounds; provide after hour coverage in Psychiatry Department and clinical support to junior staff; provide advice to district / regional level hospitals; manage / supervise allocated human resources; ensure equipment is appropriately maintained. Training of undergraduate and post graduate medical students. Active participation in quality improvement programmes including clinical audits and CME activities. Attend to administrative matters within the unit. Assist with administration of the Psychiatry Department and have an input into the unit's administration at Ngwelezana Hospital. Assist protocol development and review for patient's management. Development and implement clinical audit and quality assurance programmes. Provide outreach services to surrounding district hospitals which refer to Ngwelezana Hospital. Attend to meetings and workshops directed. Comply with all legal prescripts acts, legislative, policies, circulars procedures, guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

ENQUIRIES APPLICATIONS : Dr. P Milligan Tel No: 035 901 7000
 : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

FOR ATTENTION NOTE : Mr MP Zungu
 : Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. 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 which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the

post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. 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. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

- CLOSING DATE** : 26 May 2023
- POST 16/237** : **MEDICAL SPECIALIST GRADE 1,2 &3 REF NO: NGWE 57/2023**
Department: Surgery
- SALARY** : Grade 1: R1 214 805 – R1 288 095 per annum, all-inclusive salary packages
Grade 2: R1 386 069 – R1 469 883 per annum, all-inclusive salary packages
Grade 3: R1 605 330 – R2 001 927 per annum, all-inclusive salary packages
Other Benefits: this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted overtime which is determined by service delivery needs of the department.
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
: Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Surgery. Appropriate tertiary qualification in the Health Science (MBCbB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Surgery. **Grade 1:** No experience required. **Grade 2:** A minimum of five (05) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Surgery. **Grade 3:** A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Surgery. Knowledge, Skills, Attributes And Abilities Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnose and management of patients within the field of expertise. Good verbal and written communication skills and interpersonal skills. Knowledge of all Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Concern of excellence.
- DUTIES** : Provide specialist care to patients requiring services within your specific domain. Provide specialist care in the outpatient clinics. Provide after-hours coverage in Surgery and ensure continuous clinical support to junior staff. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities. Conduct specialist regular ward rounds and administer expert interventions that will expedite the management of patient care. Provide outreach to surrounding District Hospitals that refers patients to Ngwelezana Hospital. Active participation in quality improvement programs including clinical audits and continuous professional development activities in Ngwelezana Hospital and Region 4. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend to administrative matters as pertains to unit. Manage / supervise allocated human resources. Comply with all legal prescripts i.e. Acts, Legislative, Policies, Circulars, Procedures, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.
- ENQUIRIES APPLICATIONS** : Dr. G Oosthuizen Tel No: 035 901 7000
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni, 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880
- FOR ATTENTION** : Mr MP Zungu

- NOTE** : Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. 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 which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. 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. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
- CLOSING DATE** : 26 May 2023
- POST 16/238** : **MEDICAL SPECIALIST GRADE 1,2 &3 REF NO: NGWE 58/2023**
Department: Orthopaedic
- SALARY** : Grade 1: R1 214 805 – R1 288 095 per annum, all-inclusive salary packages
Grade 2: R1 386 069 – R1 469 883 per annum, all-inclusive salary packages
Grade 3: R1 605 330 – R2 001 927 per annum, all-inclusive salary packages
Other Benefits: this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted overtime which is determined by service delivery needs of the department.
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedic. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedic. **Grade 1:** No experience required. **Grade 2:** A minimum of five (05) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedic. **Grade 3:** A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedic. Knowledge, Skills, Attributes and Abilities Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnose and management of patients within the field of expertise. Good verbal and written communication skills and interpersonal skills. Knowledge of all Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Concern of excellence.
- DUTIES** : Provide specialist care to patients requiring services within your specific domain. Provide specialist care in the outpatient clinics. Provide after-hours coverage in Orthopaedic and ensure continuous clinical support to junior staff. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities. Conduct specialist regular ward rounds and administer expert interventions that will expedite the management of patient care. Provide outreach to

surrounding District Hospitals that refers patients to Ngwelezana Hospital. Active participation in quality improvement programs including clinical audits and continuous professional development activities in Ngwelezana Hospital and Region 4. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend to administrative matters as pertains to unit. Manage / supervise allocated human resources. Comply with all legal prescripts i.e. Acts, Legislative, Policies, Circulars, Procedures, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

**ENQUIRIES
APPLICATIONS**

: Dr. J Moolman Tel No: 035 901 7000
 : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

**FOR ATTENTION
NOTE**

: Mr MP Zungu
 : Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. 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 which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. 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. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

CLOSING DATE

: 26 May 2023

POST 16/239

: **MEDICAL SPECIALIST GRADE 1,2 &3 REF NO: NGWE 59/2023**
 Department: Ophthalmology

SALARY

: Grade 1: R1 214 805 – R1 288 095 per annum, all-inclusive salary packages
 Grade 2: R1 386 069 – R1 469 883 per annum, all-inclusive salary packages
 Grade 3: R1 605 330 – R2 001 927 per annum, all-inclusive salary packages
 Other Benefits: this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted overtime which is determined by service delivery needs of the department.

**CENTRE
REQUIREMENTS**

: Ngwelezana Tertiary Hospital
 : Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Ophthalmology. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Ophthalmology.
Grade 1: No experience required. **Grade 2:** A minimum of five (05) years relevant experience after registration with Health Profession Council of South

Africa (HPCSA) as a Medical Specialist in Ophthalmology. **Grade 3:** A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Ophthalmology. Knowledge, Skills, Attributes and Abilities Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnose and management of patients within the field of expertise. Good verbal and written communication skills and interpersonal skills. Knowledge of all Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Concern of excellence.

DUTIES

: Provide specialist care to patients requiring services within your specific domain. Provide specialist care in the outpatient clinics. Provide after-hours coverage in Ophthalmology and ensure continuous clinical support to junior staff. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities. Conduct specialist regular ward rounds and administer expert interventions that will expedite the management of patient care. Provide outreach to surrounding District Hospitals that refers patients to Ngwelezana Hospital. Active participation in quality improvement programs including clinical audits and continuous professional development activities in Ngwelezana Hospital and Region 4. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend to administrative matters as pertains to unit. Manage / supervise allocated human resources. Comply with all legal prescripts i.e. Acts, Legislative, Policies, Circulars, Procedures, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

ENQUIRIES

: Dr. RS Moeketsi Tel No: 035 901 7000

APPLICATIONS

: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

FOR ATTENTION

: Mr MP Zungu

NOTE

: Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. 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 which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. 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. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

CLOSING DATE

: 26 May 2023

POST 16/240 : **MEDICAL OFFICER GRADE 1, 2 & 3 REF NO: NGWE 60/2023**
Department: Emergency Medicine (Emergency Department)

SALARY : Grade 1: R906 540 – R975 738 per annum, all-inclusive salary packages
Grade 2: R1 034 373 – R1 112 730 per annum, all-inclusive salary packages
Grade 3: R1 197 150 – R1 491 627 per annum, all-inclusive salary packages
Other Benefits: this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted overtime which is determined by service delivery needs of the department.

CENTRE REQUIREMENTS : Ngwelezana Tertiary Hospital
: Senior Certificate / Grade 12. Appropriate medical qualification in Health science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. **Grade 1:** No experience required in respect of South African citizen of whom it is required to perform community service. A minimum of one (01) year experience after registration as Medical Practitioner with 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:** A minimum of five (05) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of six (06) years relevant experience after registration as Medical Practitioner with 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:** A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of eleven (11) years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Current ATLS/BLS/ACLS/PALS an advantage to candidates. DipPEC additionally an advantage. Knowledge, Skills, Attributes and Abilities
Appropriate medical knowledge and sound clinical skills. Knowledge of health care system and medical ethics. Knowledge of relevant acts, policies and regulations of the department of health. Good team building and problem solving skills. Excellent human, communication and leadership skills required. Awareness of cross-cultural differences. Concern of excellence.

DUTIES : Provision of quality patient-centred care for all patients in the hospital and satellite clinics. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services in a form of commuted overtime as per the departmental needs. Provide medical related information to clinical staff as may be required. Undertake on-going care individual's patients to allow for continuity of care including ward rounds and clinic visits. Maintain accurate health records in accordance with the legal ethical considerations. Train and guide staff who are health professionals. Actively participate in morbidity and mortality reviews. Attend and participate continuous medical education and training. Participate in quality improvement programs which include clinical governance and national core standards. Ensure cost-effective service delivery is maintained within the respective department. Attend to administrative matters as required. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning. Perform duties as assigned by the supervisor or other senior officials.

ENQUIRIES APPLICATIONS : Dr. S Garach Tel No: 035 901 7000
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

FOR ATTENTION NOTE : Mr MP Zungu
: Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to

Human Resource on or before the day of the interview date. 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 which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. 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. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

CLOSING DATE

: 26 May 2023

POST 16/241

: **MEDICAL OFFICER GRADE 1, 2 & 3 REF NO: NGWE 61/2023**

Institution: Ngwelezana Tertiary Hospital
Department: Internal Medicine

SALARY

: Grade 1: R906 540 – R975 738 per annum, all-inclusive salary packages
Grade 2: R1 034 373 – R1 112 730 per annum, all-inclusive salary packages
Grade 3: R1 197 150 – R1 491 627 per annum, all-inclusive salary packages
Other Benefits: this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted overtime which is determined by service delivery needs of the department.

CENTRE

: Ngwelezana Tertiary Hospital

REQUIREMENTS

: Senior Certificate / Grade 12. Appropriate medical qualification in Health science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. **Grade 1:** No experience required in respect of South African citizen of whom it is required to perform community service. A minimum of one (01) year experience after registration as Medical Practitioner with 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:** A minimum of five (05) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of six (06) years relevant experience after registration as Medical Practitioner with 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:** A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of eleven (11) years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Current ATLS/BLS/ACLS an advantage to candidates. DipPEC additionally an advantage. Knowledge, Skills, Attributes and Abilities Appropriate medical knowledge and sound clinical skills. Knowledge of health care system and medical ethics. Knowledge of relevant acts, policies and regulations of the department of health. Good team building and problem solving skills. Excellent human, communication and leadership skills required. Awareness of cross-cultural differences. Concern of excellence.

DUTIES

: Provision of quality patient-centred care for all patients in the hospital and satellite clinics. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services in a form of commuted overtime as per the departmental needs. Provide medical related information to clinical staff as may be required. Undertake on-going care individual's patients to allow for continuity of care including ward rounds and clinic visits. Maintain accurate

health records in accordance with the legal ethical considerations. Train and guide staff who are health professionals. Actively participate in morbidity and mortality reviews. Attend and participate continuous medical education and training. Participate in quality improvement programs which include clinical governance and national core standards. Ensure cost-effective service delivery is maintained within the respective department. Attend to administrative matters as required. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning. Perform duties as assigned by the supervisor or other senior officials.

**ENQUIRIES
APPLICATIONS**

: Dr. N Zibi Tel No: 035 901 7000
 : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

**FOR ATTENTION
NOTE**

: Mr MP Zungu
 : Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. 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 which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. 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. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

CLOSING DATE

: 26 May 2023

POST 16/242

: **PHARMACY SUPERVISOR (GRADE 1) REF NO: PHARM 02/2023 (X1 POST)**

SALARY

: R906 540 per annum, all-inclusive package, (This inclusive package consists of 70% basic salary. 30% flexible portion that can be structures in terms of the applicable rules, medical aid and housing)

**CENTRE
REQUIREMENTS**

: KZN Health Inanda Community Health Centre
 : Grade 12 or equivalent, Degree/Diploma in Pharmacy, Current registration with South African Pharmacy Council as a Pharmacist (2023). Four years' experience after registration with SAPC as a Pharmacist, current registration (2023-2024) with SAPC as a Pharmacist. Certificate of service endorsed by HR department must also be submitted by only shortlisted candidates. Recommendations: Some form of supervisory experience and exposure to the use and management of Anti-Retroviral medication and control of Pharmacy bulk stores would be an advantage, Valid driver's license. Knowledge, skills, Attributes and abilities required: Extensive knowledge of public sector Pharmacy, as well as relevant acts, regulations, the District Health System, the EDL Good Pharmacy Practice, Policies and Procedures, the National Drug Policy. Knowledge and experience in the management of an Outpatient and Pharmacy stores. Sound knowledge of legislation relating to Pharmaceutic

practice in South Africa. Good communication, leadership, decision making, team building and motivational skills. Effective planning, organization, leadership and interpersonal skills. Financial and budgetary knowledge. Computer skills on basic programs. Problem solving skills. Knowledge and skills in managing quality improvement programmes. Computer literacy including stock control program Rx solutions.

DUTIES : Leadership of the relevant sections including financial management, budgetary control, drug supply management and Human Resource Management (training and orientation, discipline, Performance Management, monitoring and evaluation). Devise protocols, procedures and guidelines for an efficient and cost- effective pharmaceutical service. Implement and monitor policies and procedures for staff and sections under your control. Manage and supervise the selection, procurement, storage, distribution, and utilization of all pharmaceuticals. Ensure effective monitoring, management and communication of out of stock pharmaceuticals. Perform regular stock takes and financial reports according to requirements and legislation. Monitor and report feeder clinics expenditure. Exercise control over expenditure and budget utilization and ensure non-wastage of pharmaceuticals and other resources. Maintain accurate records and statistics. Compile and present data or statistics for management, research and reporting purposes. Engage in effective communication with health care workers, patients and caregivers. Provide medicine information, counselling and education to healthcare professionals and patients. Assist in providing and supervising of training programmes (Community Service Pharmacists, Pharmacists and Pharmacy Assistant Trainees). Provide Pharmaceutical support to departments and clinics attached to Inanda C CHC by doing schedule compliance checks. Participation in Quality Improvement Programmes, Pharmacy and Clinical Audits. Be willing to work additional hours where necessary. Implementation, monitoring and evaluation of employee's performance assessments in line with department policy. Work as part of multi-disciplinary team.

ENQUIRIES : Dr. SCV Mncwango (CEO) Tel No: 031-519 0455
APPLICATIONS : Applications to be forwarded to: The Human Resource Manager, Inanda Community Health Centre, Private Bag x04, Phoenix, 4080 or hand delivered to Human Resource Department.

NOTE : Directions to candidates: 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, Updated comprehensive Curriculum Vitae stating any experience relevant to the Position. Certified copies of highest educational qualifications and other relevant documents will only be requested from the shortlisted candidates. Z 83 form must be completed in full manner that allows a selection committee to assess the quality of candidate based on the information provided on the form. Persons in possession of the foreign qualification will be required to bring an evaluation certificate from the South African Qualification Authority (SAQA) when shortlisted. The Post Reference Number must be indicated in the column provided on the form Z83 eg Pharm 02/2023. NB: Failure to comply with the above instruction will disqualify applicants. Persons with disabilities should feel free to apply also African males are encouraged to apply. This department is an equal opportunity, affirmative action employer whose aim is to promote represent in all categories in the department. The appointment is subject to the positive outcome obtained from the following checks, (Security checks, Credits records, qualification, citizenship and previous experience verifications). Please take note that due to the large number of applications anticipated, applications might not be acknowledged. Correspondence might be limited to short listed candidates only. If you do not hear from us within 3 months of the closing date, please accept that your application has been unsuccessful. African males are encouraged to apply.

CLOSING DATE : 26 May 2023

POST 16/243 : **PHARMACIST GRADE 1 OR GRADE 2 REF NO: OTH CHC 15/2023 (X1 POST)**

SALARY : Grade 1: R768 489 – R814 437 per annum
 Grade 2: R830 751 – R880 521 per annum
 Other Benefits: 17% Rural Allowance of Basic Salary, 13th cheque, Medical Aid (Optional)

CENTRE : Othobothini Community Health Centre (Jozini)

<u>REQUIREMENTS</u>	:	Grade 12 Certificate. Bachelor of Pharmacy Degree / Diploma, Registration as pharmacist with the South African Pharmacy Council. Current registration with South African Pharmacy Council for 2023. Valid driver's license. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required: Thorough understanding and knowledge of the relevant Acts, Good Pharmacy practices, the national drug policy, District Health System and essential drug list. Sound knowledge of work processes and procedures in the pharmacy department. Good communication, organizational and interpersonal skills. Computer literacy. Ability to manage conflict and apply discipline. Ability to work under pressure. Commitment to service excellence with sound decision making, ethical and innovative.
<u>DUTIES</u>	:	Provide accurate, efficient cost and quality pharmaceutical services. Provide comprehensive pharmaceutical services for inpatients and outpatient sections. Provide expert and professional advice regarding medicine information, counselling and education services to health care professionals and patients. Assist with management of human, financial and material resources in the CHC pharmacy. Maintain accurate and appropriate patient's records and statistics. Supervise Pharmacist interns, Pharmacist Assistants. Exercise rational medicine use and participate in PTC activities. Ensure maintenance of cold chain in the CHC and attached clinics. Monitor expenditure of pharmaceuticals to prevent over expenditure and wastage of pharmacy resource. Provide adequate pharmaceutical support to all clinics attached to the CHC. Provide training to Pharmacist Interns and Pharmacist Assistants. Perform management duties in the absence of the pharmacy manager. Organize and control the prepacking and compounding of pharmaceutical products. Ensure compliance with Good Pharmacy Practice, Norms and Standards, policies and procedures. Provision of pharmaceutical services after normal working hours.
<u>ENQUIRIES</u>	:	Mr. M.M Buthelezi Tel No: 035 572 9002
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za . Curriculum Vitae (CV). Only shortlisted candidates will submit copies of ID, Std 10 Certificate, educational qualifications, Certificate of service/Proof of experience signed by HR officer. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful, African Males are most welcome to apply.
<u>CLOSING DATE</u>	:	09 June2023
<u>POST 16/244</u>	:	<u>ASSISTANT MANAGER NURSING (SPECIALTY)</u> <u>(ORHOPAEDICS/SURGICAL/TRAUMA/ OPTHALMOLOGY) REF NO:</u> <u>MAD 14/ 2023 (X1 POST)</u> EE Targets (African Male)
<u>SALARY</u>	:	Grade 1: R683 838 - R767 184 per annum, plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
<u>CENTRE</u>	:	Madadeni Provincial Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. One-year Diploma in Orthopaedic / Trauma/ Ophthalmology Nursing Science A minimum of 10 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience in the Orthopaedic /Trauma/Ophthalmology Nursing Science, after obtaining the 1 year post-basic qualification in the Orthopaedic/Trauma/ Ophthalmology Nursing Science. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant

<u>DUTIES</u>	:	<p>legal frameworks such as Nursing Act, Occupational Health and Safety Act, Patients' Rights Charter, Batho-Pele Principles, etc. Sound management, negotiations, interpersonal and problem solving skills. Good verbal and written communication skills. Sound working knowledge of nursing management Knowledge of HR and Financial policies and practices such as Skills Development Act, Public Service Regulations, Labour Relations Act including disciplinary procedures. Computer literacy. Basic financial management skills.</p> <p>Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care in Surgical, Ophthalmic and orthopaedic units. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage Human resources in terms of EPMDS; ensure that nurses are licensed to practice, etc. Monitor and ensure proper utilization of financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a management / supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. 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 in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices.</p>
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. R.S.M Ngcobo Tel No: 034 328 8037
<u>FOR ATTENTION NOTE</u>	:	All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940
<u>FOR ATTENTION NOTE</u>	:	The Recruitment Officer
<u>FOR ATTENTION 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.
<u>CLOSING DATE</u>	:	02 June 2023
<u>POST 16/245</u>	:	<u>HEAD OF DEPARTMENT: COMMUNITY NURSING SCIENCE (PN-D3) REF NO: HGNC 33/2023 (X1 POST)</u>
<u>SALARY</u>	:	R645 720 – R745 425 per annum. Other Benefits: 13th Cheque, 8% Inhospitable Area Allowance, Medical Aid: Optional, Housing Allowance (Employee must meet Prescribed Requirements)
<u>CENTRE</u>	:	Harry Gwala Regional Hospital: Harry Gwala Nursing Campus

- REQUIREMENTS** : Senior Certificate /Grade 12, Diploma/Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post Basic Qualification in Nursing Education and Nursing Administration registered with the SANC, PLUS A minimum of Nine Years appropriate/recognizable Nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Atleast Four Years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining a one year Post Basic Qualification in Nursing Education. An unendorsed valid RSA driver's license (code EB). In depth knowledge of Community Nursing. Possess knowledge of the relevant legislation, Acts, Prescripts and Policy Frameworks within the area of operation. Has excellent communication skills (written and verbal) and presentation skills. In depth knowledge of Nursing Education Programmes and Curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation, monitoring and evaluation. Sound conflict management and decision making/problem solving skills. Computer literacy.
- DUTIES** : Co-ordinate provision of education and training of Student Nurses in R171, R425 and R635. Manage clinical learning exposure to students between college and clinical area. Oversee supervision of Students. Collaborate with other stake holders and build a sound relationship within the Department. Supervise staff with the Psychiatric Department. Develop and ensure implementation of quality improvement programs. Implement employee management and development systems. Maintain all clinical records and reports of students. Develop and review of nursing curricula for all categories of training. Implement the new nursing programmes in line with the SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the College
- ENQUIRIES** : Mrs. R.T. Zondi Tel No: 033 392 7563
- APPLICATIONS** : 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** : Mr. T.C. Manyoni
- NOTE** : 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** : 26 May 2023

POST 16/246 : **OPERATIONAL MANAGER NURSING (SPECIALTY): INTENSIVE CRITICAL CARE REF NO: ADD/OM/ICU1/2023 (X1 POST)**

SALARY : R627 474 - R703 752 per annum
CENTRE : Addington Hospital: KwaZulu Natal
REQUIREMENTS : Degree/Diploma in General Nursing and Midwifery. Registration Certificate with SANC as a General Nurse and Midwife. Degree/Diploma – Post Basic qualification in Critical Care Nursing Science. Post Basic registration certificate accredited by SANC in the relevant Speciality-Critical Care Nursing Science. Current registration receipt with SANC (2023). Certificate of Service. Only shortlisted candidates will be required to submit proof of all documents. Experience: Minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Intensive critical care nursing Unit after obtaining the 1 year post basic Qualification in Critical Care Nursing Science. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project Management skills. Must have good knowledge of Cardiac Conditions Basic Computer skills.

DUTIES : Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order appropriate level of consumables and monitor utilization. Ensure that equipment in the unit is adequate and is checked and functional. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records.

ENQUIRIES : Matron B.N Ndhlovu Tel No: 031 327 2000
APPLICATIONS : 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 : Human Resource Department
NOTE : 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** : 26 May 2023
- POST 16/247** : **OPERATIONAL MANAGER PHC (SPECIALTY) REF NO: SAHSANT 05/2023 (X1 POST)**
- SALARY** : R627 474 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
: Senior Certificate. Diploma / Degree in Nursing and Midwifery. Current registration with SANC as a General Nurse, Midwife and Primary Health Care. A minimum of 09 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which at least 5 years must be appropriate / recognisable experience after obtaining the one year post basic qualification Primary Health Care. 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. 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 programs.
- 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 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. To implement and sustain kangaroo mother care practices. To implement and sustain baby friendly practices. To implement PMTCT as per National guidelines. 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.
- 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
: 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/ ID/ driver's license/ qualifications on applications, only when shortlisted. 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 are not submitting copies/attachments/proof/certificates/ID drivers licence/ qualifications on applications, 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** : 26 May 2023
- POST 16/248** : **OPERATIONAL MANAGER PHC (SPECIALTY) REF NO: SAH 06/2023 (X1 POST)**
- SALARY** : R627 474 per annum. Other Benefits: 13th Cheque, 12% Rural Allowance, Home Owners Allowance (Employee Must Meet Prescribed Requirements), Medical Aid (Optional)
- CENTRE** : ST Andrews Hospital: Mobile PHC
- REQUIREMENTS** : Senior Certificate. Diploma / Degree in Nursing and Midwifery. Current registration with SANC as a General Nurse, Midwife and Primary Health Care. A minimum of 09 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which at least 5 years must be appropriate / recognisable experience after obtaining the one year post basic qualification Primary Health Care. 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. 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 programs.
- 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 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. To implement and sustain kangaroo mother care practices. To implement and sustain baby friendly practices. To implement PMTCT as per National guidelines. 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.
- ENQUIRIES** : Mrs VV Ncume Tel No: 039 433 1955 EXT 259
- 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** : 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/ ID/ driver's license/ qualifications on applications, only when shortlisted. 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 are not submitting copies/attachments/proof/certificates/ID drivers licence/ qualifications on applications, 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** : 26 May 2023
- POST 16/249** : **OPERATIONAL MANAGER NURSING (PHC) MOBILE CLINIC REF NO: NMH/OMN/2023 (X1 POST)**
- SALARY** : Grade 1: R627 474 – R703 752 per annum, Rural allowance 8%
- CENTRE** : Niemeyer Memorial Hospital (Mobile Clinic)
- REQUIREMENTS** : Standard 10 or Grade 12. Degree/Diploma in General Nursing, Midwifery, Community Health Nursing Science and Diploma in Health Assessment, Care and Treatment. Minimum of 9 years appropriate/ recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post- basic qualification in post basic Qualification in the relevant speciality. Current SANC receipt (2023) Previous and current work experience /certificate of Service endorsed by your Human resource department. Knowledge, Skills, Training and Competences Required: 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 programme nursing care processes and procedures nursing statutes and other related legal framework. Knowledge and understanding of human right charter, Batho Pele principle and labour relations act. Knowledge nursing act health act occupational health, safety act and mental health act
- DUTIES** : Responsible for the efficient management of mobile Clinic. Supervise and develop all practices and systems to enable the integrated clinical service management to deliver comprehensive package of service in line with NHI initiatives. Integrated PHC for all sector of the community. Monitor and evaluate performance of clinic staff according to set standards, norms, targets and to ensure effective reporting. Monitor and evaluate all PHC programmes implemented within the designated service area. This includes 95-95-95 HAST indicators, MCWH&N, NCD etc. Ensure provisions of high quality comprehensive care through provision of preventive, curative and rehabilitative service. Work with CHW's in support of Phila Mntwana center functionality Provision of ICSM integrated clinical service management. Ensure quality service delivery through the implementation of quality improvement program within the clinic. Monitor PHC indicators and strive towards reaching the targets. Manage and monitor proper utilization of human financial and other resources. Provision of administrative services by planning, organizing and ensuring the availability of medicine, supplies and essential equipment. Maintain a constructive relationship with relevant role players and other stakeholders. Exercise control of discipline, grievance and any other labour related issues in terms of laid down procedures. Ensure clinical audits are implemented. Ensure monitoring and evaluation of staff performance through the EPMDS system. Ensure quality data management is implemented and monitored at the clinic.
- ENQUIRIES** : Mrs. GN Nkosi Tel No: 034-331 3011
- APPLICATIONS** : Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980
- NOTE** : The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from

HR. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/PHC2/2023). Persons with disabilities should feel free to apply for the post. Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. 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 no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). NB: Equity Target 1st Male African, 2nd Male Indian, 3rd Female Indian

- CLOSING DATE** : 31 May 2023
- POST 16/250** : **ASSISTANT MANAGER NURSING (NIGHT DUTY SERVICES) REF NO: NGWE 62/2023**
- SALARY** : R627 474 – R724 278 per annum. Other Benefits 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional), 8% inhospitable area allowance
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with the SANC as Professional Nurse. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 8 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate or recognizable experience at management level. Qualification in Nursing Management. Computer Literacy. Knowledge, Skills, Attributes and Abilities Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework Nursing Act, Health Act, Occupational Health and Safety act, Labour relations Act, Public service regulations Patients' Rights Charter, Batho Pele principles, etc. Strong interpersonal, communication (verbal and written) and presentation skills. Ability to make independent decisions, problem solving and conflict resolution. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy, initiative and innovation. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills. Knowledge of nursing care delivery approaches. Sound knowledge of Nursing Management. Conflict management, Mentorship, supervisory and change management skills.
- DUTIES** : Provide effective and professional leadership during the night. Delegate, supervise & coordinate the provision of effective and efficient patient care through adequate nursing care at night. Develop/establish & maintain constructive working relationship with nursing & other stakeholders (i.e. Inter-professional, inter-sectoral & multidisciplinary teamwork). Participate in the analysis, formulation & implementation of nursing guidelines, practices, standards & procedure. Ensure adherence to prescribed policies and procedures. Ensure effective management, utilization and supervision of all resources. Administer all nursing services and support services within in the hospital during the night. Monitor and implement EPMDS. Monitor and implement National Core Standards. Improve quality of care through reduction of patient complains, public complains and waiting times. Ensure that accurate, reliable statistics and reports are generated. Monitor and evaluate effectiveness of nursing staff development, infection control, and quality control and information management practices in the hospital against set standards with view to identify gaps and address problems timeously. Investigate adverse events and develop action plans for gaps identified. Control duty roster and attendance registers. Deal with grievances and labour relation issues in terms of laid down policies and procedures.
- ENQUIRIES** : Ms. RM Sithole Tel No: 035 901 7258

<u>APPLICATIONS</u>	:	Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni, 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880
<u>FOR ATTENTION NOTE</u>	:	Mr MP Zungu
	:	Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. 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 which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. 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. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
<u>CLOSING DATE</u>	:	26 May 2023
<u>POST 16/251</u>	:	<u>OPERATIONAL MANAGER (PHC SUPERVISOR) REF NO: NGWE 63/2023</u> Department: Primary Health Care
<u>SALARY</u>	:	R627 474 – R703 752 per annum. Other Benefits 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional), 8% inhospitable area allowance
<u>CENTRE REQUIREMENTS</u>	:	Ngwelezana Tertiary Hospital
	:	Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. Registration with the SANC as a Professional Nurse. A post basic qualification with a duration of at least one year in Clinical Nursing Science, Health Assessment, Treatment and Care (Primary Health Care). Current SANC receipt. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the one year post basic qualification in the relevant field. Valid driver's license Knowledge, Skills, Attributes and Abilities In depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery; Nursing Act, Health Act; Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedure, Grievance Procedure; Performance Management and Development policy. Basic understanding of human resources and financial policies and practices. Effective communication skills with stakeholders. Teamwork and report writing skills; Leadership, organizational, decision making and problem solving abilities. Diversity Management and change management. Good interpersonal relations and basic computer skills.
<u>DUTIES</u>	:	Provide primary health care supervision, monitoring and evaluation of systems for all clinics under Ngwelezana Hospital. Ensure clinical nursing practice by nursing team in accordance with the scope of practice and nursing standards

as determined by Ngwelezana Hospital. Promote quality of nursing care as directed by the professional scope of practice and standards in line with facility operational plan. Ensure effective performance management of staff in line with Performance Management and Development system policy of the department. Effective management of complaints, ideal clinic, and norms and standards initiatives prioritization. Ensure effective utilization of resources allocated to the clinic in line with allocated budget including training and development of staff. Effective implementation of disciplinary code and procedures fairly and equally. Ensures effective records management and submission of monthly reports /stats accordingly. Ensure that risks and hazards are identified and dealt with accordingly in line with departmental imperatives. Facilitate implementation of community based model. Provide leadership and governance to ensure a PHC approach of the system delivering services in the defined area to address health needs, including social determinants of health. Facilitate and monitor the essential PHC components of community participation and inter-sectorial collaboration. Ensure appropriate capacity development and supervision for the PHC facilities, units and teams operating in a service area. Facilitate and ensure an integrated approach in planning, and implementing services at all facilities and teams to provide a comprehensive PHC service from household level to the PHC services, including the referral system and ensuring full community participation. Analyze the operational imperatives set in the National PHC package of services, National Health Norms and standards, Provincial Strategic and Annual Plans, policies and guidelines to ensure translation into interventions and services to reach clearly defined targets and objectives in the service area. Monitor PHC outputs and services on a monthly basis to review performance, provide feedback to the PHC Units and facilities and their managers, as well as Sub District Management. As part of Clinical Governance monitor and audit compliance with norms and standards, clinical protocols and good practice elements to identify risks to communities, individuals and the Department. Ensure adverse event reporting as per protocol. Ensure effective, efficient and economical use of allocated resources.

ENQUIRIES
APPLICATIONS

: Mr S Mtshali Tel No: 035 901 7298 / 7224
 : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

FOR ATTENTION
NOTE

: Mr MP Zungu
 : Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. 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 which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. 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. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

CLOSING DATE : 26 May 2023

POST 16/252 : **OPERATIONAL MANAGER NURSING (SPECIALTY UNIT):
ORTHOPAEDIC NURSING AND SURGICAL NURSING REF NO: NURS
28/2023 (X3 POSTS)**

SALARY : R627 474 – R703 752 per annum. Other Benefits: 13th Cheque, 8% Inhospitable Area Allowance, Medical Aid: Optional, Housing Allowance (Employee must meet Prescribed Requirements)

CENTRE REQUIREMENTS : Harry Gwala Regional Hospital
Grade 12 certificate / Senior Certificate, Diploma / Degree in General Nursing Science and Midwifery (obtainable from the College/University), Registration with the South African Nursing Council (SANC) as a General Nurse and Midwifery, Post Basic qualification in Orthopaedic Nursing Science, Current South African Nursing Council receipt – licence to practice (2023), Experience: A minimum of NINE years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing; Atleast Five years of the period referred to above must be appropriate/recognizable experience in the Orthopaedic Nursing after obtaining the abovementioned Post Basic qualification. Knowledge of trauma and emergency processes & procedures. Knowledge of nursing statutes and other relevant legislative frameworks. Knowledge of Health Care Service delivery. Knowledge of disciplinary processes. Knowledge of basic / standard management principle of approach. The ability to function well with a team. Sound communication, interpersonal, counseling and time management skills. Understanding of Human Resource needs and developments. Decision making and problem solving skills. Interpersonal skills in dealing with conflict management. Knowledge and implementation of Batho Pele principles. Supervisory and analytical thinking skills. Ability to formulate departmental service standards.

DUTIES : Provide efficient and effective management and leadership in the unit. Ensure effective, efficient management of resources including staff, budgetary planning and procurement process. Supervise and monitor clinical competencies of staff ensuring that principles of nursing care are implemented. Ensure that disciplinary measures are implemented in accordance with Labour Relations Act. Ensure proper and efficient data management and timeous submission to FIO. Ensure implementation of OHSC requirement. Promote a harmonious conducive working environment to enhance quality patient care. Facilitate and participate in development training and mentorship of staff and students. Develop, monitor and evaluate staff performance through EPMDS. Establish and maintain constructive working relationship with Nursing and other stakeholders. Formulate ward policies, guidelines, SOP's and protocols. Develop and implement strategies for Infection Prevention and Control in the unit. Conduct clinical audits and verify statistics. Strengthen ethics and professionalism in the unit. Monitor and control the quality of patient care. To manage trauma and violent casualties effectively.

ENQUIRIES APPLICATIONS : Ms. L. Magadlela Tel No: 033 395 4427
All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X509, 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** : 26 May 2023
- POST 16/253** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) GATEWAY CLINIC REF NO: PHC 29/2023 (X1 POST)**
- SALARY** : R627 474 – R703 752 per annum. Other Benefits: 13th Cheque, 8% Inhospitable Area Allowance, Medical Aid: Optional, Housing Allowance (Employee must meet Prescribed Requirements)
- CENTRE REQUIREMENTS** : Harry Gwala Regional Hospital
 : Senior Certificate (Grade 12), Degree / Diploma in General Nursing and Midwifery (obtainable from College/University), Registration certificates with SANC in General Nursing and Midwifery and in Clinical Nursing Science, Health Assessment Treatment and Care, One year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and care, A Valid Driver's license. Experience: A minimum of Nine years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing; Atleast Five years of the period referred to above must be appropriate/recognizable experience in in Primary Health Care after obtaining (1) one year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Leadership, organizational, decision making and problem solving skills. Knowledge of legal frame work and prescripts within the Department of Health. Conflict management and negotiation skills. Knowledge of code of conduct and Labour Relations procedures / processes. Knowledge of Batho Pele principles and Patients' Rights Charter. Recommendation: Degree /Diploma in Nursing Administration.
- DUTIES** : Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution. Assist in planning, organizing and monitoring of objectives of the units and departments. Demonstrate understanding of Human Resource and Financial Management and practices and procedures. Supervise staff under your control. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho-Pele). Able to plan and organize own work and that of support personnel to ensure proper nursing care. Manage all resources within units effectively and efficiently to ensure optimal service delivery. Carry out PMDS evaluation of staff, formulate training programmes and participate in the training and development of staff. Ensure that all equipment in the nursing department is adequate, checked and is in working order. Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Oversee the functioning of units / wards and report to nursing management.
- ENQUIRIES APPLICATIONS** : Ms. L. Magadlela Tel No: 033 395 4427
 : All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X509, 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** : 26 May 2023
- POST 16/254** : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL): INTERNAL MEDICINE REF NO: NURS 30/2023 (X1 POST)**
- SALARY** : R497 193 – R575 898 per annum. Other Benefits: 13th Cheque, 8% Inhospitable Area Allowance, Medical Aid: Optional, Housing Allowance (Employee must meet Prescribed Requirements)
- CENTRE REQUIREMENTS** : Harry Gwala Regional Hospital
: Grade 12 certificate /Senior Certificate, Diploma / Degree in General Nursing Science, Midwifery and Psychiatry (obtainable from University/ College), Registration certificate with SANC as a General Nurse, Midwife and Psychiatry, Experience: A minimum of 7 years appropriate /recognizable experience in Nursing after registration as a General Nurse with SANC. Knowledge and insight into nursing processes and procedures. Nursing statutes and other relevant Public Service Acts. Leadership, organizational, Decision making & problem solving abilities within the limit of public sector and institution policy framework. Financial and budgetary knowledge pertaining to nursing care. Interpersonal skills in dealing with conflict management, negotiating, counselling and disciplinary skills. Knowledge and implementation of Batho Pele principles. Good communication skills. Supervisory and analytical thinking skills. Basic computer skills.
- DUTIES** : Ensure adequate supervision of staff and provision of quality patient care in an efficient and cost effective manner. Manage and supervise effective utilization of all resources in the units. Ensure effective implementation of infection control and prevention practices by all staff including support service and cleaning staff. Participate in the analysis, formulation and implementation of nursing practices, guidelines, practices, standards and procedures, Operational and Strategic Plans aimed at improving service delivery. Facilitate and ensure the implementation of Departmental Priorities and National Core Standards. Monitor and evaluate the care and management of all patients and ensure the keeping of accurate and complete patients' records. Demonstrate a concern for patients, promoting and advocating a proper treatment and care. Strengthen mental health services. Ensure effective data management. Computer Literacy. Ensure ethics and professionalism is maintained. Maintain/develop/establish constructive working relationship with nursing and other stake holders. Exercise control over discipline grievance and all labor related issues. Coordinate and monitor the implementation of nursing plan and evaluation there off. Monitor waiting times. Establish and maintain good interpersonal relations with all Stakeholders. Recommendation: Degree /Diploma in Nursing Administration.
- ENQUIRIES APPLICATIONS** : Mrs. FB. Ngema Tel No: 033 395 4427
: All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X509, 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** : 26 May 2023
- POST 16/255** : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL) REF NO: GS 41/23**
Component: Nursing
- SALARY** : Grade 1: R497 193 per annum, Plus 13th cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement)
- CENTRE** : Grey's Hospital- Pietermaritzburg
- REQUIREMENTS** : Senior Certificate or equivalent Diploma/Degree in General Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Only Shortlisted candidates will be required to submit proof of experience/ service certificate 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: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC Rules and Regulations. Knowledge of nursing care processes and procedures nursing statutes and other relevant legal frameworks. Promote quality of nursing as directed by professional scope of practice and standards as determined by the institution. Sound knowledge of scope of practice. Good communication, leadership, interpersonal and problem solving skills. Knowledge of Code of Conduct and Labour Relations. Ability to function well within a team. Conflict management and negotiation skills. Decision making and problem solving skills. Skills in organizing, planning and supervising Knowledge of Batho Pele Principles and Patients Rights Charter.
- DUTIES** : Supervise and ensure provision of an effective and efficient patient care through adequate nursing care by the unit. Ensure compliance to quality assurance, infection prevention and control, and the implementation of ideal Hospital, Norms and standards by the unit. Ensure compliance to priorities of the MEC for health by the unit as detailed in a make me look like a Hospital project. Manage information system by ensuring that correct, accurate data is collected and submitted by the unit to prevent information errors thus improving data quality. Monitor and evaluate quality of nursing services in the unit. Manage and control staff absenteeism and maintain staff discipline. Ensure effective management of staff and patients to eliminate grievances and complaints from patients. Ensure implementation of employee performance management system (EPMDS) to monitor staff performance. Participate in the analysis, formulation and implementation of nursing guidelines, practices

		standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.
<u>ENQUIRIES</u>	:	Mr F.S Matibela Tel No: 033 897 3331
<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200
<u>FOR ATTENTION</u>	:	Mr K.B Goba
<u>NOTE</u>	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. The employment equity target for this post is: African Male, African Female, Coloured Male.
<u>CLOSING DATE</u>	:	26 May 2023
<u>POST 16/256</u>	:	<u>CLINICAL PROGRAMME COORDINATOR (QUALITY ASSURANCE MANAGER) REF NO: CBH08/2023</u>
<u>SALARY</u>	:	R497 193 - R559 686 per annum. Other Benefits: 8% rural allowance, 13th cheque, Medical aid (optional) and home owners' allowance (employee must meet a prescribed requirements)
<u>CENTRE</u>	:	Catherine Booth Hospital
<u>REQUIREMENTS</u>	:	Standard10, Senior certificate or Grade12. Diploma/Degree in Nursing Science. Current registration with SANC 2023 as a Professional nurse and Midwifery. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Verifiable certificate of service endorsed and stamped by HR. A valid code 08 driver's licence. Working knowledge of health policies and current public service and health related legislation. In depth knowledge of nursing care procedures, nursing statutes and other relevant legal frameworks, such as Nursing Act, Provincial Health Act 2000, Patient's Rights Charter, Batho Pele Principles and Occupational Health and Safety Act. Good Management and analytical skills. Good communication, leadership and interpersonal skills. Ability to work in a multidisciplinary team. Practical experience in Quality Assurance and Accreditation.
<u>DUTIES</u>	:	Ensure the Implementation of Norms Standards Assessments and Ideal Clinic Realization Framework. Ensure the Management of Complaints and Patient Safety Incidents. Coordinate Patient Experience of Care and waiting time surveys. Ensure that Clinical Governance committee meetings are conducted. Provide support to the management team to ensure that the high standard of services is provided to both Catherine Booth Hospital and affiliated Clinics. To ensure that all departments and clinics are provided with quality management guidelines, protocols and that all these are implemented. Develop budget plan for the unit and exercise control over utilization of such a budget. Provide management and supervisors with up to date quality management information and updates. Ensure develop and promote quality assurance culture within the institution. Plan, ensure implementation of and evaluate, maintain control and co-ordinate activities of the quality assurance department in the institution. Facilitate formation of quality assurance committees and ensure effective functioning of these committees and that all staff participates in quality assurance programs. Ensure that quality improvement programs are initiated and implemented in order to address shortcomings and non-compliance issues. Maintain accurate reports and records of quality assessments and ensure timeous interventions on non-compliance. Compile and submit monthly reports to the Hospital Manager. Provide on-going feedback to senior management and heads of departments. Assist with motivation of institutional personnel through positive reinforcement. Liaise with District Quality Assurance Department and validate results for all surveys.
<u>ENQUIRIES</u>	:	Ms. C.M Ntshela Tel No: (035) 474 8407/8/9
<u>APPLICATIONS</u>	:	All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehlwana Primary School, Umlalazi Municipality Ward15, Amatikulu, 3801
<u>NOTE</u>	:	The following documents must be submitted: Application for employment form (new version Z83 form), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za and a comprehensive CV indicating three reference persons: Names and contact numbers, Therefore only shortlisted candidates for a post will be required to submit certified copies of qualification/s and other relevant documents on or before the day of the interview following communication from HR, A Reference checks will be done on nominated

candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out. Preference will be given to African Male.

- CLOSING DATE** : 26 May 2023
- POST 16/257** : **OPERATIONAL MANAGER NURSING (GEN. STREAM) HAST REF NO: CBH11/2023**
- SALARY** : R497 193 - R559 686 per annum. Other Benefits: 8% rural allowance, 13th cheque, Medical aid (optional) and home owners' allowance (employee must meet a prescribed requirements)
- CENTRE REQUIREMENTS** : Catherine Booth Hospital
Standard10, Senior certificate or Grade12. Diploma / Degree in General Nursing and Midwifery. Year 2023 Current registration with SANC as a Professional Nurse and Midwifery. A minimum of 7 years appropriate/recognizable nursing experience after registration with SANC as a professional nurse. Experience in HIV programme unit Knowledge of nursing care policies and procedures, nursing statutory regulation and guidelines and other relevant legal framework e.g. Nursing act, Health act, occupational health and safety, Batho Pele Principles, Public Service Regulations TB management guidelines, HIV and AIDS ART MMC guidelines and other relevant guidelines and policies. Good communication skills, report writing, facilitation, leadership, organizational, problem solving skills. Computer skills.
- DUTIES** : Advocate and promote nursing care ethos and professionalism Provide administrative services; participate in clinic arrangement and sustainability in the implementation of integrated clinic health service management. Ensure that all services within HAST programs are implemented, monitored and evaluated. Ensure implementation of relevant guidelines. Establish and maintain adherence to clinical governance pillars and processes. Ensure and establish all structures/ committees relevant to programs. Work with multidisciplinary team, partners and other stakeholders. Ensure that employee performance management development system is in place. Provide monthly report and statistics. Develop QIP and monitor improvements.
- ENQUIRIES APPLICATIONS** : Mrs. P.Z Mbonambi Tel No: (035) 474 8407/8/9
All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehlwana Primary School, Umlalazi Municipality Ward15, Amatikulu, 3801
- NOTE** : Preference will be given to African Male The following documents must be submitted: Application for employment form (new version Z83 form), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za and a comprehensive CV indicating three reference persons: Names and contact numbers, Therefore only shortlisted candidates for a post will be required to submit certified copies of qualification/s and other relevant documents on or before the day of the interview following communication from HR, A Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out.
- CLOSING DATE** : 26 May 2023
- POST 16/258** : **CLINICAL PROGRAMME CO-ORDINATOR (CCMT) REF NO: ILE08/2023 (X1 POST)**
Component: HIV, AID, STI, ARV& VCT
- SALARY** : R497 193 per annum. Benefit:13th Cheque, homeowner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
- CENTRE** : Ilembe Health District Office

REQUIREMENTS

: Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) Degree / Diploma in General Nursing & Midwifery. Current registration with SANC as General Nurse. A minimum of 7 years appropriate/ recognizable nursing experience as a General Nurse. Computer literacy in word processing and spread sheet packages. Valid Driver's License – Code 8. Recommendations: Supervision and management in a HAST unit. NIMART training. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office and all abovementioned documents need not be attached on application will be requested only if shortlisted. Report writing abilities. Financial management skills. Empathy and counseling skills Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. Computer literacy with a proficiency in MS Office Software applications.

DUTIES

: Ensure implementation of HAST policies and guidelines in all facilities (treatment adherence, HIV index testing, UTT, TLD switch/ initiations, welcome back campaign, etc.). Provide support, guidance and mentoring to health facilities so that the district can achieve 95 95 95 HAST goals. Ensure integration of the HAST programme into Sukuma Sakhe Objectives. Ensure that clinical audits are conducted and quality improvement plans are developed and implemented to improve quality. Facilitate the implementation of the differentiated models of care. Compile monthly, quarterly and annual reports and share with relevant stakeholders. Analyze emerging health practices and trends using available information systems (TIER.NET, DHIS, Vantage, NHLS labtrak etc.) and introduce remedial action in conjunction with health care specialists. Plan, organize and conduct community rallies and events that convey health messages and practices which support HAST programme strategies. Participate in the formulation of the District HAST operational and business plans. Monitor budget allocated to the HAST programme. Participate in activities aimed at fully integrating HIV and AIDS programmes to the main stream of PHC services. Facilitate and hold district HAST monthly and quarterly meetings. Support facility and sub- district HAST meetings (new Operation Sukuma Sakhe nerve centre meetings) Facilitate and conduct regular meetings with NGOs supporting the programme with the assistance of the HIV and AIDS trainer. Coordinate trainings and updates for NGOs and Health Care Workers. Work in close collaboration with other stakeholders to implement the HAST programme.

**ENQUIRIES
APPLICATIONS**

: Ms TM Banda (Deputy District Director: IDHSD) 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, Kinga Shaka Centre, and KwaDukuza, 4450.

NOTE

: Directions to Candidates: The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. ILE/03/2022. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit copies of 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** : 26 May 2023
- POST 16/259** : **CLINICAL PROGRAMME CO-ORDINATOR: IPC (INFECTION PREVENTION AND CONTROL PRACTITIONER REF NO: KCHC/IPC/07/2023 (X1 POST)**
- SALARY** : R497 193 per annum. 13th Cheque/Service Bonus, Medical Aid Allowance (optional) Homeowner Allowance (subject to meeting prescribed requirements).
- CENTRE REQUIREMENTS** : Kwa Mashu CHC
 Senior Certificate/ Grade 12. Degree/Diploma in Nursing Science and Midwifery or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council (SANC) 2023. A minimum of 7 years appropriate/Recognizable Experience in Nursing after registration with the SANC in General Nursing. Computer Literacy. Valid driver's License. Recommendations: Certificate in Infection, Prevention and Control. Knowledge and skills required: certificate in infection, prevention control. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact service delivery. Knowledge of infection control policies and guidelines. Ensure clinical nursing practice by nursing team (unit) in accordance with the scope of practice and nursing standards. Promote quality of nursing care as directed by professional scope of practice and standard determined by relevant health facility. Demonstrate a basic understanding of HR and financial policies and policies. Interpersonal skills including public relations, negotiations conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight to procedures and policies pertaining to nursing care. Leadership. Organizational decision making and problem solving abilities within the limits of the public sector and institutional policy framework.
- DUTIES** : Develop and implement an Infection Prevention and Control plan for the Institution. Identify Infection control risks and make recommendations on mitigations thereof. Ensure that all Departments comply with the IPC Framework, Guidelines and Protocols. Identify standard Operating Procedures to be formulated in relation to Provincial Guidelines. Identify outbreak of Infection, initiate investigation and control measures in collaboration with the IPC Committee. Provide Effective and efficient Infection Prevention and Control services in the Institution. Conduct IPC Surveillance and report on the incidence and prevalence of alert organisms and communicable diseases to the District CDC. Serve as a Clinical governance champion in the facility, ensuring effective clinical risk management system. Identify and report all Hospital Acquired Infections. Visit the Departments within the institutions to identify infection prevention and control risks. Ensure strong relationship with District IPC and CDC teams as well as Laboratory Services. Ensure that infection Prevention and Control as well as Antibiotic Stewardship Committees are in place and Functional.
- ENQUIRIES** : Mrs. J Kroutz Tel No: 031 5011589
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance at P61 Mkhivane 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. IPC/KCHC/07/2023. 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** : 26 May 2023
- POST 16/260** : **PROFESSIONAL NURSE: SPECIALTY: PAEDIATRICS: GRADE 1 REF NO: HRM 34/2023 (X4 POSTS)**
- SALARY CENTRE REQUIREMENTS** : Grade 1: R431 265 - R497 193 per annum, including benefits
: King Edward VIII Hospital complex
: Matric/Senior Certificate or equivalent qualification Plus Degree / Diploma in General Nursing and Midwifery plus Registration with S.A.N.C. as a General Nurse and/or Midwife or Accoucher PLUS One year Post registration Degree/Diploma in relevant speciality plus 4 years appropriate / recognizable registration experience as a General Nurse. Plus current registration with SANC 2023, Plus Certificate of service. Recommendation: Computer Literacy. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework, Good communication skills-verbal and written, Co-ordination and liaison skills, Problem solving skills.
- DUTIES** : Assist in planning/organizing and monitoring of objectives of the specialized unit, Provide a therapeutic environment for staff, patients and public, Provide comprehensive, quality nursing care, Provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to, give them guidance, Ensure continuity of patient care on all level, Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, Assist with allocation/change list, day and night duty rosters and inputs for leave, Assist in record keeping and provide statistical information on training and staffing, To assist in EPMDS evaluation of staff and implement EAP, Assist in orientation, induction and monitoring of all nursing staff, To complete patient related data and partake in research, Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty., To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift, To partake in overall specialized unit functions, i.e. team building, Effective and efficient management of all resources, Assist in planning/organizing and monitoring of objectives of the specialized unit.
- ENQUIRIES APPLICATIONS** : Ms. P. Govender Tel No: (031) 360 3026
: All applications can either be submitted via email to twiggy.garib@kznhealth.gov.za or hand delivered at King Edward VIII Hospital complex and placed in the red application box situated next to the ATM in the Admin Building.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary plus proof of previous and current experience (certificate of service) and stamped by HR, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. 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 KE 28/2023. 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. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)

- CLOSING DATE** : 26 May 2023
- POST 16/261** : **PROFESSIONAL NURSE SPECIALTY: TRAUMA UNIT REF NO: PNS/TRAUMA2 /2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 - R490 107 per annum
Grade 2: R497 193 - R645 720 per annum
- CENTRE** : Addington Hospital: KwaZulu Natal
- REQUIREMENTS** : Degree/Diploma in General Nursing. Registration Certificate with SANC as a General Nurse. Degree/Diploma – Post Basic qualification in Trauma and Emergency Nursing Science. Post Basic registration certificate accredited by SANC in the relevant Speciality. Current registration receipt with SANC (2023). Certificate of Service. Only shortlisted candidates will be required to submit proof of all documents. Experience **Grade 1**: A minimum of 4 years appropriate recognizable experience in Nursing after registration as a Professional Nurse with the South African Nursing Council. A post-basic Qualification with a duration of at least 1 year in the relevant Speciality. Experience **Grade 2**: A minimum of 14 years appropriate recognisable experience in nursing after registration as a 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 speciality after obtaining the 1 year post-basic qualification in the relevant speciality. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project Management skills. Basic Computer skills.
- DUTIES** : Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order appropriate level of consumables and monitor utilization. Ensure that equipment in the unit is adequate and is checked and functional. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records. complete patient records.
- ENQUIRIES** : Matron B.N Ndhlovu Tel No: 031 327 2000

APPLICATIONS : 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 : Human Resource Department

NOTE : 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 : 26 May 2023

POST 16/262 : **PROFESSIONAL NURSE SPECIALTY: PSYCHIATRIC NURSING SCIENCE**
REF NO: PNS/PSYCH1/2023 (X1 POST)

SALARY : Grade 1: R431 265 - R490 107 per annum
Grade 2: R497 193 - R645 720 per annum

CENTRE : Addington Hospital: KwaZulu Natal

REQUIREMENTS : Degree/Diploma in General Nursing and Midwifery. Registration Certificate
with SANC as a General Nurse and Midwife. Degree/Diploma – Post Basic
qualification in Adult Psychiatric / Child Psychiatric Nursing Science. Post Basic
registration certificate accredited by SANC in the relevant Speciality. Current
registration receipt with SANC (2023). Certificate of Service. Only shortlisted
candidates will be required to submit proof of all documents. Experience **Grade**
1: A minimum of 4 years appropriate recognizable experience in Nursing after
registration as a Professional Nurse and Midwife with the South African
Nursing Council. A post-basic Qualification with duration of at least 1 year in
the relevant Speciality. Adult Psychiatric / Child Psychiatric Nursing Science.
Experience **Grade 2:** A minimum of 14 years appropriate recognisable
experience in nursing after registration as a Professional Nurse and Midwife
with SANC in General Nursing. At least 10 years of the period referred to above
must be appropriate/Recognisable experience in the specific speciality after
obtaining the 1 year post-basic qualification in Adult Psychiatric / Child
Psychiatric Nursing Science. Knowledge, Skills, Training and Competence
Required: Knowledge of nursing care processes and procedures, nursing
statutes, and other relevant legal frameworks. Good verbal and written
communication and report writing skills. Decision making and problem solving
skills. Conflict management and negotiation skills. Project Management skills.
Basic Computer skills.

DUTIES : Provide comprehensive, quality nursing care to patients/clients in a speciality
unit in a cost-effective, efficient manner. Assist in planning, organizing and
monitoring of objectives of the specialised unit. Manage all resources within
the unit effectively and efficiently to ensure optimum service delivery. Able to
plan and organize own work and that of support personnel to ensure proper
nursing care. Display a concern for patients, promoting and advocating proper
treatment and care including awareness and willingness to respond to patient's
needs, requirements and expectations (Batho Pele). Work as part of the
multidisciplinary team to ensure good nursing care. Demonstrate effective
communication with patients, supervisors and other clinicians, including report
writing when required. Ensure compliance with all National, Provincial and
Professional prescripts in order to render a safe patient service and improve
client satisfaction. Participate in the analysis and formulation of nursing policies
and procedures. Assist in EPMDS evaluation of staff within the unit and

participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order appropriate level of consumables and monitor utilization. Ensure that equipment in the unit is adequate and is checked and functional. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records. complete patient records.

<u>ENQUIRIES</u>	:	Matron B.N Ndhlovu Tel No: 031 327 2000
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Human Resource Department
<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	26 May 2023
<u>POST 16/263</u>	:	<u>PROFESSIONAL NURSE SPECIALTY: PAEDIATRIC REF NO: ADD/PAEDS1 /2023 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R431 265 - R490 107 per annum Grade 2: R497 193 - R645 720 per annum
<u>CENTRE</u>	:	Addington Hospital: KwaZulu Natal
<u>REQUIREMENTS</u>	:	Degree/Diploma in General Nursing and Midwifery. Registration Certificate with SANC as a General Nurse and Midwife. Degree/Diploma – Post Basic qualification in Child Nursing Science. Post Basic registration certificate accredited by SANC in the relevant Speciality-Child Nursing Science. Current registration receipt with SANC (2023). Certificate of Service. Only shortlisted candidates will be required to submit proof of all documents. Experience Grade 1: A minimum of 4 years appropriate recognizable experience in Nursing after registration as a Professional Nurse and Midwife with the South African Nursing Council. A post-basic Qualification with duration of at least 1 year in the relevant Speciality. Child Nursing Science. Experience Grade 2: A minimum of 14 years appropriate recognisable experience in nursing after registration as a Professional Nurse and Midwife with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/Recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in Child Nursing Science. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project Management skills. Basic Computer skills.
<u>DUTIES</u>	:	Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to

plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order appropriate level of consumables and monitor utilization. Ensure that equipment in the unit is adequate and is checked and functional. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records. complete patient records.

**ENQUIRIES
APPLICATIONS**

: Matron B.N Ndhlovu 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

: 26 May 2023

POST 16/264

: **PROFESSIONAL NURSE SPECIALTY: OPERATING THEATRE REF NO:
ADD/OT1 /2023 (X3 POSTS)**

SALARY

: Grade 1: R431 265 - R490 107 per annum
 : Grade 2: R497 193 - R645 720 per annum

**CENTRE
REQUIREMENTS**

: Addington Hospital: KwaZulu Natal
 : Degree/Diploma in General Nursing. Registration Certificate with SANC as a
 : General Nurse. Degree/Diploma – Post Basic qualification in Operating
 : Theatre Nursing Science. Post Basic registration certificate accredited by
 : SANC in the relevant Speciality. Current registration receipt with SANC (2023).
 : Certificate of Service. Only shortlisted candidates will be required to submit
 : proof of all documents. Experience **Grade 1:** A minimum of 4 years appropriate
 : recognizable experience in Nursing after registration as a Professional Nurse
 : with the South African Nursing Council. A post-basic Qualification with duration
 : of at least 1 year in the relevant Speciality-Operating Theatre. Experience
 : **Grade 2:** A minimum of 14 years appropriate recognisable experience in
 : nursing after registration as a 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 speciality after obtaining
 : the 1 year post-basic qualification in the relevant speciality-Operating Theatre.

Recommendation: At least 1 – 2 years' experience in Operating Theatre Nursing would be an advantage. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Must have good knowledge of Cardiac Conditions. Project Management skills. Basic Computer skills.

DUTIES : Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order appropriate level of consumables and monitor utilization. Ensure that equipment in the unit is adequate and is checked and functional. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records. Complete patient records.

ENQUIRIES : Matron B.N Ndhlovu Tel No: 031 327 2000
APPLICATIONS : 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 : Human Resource Department
NOTE : 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 : 26 May 2023

POST 16/265 : **PROFESSIONAL NURSE (SPECIALTY) – ADVANCED MIDWIFERY: PMTCT CO-ORDINATOR REF NO: IMBALCHC06/2023 (X1 POST)**

SALARY : Grade 1: R431 265 – R497 193 per annum
 Grade 2: R528 696 - R645 720 per annum
 Allowances: 8% Inhospitable Allowance, 13th Cheque, Housing Allowance and Medical Aid (Employee must meet the Prescribed Requirements).

CENTRE : Imbalenhle CHC

- REQUIREMENTS** : Senior Certificate /Grade 12, Degree/Diploma in General Nursing and Midwifery, Registration with SANC as General Nurse, Advanced Midwifery and Neonatal Nursing Care, A minimum of 4 years appropriate/recognizable registration experience as a General Nurse, 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Care, Current Registration Certificate with SANC to practice in 2023, A Certificate of Service endorsed by Human Resources for all relevant experience. **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing and Midwifery plus one year post basic qualification in Advanced Midwifery and Neonatal Nursing Care. **Grade 2:** A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery which 10 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Advanced Midwifery and Neonatal Nursing Care. Knowledge, Skills Training and Competencies Required: Relevant legal framework such as Nursing Acts, Mental Act, OH&S Act, Batho Pele and Patients Right Charter, Labour Relations Act, Grievance procedures etc, Leadership, organizational, decision making and problem solving skills, Conflict handling and counselling skills. Sound knowledge of procedures and policies pertaining to nurse care, Good communication skills, Good interpersonal relationship skills, Coordination and planning skills, Report writing skills, Knowledge of TB control, HIV including PMTCT and ARV management.
- DUTIES** : To plan and coordinate integrated, efficient and effective PMTCT services in the Sub District., Ensure PMTCT Program implementation (PMTCT PRONGS) in the sub district, Analyse emerging health practices and trends and introduce remedial action in conjunction with health care specialists, Participate in the development operational plans and business plans for PMTCT, Conduct support visits within the sub district and report on findings to health management and facilitate the development of quality improvement plans, Participate in activities aimed at fully integrating PMTCT programmes to the main stream of PHC services, Attend to District trainings and coordinate sub district PMTCT trainings, updates for NGOs and Health Care Workers, Monitor the rendering of PMTCT services within the sub district, Provide care that leads to improved health service delivery by upholding principles of Batho Pele. Ensure implementation of norms and standards, quality and clinical audits. Supervision of patients' reports and intervention, keeping a good valid record on all client intervention. Implementation of CARMMA strategy, BANC, EPOC and ESMOE. Administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Ability to plan and organize own work and that of support officers to ensure proper PMTCT. Organize and prepare Perinatal Review Meetings including Wedge meetings, workshops and updates. Prepare and submit reports to facility health management.
- ENQUIRIES** : Mrs LH Sibiya Tel No: 033 – 398 9100, EXT: 9103
- APPLICATIONS** : must be forwarded to: Human Resources Department, Imbalenhle Community Health Centre, Private Bag X9104, Pietermaritzburg, 3200 or Hand delivered at Imbalenhle Community Health Centre- HR, Unit 3, Thwala Road, Imbali, Pietermaritzburg.
- NOTE** : The incumbent will be expected to assist in the MCWNH stream in day to day activities: Imbalenhle Community Health Centre is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the institution. Preference will be given to African male and People with disability. Only shortlisted candidates will be required to submit certified copies of documents on or before the day of the interview.
- CLOSING DATE** : 26 May 2023
- POST 16/266** : **CLINICAL NURSE PRACTITIONER (BERGVILLE CLINIC) REF NO: EMS/16/2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Plus 13th Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)

<u>CENTRE</u>	:	Emmaus Hospital
<u>REQUIREMENTS</u>	:	<p>Grade 1: Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with the SANC as Professional Nurse. 1 Year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: Senior Certificate / Grade 12. Diploma / Degree in General nursing that allow registration with SANC as Professional Nurse. A 1 year post basic qualification in Primary Health Care Nursing. A minimum of 14 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General nursing. Current SANC receipt. At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care. NB: Only shortlisted candidates will be required to submit: 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. Before or on the day of interview. Recommendation: Driver's license code 8. Knowledge & Skills: Sound knowledge of all legislation and regulation applicable to the health services and nursing status. Sound knowledge of disciplinary processes and grievance procedures. Leadership, organizational, decision making, counseling and conflict management skills. Human Resources and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures.</p>
<u>DUTIES</u>	:	<p>Provision of comprehensive primary health care services. Implementation of programs to ensure proper nursing care. Demonstrate effective communication with patient's supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organize own work and that of support personnel to ensure quality nursing care. Diagnose treat and dispense medication. Work as the part of multidisciplinary team to ensure good nursing care at PHC setting in all health programs. Display concern for patients, promoting and advocating proper treatments and care including awareness and willingness to respond to patient needs, requirements expectations. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop senses of care. To ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff. Conduct outreach services and door to door campaigns to improve access of health services to hard to reach areas. Provide COVID -19 management according to protocols and policies. Provide COVID -19 screening, testing and vaccination to clients.</p>
<u>ENQUIRIES</u>	:	Ms N.D Makhombothi Tel No: 036 488 1570, EXT: 8312
<u>APPLICATIONS</u>	:	Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340, Hand delivered applications may be submitted at Human Resource Registry - Emmaus Hospital.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	<p>Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling Allowance will be paid for interview attendance. No resettlement will be paid to suitable candidate.</p>
<u>CLOSING DATE</u>	:	26 May 2023 at 16:00

<u>POST 16/267</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY) (THEATRE) REF NO: NMH/THRT/2023 (X1 POST)</u>
<u>SALARY</u>	:	R431 265 – R497 193 per annum, Plus Rural Allowance 8%. Benefits: 13th Cheque, medical- aid (optional), Housing Allowance (Employees must meet the prescribed requirements) R528 696 – R645 720 per annum, Plus Rural Allowance 8% Benefits: 13th Cheque, Housing Allowance (Employees must meet the prescribed requirements), medical aid (optional).
<u>CENTRE REQUIREMENTS</u>	:	Niemeyer Memorial Hospital Grade 1: Experience: A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Plus one year Post basic qualification in Operating Theatre Nursing. Grade 2: Experience: A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in a speciality after obtaining one year post basic qualification in the relevant speciality. Senior Certificate or equivalent qualification. Degree/ Diploma in General Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. One (1) year post basic qualification in Theatre. Current registration with South African Nursing Council as a Professional Nurse (2023 SANC receipt) a minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. knowledge, skills, experience and competencies required: Strong interpersonal, communication and presentation skills. Ability to make independent decision. 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, procedures, prescripts and legislation.
<u>DUTIES</u>	:	Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Train and supervise junior staff and student nurses. To execute Professional Nursing Duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties within the prescripts of all applicable legislation. To assist the Operational Manager in charge of the Theatre with the overall management and the necessary support for the effective functioning of the Theatre. Develop competencies in scrub, circulating, recovery room and set room duties. Safe environment to achieve desired outcome of surgical interventions. Work collaboratively with Surgeons and Anesthetists to meet patient needs during theatre procedures and ensure responsibility for patient care. Ensure safe environment for patients by assisting junior nursing staff members through teaching and supervising. Plan, provide and supervise nursing activities in the different allocated specialty. Ensure fiscal control of materials, supplies and equipment. Provision of efficient floor nurses duties. Manage/ co-ordinate the smooth functioning of the instrument room.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs GN Nkosi Tel No: 034 331 3011 Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980.
<u>NOTE</u>	:	Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/PHC2/2023) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. 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 no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). NB: Equity Target: 1st Male African 2nd Male Indian 3rd Female Indian

- CLOSING DATE** : 31 May 2023
- POST 16/268** : **CLINICAL NURSE PRACTITIONER REF NO: BALL02/2023 (X1 POST)**
Component: Ballito Clinic
- SALARY** : Grade 1: R431 265 per annum, Plus 8% rural allowance
Grade 2: R528 696 per annum, Plus 8% rural allowance
Benefit: 13th Cheque, homeowner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
- CENTRE REQUIREMENTS** : Ilembe Health District Office
- REQUIREMENTS** : **Grade 1:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree / Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, Current registration with SANC as General Nurse and Primary Health Care plus, A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as General Nurse with Midwifery and Primary Health Care plus, A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office will be requested (only if shortlisted) N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted). Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.
- DUTIES** : Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net. Assist with capturing patients on patient registration (HPRS) system. Support the realization and maintenance of Ideal Clinic Programme in the facility. Coordinate and manage the provision of the services to manage COVID 19 pandemic.

<u>ENQUIRIES</u>	:	Mrs. R Bhagwandin – Deputy Manager Nursing Tel No: 032 – 5513686
<u>APPLICATIONS</u>	:	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
<u>NOTE</u>	:	Directions to Candidates: The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. ILE/03/2022. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of 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.
<u>CLOSING DATE</u>	:	26 May 2023
<u>POST 16/269</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1, 2 REF NO: NGWE 64/2023</u> Department: Various Clinics
<u>SALARY</u>	:	R431 265 – R497 193 per annum R528 696 – R645 720 per annum Other Benefits: 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional), 8% inhospitable area allowance
<u>CENTRE</u>	:	Ngwelezana Tertiary Hospital
<u>REQUIREMENTS</u>	:	Grade 1: Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with the SANC as Professional Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with the SANC as Professional Nurse. Registration with SANC as Professional Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. A minimum of 14 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care. Current SANC receipt. knowledge, skills, attributes and abilities Leadership, organizational, decision-making and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, OHSA, PSR etc. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Demonstrate a basic understanding of H.R and financial policies. Insight into procedures and policies pertaining nursing care, computer skills in basic programs.

DUTIES

: Provision of an integrated quality and comprehensive primary health care services by promoting health, prevention of diseases, curative services to the clients and community. Provide PICT, UTT and adherence counselling to all clients. Perform a clinical nursing practice in accordance with scope of practice and nursing standards as determined for a primary health care facility. Work as part of the multi-disciplinary team to ensure good nursing care at PHC level. Provide primary prevention strategies and management of communicable and non-communicable diseases. Provision of good quality care according to Ideal Clinic Realization and Maintenance (ICRM) and office of health standard compliance guidelines. (OHSC) Manage and monitor proper utilization of human, financial, physical and material resources. Ensure data management is implemented and monitored. Demonstrate effective communication with patient, supervisors, and other clinicians including report writing when required. Work effectively co-operatively and amicably with persons of diverse intellectual cultural racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles and patients' Rights charter. Handle obstetric emergencies and high risk conditions. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observations of patients in the clinic. Ensure proper utilization and safe keeping of basic medical surgical pharmaceutical and stock suppliers. Supervision of patients and provision of basic patient needs, e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic using EDL guidelines. Ability to assess, diagnoses, treat and refer the patients with clinical problems above PHC scope. Ensure compliance with all indicators for DOH Programmes. Ensure the implementation of community based model.

ENQUIRIES

: Mr. S Mtshali Tel No: 035 901 7298 / 7224

APPLICATIONS

: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

FOR ATTENTION

: Mr MP Zungu

NOTE

: Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. 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 which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. 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. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

CLOSING DATE

: 26 May 2023

POST 16/270 : **PROFESSIONAL NURSE SPECIALTY GRADE 1, 2 REF NO: NGWE 65/2023**
 Department: ICU

SALARY : Grade 1: R431 265 – R497 193 per annum
 Grade 2: R528 696 – R645 720 per annum
 Other Benefits: 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional), 8% inhospitable area allowance

CENTRE REQUIREMENTS : Ngwelezana Tertiary Hospital
Grade 1: Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. One year post basic qualification in Critical Care Nursing /Trauma. Registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. SANC Receipt. **Grade 2:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as Professional Nurse. One year post basic qualification in Critical Care Nursing /Trauma. A minimum of 14 years appropriate of 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 a specific field after obtaining post basic qualification in that specialized field. Knowledge, Skills, Attributes And Abilities 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 : Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Norms and Standards. Co-ordinate clinical activities of the unit. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Advocate for quality care of patients. Participate in staff development using EPMDS System and other work related programmes and training. Ensure that equipment and machinery is available and functional at all time Report and challenges and deficiencies within the unit. Attend to meetings, workshops and training programs as assigned by the supervisor.

ENQUIRIES APPLICATIONS : Ms. RM Sithole Tel No: 035 901 7000
 Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

FOR ATTENTION NOTE : Mr MP Zungu
 Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. 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 which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of

Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. 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. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

- CLOSING DATE** : 26 May 2023
- POST 16/271** : **PROFESSIONAL NURSE SPECIALTY GRADE 1, 2 REF NO: NGWE 66/2023**
Department: Operating Theatre
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other Benefits: 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional), 8% inhospitable area allowance
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
: **Grade 1:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. One year post basic qualification in Operating Theatre Nursing Science. Registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. SANC Receipt. **Grade 2:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as Professional Nurse. One year post basic qualification in Operating Theatre Nursing Science. A minimum of 14 years appropriate of 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 a specific field after obtaining post basic qualification in that specialized field. Knowledge, Skills, Attributes and Abilities 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** : Executive professional nurses duties and functions with proficiency in support of the strategic objectives and operational plan of the Institution. Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs. Advocate for quality care of patients. 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 other work related programmes and training.
- ENQUIRIES APPLICATIONS** : Ms. RM Sithole Tel No: 035 901 7000
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880
- FOR ATTENTION NOTE** : Mr MP Zungu
: Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the

internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. 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 which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. 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. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

CLOSING DATE

:

26 May 2023

POST 16/272

:

PROFESSIONAL NURSE SPECIALTY GRADE 1, 2 REF NO: NGWE 67/2023

Department: Various Clinics

SALARY

:

R431 265 – R497 193 per annum

R528 696 – R645 720 per annum

Other Benefits: 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional), 8% inhospitable area allowance

CENTRE

:

Ngwelezana Tertiary Hospital

REQUIREMENTS

:

Grade 1: Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. One year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. SANC Receipt. **Grade 2:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as Professional Nurse. One year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 14 years appropriate of 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 a specific field after obtaining post basic qualification in that specialized field. Knowledge, Skills, Attributes and Abilities Knowledge SANC rules and regulations. Knowledge of Nursing procedures, relevant Acts and policies. Knowledge of Batho Pele principles and Patient's Right Charter. Knowledge of Code of Conduct and labour relations. Good communication and interpersonal skills. Decision making and problem solving. Basic Financial management.

DUTIES

:

Implement the activities that are aimed at the reduction of infant, under five and maternal mortality. Implement activities aimed at the improvement women's health. Ensure that high quality nursing care is rendered to all clients accessing maternal services in the facility taking into consideration that CARMA objectives; ESMOE, KING; Helping Babies to breath and ensure IMCI programmes are properly Implemented. Implement BANC and other Antenatal care programmes to enhance antenatal care to all pregnant women accessing care to the facility. Ensure that there is proper management and integration of HAST programmes within the maternity unit. Manage the utilization and

supervision of the resources. Coordinate the provision of effective training and research, focusing on the programmes aimed at the improvement of the maternal and child health. Instill discipline, professionalism and work ethics among employees. Ensure compliance to quality, infection prevention and control (IPC) programmes e.g. IDEAL Clinic realization and maintenance (ICRM) and Norms and Standards (N&S). Maintain a constructive working with the multi-disciplinary team members. Provide effective support to Nursing service e.g. assist with relief duties to nursing management.

- ENQUIRIES** : Mr S Mtshali Tel No: 035 901 7298/7224
- APPLICATIONS** : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni 3880 or Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880
- FOR ATTENTION** : Mr MP Zungu
- NOTE** : Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. 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 which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. 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. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
- CLOSING DATE** : 26 May 2023
- POST 16/273** : **PROFESSIONAL NURSE SPECIALTY OCCUPATIONAL HEALTH REF NO: EMS/16/2023**
Re- Advertised: Applicants who previously applied need to re-apply
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other benefits: Medical Aid (Optional) 13th Cheque PLUS 8% rural allowance, Housing allowance (employee must meet prescribed requirements)
- CENTRE** : Emmaus Hospital
- REQUIREMENTS** : **Grade 1:** Senior Certificate (Grade 12). Degree/ Diploma in General Nursing and Midwifery, Plus 1 (one) year post basic qualification in occupational Health. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as professional nurse with SANC. Current registration with SANC as a General nurse, and Occupational Health a post basic qualification in Occupational Health with duration of at least 1 year accredited with the south African nursing council. **Grade2:** Minimum of 14 years appropriate recognizable experience in nursing after registration as professional nurse with SANC in Occupational health. NB: certificate of service from previous employers is compulsory when shortlisted. Please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management (only when shortlisted) Knowledge & Skills

Sound knowledge of Occupation health and safety act no. 85/1993, compensation for occupational injuries & disease act no 130/1993 and other public service regulations. Clinical & administrative knowledge in the field of Occupational Health nursing. Strong interpersonal, communication, and presentation skill. Ability to make independent decision and adhere knowledge of infection prevention and control policies and risk management. An ability to uphold high level of confidentiality. Computer skills in basic programs.

DUTIES : Advice provides support and assistance to ensure optimal health status for all employees in the institution and clinic. Roll out occupational health programmes for hospital and clinics. Conduct medical surveillance and programme to all employees. Execute all duties functions and responsibilities in compliance with occupational health and safety act 85 of 1993 and other relevant legislation. Compile and submit occupational health statistics and report to the supervisor. Render an optimal, holistic, specialized nursing care to employee, maintain accurate staff record and submit report to relevant stakeholders. Advocate for proper health care treatment and willingness to respond to employee needs, requirements and expectations. Ensure the unit complies with infection prevention and control as well as Occupational Health and safety policies. Maintain Accreditation standard by ensuring complies with national norms and standard. Develop quality improvement plans, strategic plan, policies and procedures for the units. Ensure that baseline medical surveillance, periodical and exit medical examinations are offered to all eligible employees. Orientate, train and develop staff on occupational health matters within the sub-district.

ENQUIRES APPLICATIONS : Mr. T.B.Khumalo Tel No: 036 488 1570 EXT 8206
: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.

FOR ATTENTION NOTE : Human Resource Manager
: Application should be submitted on the most recent form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidates will be required to submit certified copies of qualifications.ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling, Resettlement allowance will be paid for interview attendance.

CLOSING DATE : 26 May 2023 at 16:00

POST 16/274 : **PROFESSIONAL NURSE- SPECIALTY REF NO: GS 42/23**
Component: Orthopaedic Nursing Science

SALARY : Grade 1: R431 265 per annum, Plus 13th cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement)
Grade 2: R528 696 per annum, Plus 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional

CENTRE REQUIREMENTS : Greys Hospital, Pietermaritzburg
: **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing Grade, plus one year Post Basic qualification in Clinical Nursing **Grade 2:** Science (Orthopaedics) Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the speciality after obtaining the one year post basic qualification in the relevant speciality Grade 12 Certificate Degree / Diploma or equivalent qualification that allows registration with SANC as a Professional Nurse. One Year Post Basic Qualification in Orthopaedic Clinical Nursing Science. Current Registration with

SANC A minimum of 4 years appropriate / recognizable experience after registration as Professional Nurse with the SANC in General Nursing Plus One (01) year Post Basic qualification in Orthopaedic Nursing Science. Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department Knowledge, Skills, Attributes and Abilities Knowledge of Nursing Care, Process and Procedures, nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Labour relations act, Grievance procedure Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, Organizational, Decision Making, Problem Solving, Co-ordination, Liaisons and Interpersonal Skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, assertive and must be a team player. Computer skills in basic programs.

DUTIES : Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide therapeutic environment for staff, patients and the public. Demonstrate effective communication to patients, families, multidisciplinary team members and other stake holders within the hospital. Ensure that high quality nursing care is rendered to all clients accessing orthopedic units at Greys Hospital. Manage the utilization and supervision of resources. Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement Orthopaedic care nursing. Install discipline, professionalism and work ethics among employees. Ensure compliance to quality, infection prevention and control (IPC) programs e.g. Ideal hospital realization and maintenance (IHRM) and Norms and standards (N&S). Maintain a constructive working with the multi-disciplinary team members. Provide effective support to Nursing services e.g. assist with relief duties to nursing management.

ENQUIRIES : Mr. F.S. Matibela Tel No: 033 897 3331
APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, 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, African Female, Coloured Male

CLOSING DATE : 26 May 2023

POST 16/275 : **CLINICAL NURSE PRACTITIONER: ENSINGWENI CLINIC-OUTREACH (WBOT) REF NO: CBH13/2023**

SALARY : Grade 1 R431 265 - R497 193 per annum
 Grade 2 R528 696 - R645 720 per annum
 Other Benefits: 8% rural allowance, 13th cheque, Medical aid (optional) and home owners' allowance (employee must meet a prescribed requirements)

CENTRE : Catherine Booth Hospital
REQUIREMENTS : Standard10, Senior certificate or Grade12, Degree/ Diploma in General Nursing and Midwifery registered with SANC, A post basic 1 year specialized qualification in Primary Health Care accredited with SANC, Current SANC Annual practicing certificate 2023, Valid Driver's license. **Grade1:** A minimum of 4 years appropriate / recognizable experience in nursing after registration as General Nurse with SANC. **Grade 2:** A minimum of 14 years appropriate recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to must be appropriate/ recognizable experience in PHC after obtaining the 1 year qualification in PHC. Knowledge of SANC rules and regulation. Knowledge of nursing procedures, relevant acts and policies. Knowledge of Batho Pele and Patient's Rights Charter. Knowledge of code of conduct and labour relations. Good communication skills. Decision making and problem solving skills Basic financial management.

DUTIES : Manage and implement all clinic outreach services i.e. CHW program, CCMD, home based programs, referrals to and from the clinic, health promotion and attend OSS meeting and ensure implementation and recommendation. To provide quality comprehensive primary health care by promoting preventive, curative and rehabilitative services for the clients and

communities. Demonstrate effective communication with patients, community leaders, and other stake holders, supervisors and other clinicians. Provide administrative services such as accurate statistics and office administration, monthly reports and statistics. Ensure proper control and effective and efficient resource utilization. Prescribe and dispense medication according to the guideline, protocols and EDL for PHC. Provide services during extended hours and over weekends and holidays as per clinic / client needs. Ensure provision of full PHC package.

- ENQUIRIES APPLICATIONS** : Mrs. P.Z Mbonambi Tel No: (035) 474 8407/8/9
: All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehlwana Primary School, UMLalazi Municipality Ward15, Amatikulu, 3801
- NOTE** : The following documents must be submitted: Application for employment form (new version Z83 form), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za and a comprehensive CV indicating three reference persons: Names and contact numbers, Therefore only shortlisted candidates for a post will be required to submit certified copies of qualification/s and other relevant documents on or before the day of the interview following communication from HR, A Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out. Preference will be given to African Male.
- CLOSING DATE** : 26 May 2023
- POST 16/276** : **CLINICAL NURSE PRACTITIONER: MVUTSHINI CLINIC (SCHOOL HEALTH) REF NO: CBH14/2023**
- SALARY** : Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 - R645 720 per annum
Other Benefits: 8% rural allowance, 13th cheque, Medical aid (optional) and home owners' allowance (employee must meet a prescribed requirements)
- CENTRE REQUIREMENTS** : Catherine Booth Hospital
: Standard10, Senior certificate or Grade12, Degree/ Diploma in General Nursing and Midwifery registered with SANC, A post basic 1 year specialized qualification in Primary Health Care accredited with SANC, Current SANC Annual practicing certificate 2023. Valid Driver's license, **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing after registration as General Nurse with SANC. **Grade 2:** A minimum of 14 years appropriate recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to must be appropriate/ recognizable experience in PHC after obtaining the 1 year qualification in PHC. Knowledge of SANC rules and regulation. Knowledge of nursing procedures, relevant acts and policies. Knowledge of Batho Pele and Patient's Rights Charter. Knowledge of code of conduct and labour relations. Good communication skills. Decision making and problem solving skills Basic financial management.
- DUTIES** : To provide quality comprehensive primary health care by promoting preventive, curative and rehabilitative services for the clients and communities. Demonstrate effective communication with learners, School Principals and other stakeholders. Implement ISHP. Provide health education and continuous evaluation of learners. Provide clinical services in schools guided by DOP policy by identifying school program needs, schedule learner assessment guided by school time table, conduct campaign and immunization as per DOH guidelines. Manage all resources i.e. human, material and equipment. Ensure quality service is provided in all schools and holidays as per clinic / client needs. Ensure provision of full PHC package.
- ENQUIRIES APPLICATIONS** : Mrs. P.Z Mbonambi Tel No: (035) 474 8407/8/9
: All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehlwana Primary School, UMLalazi Municipality Ward15, Amatikulu, 3801

- NOTE** : The following documents must be submitted: Application for employment form (new version Z83 form), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za and a comprehensive CV indicating three reference persons: Names and contact numbers, Therefore only shortlisted candidates for a post will be required to submit certified copies of qualification/s and other relevant documents on or before the day of the interview following communication from HR, A Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out. Preference will be given to African Male.
- CLOSING DATE** : 26 May 2023
- POST 16/277** : **CLINICAL NURSE PRACTITIONER: ENSINGWINI CLINIC REF NO: CBH15/2023**
- SALARY** : Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 - R645 720 per annum
Other Benefits: 8% rural allowance, 13th cheque, Medical aid (optional) and home owners' allowance (employee must meet a prescribed requirements)
- CENTRE REQUIREMENTS** : Catherine Booth Hospital
Standard 10, Senior certificate or Grade12, Degree/ Diploma in General Nursing and Midwifery registered with SANC, A post basic 1 year specialized qualification in Primary Health Care accredited with SANC, Current SANC Annual practicing certificate 2023. Valid Driver's license. **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing after registration as General Nurse with SANC. **Grade 2:** A minimum of 14 years appropriate recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to must be appropriate/ recognizable experience in PHC after obtaining the 1 year qualification in PHC. Knowledge of nursing care processes and procedures. Legal prescript, SANC regulation, Health and Safety Act and other related acts. Leadership, organizational, decision making and problem solving skills Good communication, interpersonal relations, Financial management skills. Patients' Rights Charter and Batho Pele Principles. Professionalism etc. Ideal clinic Realization and NCS standards. Team building and supervisory skills.
- DUTIES** : To provide Quality comprehensive community health care. To provide administrative services. To provide educational services i.e. teaching of patients, public and staff and continuous self-study. To provide clinical services, through Evaluation and follow up of patients during clinic visits, Consultation and treatment initiation, Coordination between hospital and community, Attending and participating in Doctors' visits, Functioning as a member of the therapeutic team, Effective crisis management. To control equipment and other resources. To engage in research functions. Manage all resources in the absence of an Operational Manager .Manage PHC & Priority programs and services including school health, WBOT, CCG. Participate in monitoring and evaluation of care. Financial Management.
- ENQUIRIES APPLICATIONS** : Mrs. P.Z Mbonambi Tel No: (035) 474 8407/8/9
All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehlwana Primary School, Umlalazi Municipality Ward15, Amatikulu, 3801
- NOTE** : Preference will be given to African Male The following documents must be submitted: Application for employment form (new version Z83 form), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za and a comprehensive CV indicating three reference persons: Names and contact numbers, Therefore only shortlisted candidates for a post will be required to submit certified copies of qualification/s and other relevant documents on or before the day of the interview following communication from HR, A Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the

large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out.

- CLOSING DATE** : 26 May 2023
- POST 16/278** : **OCCUPATIONAL HEALTH NURSE REF NO: RCH 23/04/2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other Benefits: 13th Cheque, Housing Allowance (Employees Must Meet The Prescribed Requirements), (Medical Aid Optional), 8% Inhospital Rural Allowance.
- CENTRE** : Richmond Hospital
- REQUIREMENTS** : **Grade 1:** Senior Certificate (Grade 12) or equivalent qualification. Diploma/Degree in General Nursing and Midwifery. Current registration with South African Nursing Council. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Occupational Health. A minimum of 4/four year's appropriate/recognizable experience after registration with SANC as a General Nurse and Midwifery. Certificate of service endorsed by Human Resource Department. **Grade 2:** Senior certificate/Grade 12 or equivalent qualification. Degree/Diploma in General Nursing and Midwifery. Current registration with South African Nursing Council. Post Basic qualification with a duration of at least one year in Occupational Health Nursing accredited with SANC. A minimum of 14 years actual service and/or appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing, At least 10 years of this period must be appropriate/recognizable experience in Emergency & Trauma Unit after obtaining the relevant 1 year post basic qualification required for the relevant specialty. Certificate of service endorsed by HR department. Knowledge, Skills and Experience: Knowledge of nursing care process, procedures, nursing statuses and other relevant framework such as Nursing Act, Public Service regulations, Disciplinary Code and Procedures in the Public Service. Knowledge of Code of Conduct, Labour Relations, Conflict Management and Negotiation Skills. Ability to function within a team. Skills in Organizing, planning and supervising. Knowledge of Batho Pele Principles and patients' Rights Charter. Personal attributes, responsiveness, professionalism, supportive, and assertive.
- DUTIES** : Provision of quality emergency nursing care through the implementation of standards and protocols. To develop and ensure implementation of nursing care plans. Identify patients for emergency medical and nursing interventions and initiation of resuscitated measures. Provide comprehensive emergency care inclusive of women's health and other priority programs. Participate in disaster preparedness within the institution. Manage and supervise effective utilization of all resources e.g. human, financial, material. Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures. Maintain accurate and complete patient records according to legal requirements. To uphold the Batho Pele and Patients' Rights Charter Principles. Implement Norms and standards to improve the quality of care. Participate in staff, student and patient teaching. Evaluate patient care programmes from time to time and make proposals for improvement.
- ENQUIRES** : Mr. SE Ndlela Tel No: (033)-212 2170
- APPLICATIONS** : All applications to be posted to: The Acting Chief Executive Officer, Richmond Hospital Private Bag X 133, Richmond, 3780.
- FOR ATTENTION** : Mr. SE Ndlela
- NOTE** : The applicants must include only completed and signed new Z83, Obtained from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of identity Documents, Senior Certificate, and the highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.
- CLOSING DATE** : 26 May 2023

POST 16/279 : **PROFESSIONAL NURSE - SPECIALTY (OPERATING THEATRE) REF NO: EGUM 21/2023**
(Re –Advertisement)

SALARY : Grade 1: R431 265 – R521 172 per annum
Grade 2: R528 696 - R645 720 per annum
Plus 13th cheque /service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)

CENTRE REQUIREMENTS : E G & Usher Memorial Hospital
: Grade 12 Certificate or equivalent. Degree/Diploma in General Nursing and Operating Theatre Technique 1 (One) year post basic qualification in Operating Theatre Technique accredited by SANC. Registration Certificates from South African nursing Council as a General nurse, Midwifery and Operating Theatre Technique (SANC 2023) Current and previous experience endorsed and stamped by Human Resource (Employment History). All the attachments /proof will be submitted by shortlisted candidates only. **Grade 1:** A Minimum of (4) years appropriate recognisable experience in nursing after registration with SANC in General Nursing and Operating Theatre Technique. **Grade 2:** A Minimum of (14) years appropriate recognisable experience in nursing after registration with SANC in general nursing and Midwifery. At least (10) years of the period mentioned above must be recognisable experience in the specific speciality, after obtaining the one year post basic qualification in the relevant speciality. Knowledge, Skills, Training and Competencies Required: 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’s Rights Charter, Batho-Pele Principles. Public service regulations, Labour Relations Act, Disciplinary Code and Procedure, Communications skills, report writing skills, computer literacy, facilitation skills, networking skills, problem solving skills, planning/organizing and ability to function as part of the team.

DUTIES : Monitoring patients in labour and conducting deliveries. Implement standards, practices, criteria and indicators for improving quality nursing care. Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stake holders. Utilize human, material and physical resources efficiently and effectively. Conduct ESMOE and HBB drills. Implement national Core Standards guidelines and standard operating plans. Implement strategies and standard operational plans for infection Prevention and Control. Monitor and report Patient safety incidents e.g. needle stick injuries, patient complaints etc. Assist in planning and co-ordination of training and promote learning opportunities for all nursing categories i.e. on the job training. Ensure and monitor the availability, adequately and optimum utilization of all resources. Assist in orientation, induction and mentoring of all nursing staff and orientation of other staff. Provide effective management and professional leadership by ensuring that the unit is organized to provide quality nursing care. Coach and appraise staff at all levels and be able to solve problems. Implement maternal and child health care programs (PMTCT, MBFI, IMCI, PPIP, KINC etc. Attend perinatal mortality review meetings.

ENQUIRIES APPLICATIONS : Mr. MJ Mbali Tel No: 039 - 797 8100
: Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

FOR ATTENTION NOTE : Human Resource Department
: The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za, updated and fully detailed with experience Curriculum Vitae. In addition, Only shortlisted applicants will be requested to bring originals of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed and emailed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022.NB: Failure to comply with the

above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possession of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders the attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews.

- CLOSING DATE** : 26 May 2023 @ 16H00 afternoon
- POST 16/280** : **PROFESSIONAL NURSE - SPECIALTY (ADVANCE MIDWIFERY AND NEONATAL) REF NO: EGUM 20/2023**
(Re- Advertisement)
- SALARY** : Grade 1: R431 265 – R521 172 per annum, Plus 13th cheque/service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
- CENTRE REQUIREMENTS** : E G & Usher Memorial Hospital
: Grade 12 Certificate or equivalent. Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse, 1 (One) year post basic qualification in Advanced Midwifery and Neonatal Nursing Science accredited by SANC. Registration certificate from SANC as Professional Nurse and Advance Midwifery and Neonatal Nursing Science. Current registration with South African Nursing Council as a General Nurse, and Advanced Midwife (SANC Receipt for 2023). Current and previous experience endorsed and stamped by Human Resource (Employment History). All the attachments /proof will be submitted by shortlisted candidates only. Knowledge, Skills, Training and Competencies Required: 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’s Rights Charter, Batho-Pele Principles. Public service regulations, Labour Relations Act, Disciplinary Code and Procedure, Communications skills, report writing skills, computer literacy, facilitation skills, networking skills, problem solving skills, planning/organizing and ability to function as part of the team.
- DUTIES** : Monitoring of patients in labour and conducting deliveries. Implement standards, practices, criteria and indicators for improving quality nursing care. Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stake holders. Utilize human, material and physical resources efficiently and effectively. Conduct ESMOE and HBB Drills. Implement National Core Standards guidelines and Standard Operational Plans. Implement strategies and standard operational plans for Infection Prevention and Control. Monitor and report Patient safety incidents e.g. needle stick injuries, patient complaints etc. assist in planning and co-ordination of training and promote learning opportunities for all nursing categories i.e. on the job training. Ensure and monitor the availability, adequately and optimum utilization of all resources. Assist in orientation, induction and mentoring of all nursing staff and orientation of other staff. Provide effective management and professional leadership by ensuring that the unit is organized to provide quality nursing care. Coach and appraise staff at all levels and be able to resolve problems. Implement maternal and child health care programmes (PMTCT, MBFI, IMCI, PPIP, KINC etc. Attend perinatal mortality review meetings.
- ENQUIRIES** : Mr. MJ Mbali Tel No: 039 - 797 8100

<u>APPLICATIONS</u>	:	Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Department
<u>NOTE</u>	:	The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za , updated and fully detailed with experience Curriculum Vitae. In addition, Only shortlisted applicants will be requested to bring originals of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed and emailed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possession of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders the attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: DUE to financial constraints, NO S&T will be paid to candidates when attending the interviews.
<u>CLOSING DATE</u>	:	26 May 2023 at 16H00 afternoon
<u>POST 16/281</u>	:	<u>CLINICAL NURSE PRATICIONER REF NO: AMAJ09/2023</u> Component: Integrated District Health System Development Service
<u>SALARY</u>	:	R431 265 – R521 172 per annum. Other Benefits: Rural allowance on a claim basis
<u>CENTRE REQUIREMENTS</u>	:	Amajuba Health District Office
<u>REQUIREMENTS</u>	:	Degree/Diploma in General Nursing and midwifery plus 1 year post basic qualification in Primary Health Care. A minimum of four years appropriate / recognizable experience of which at least one year must be in PHC. Recommendations Valid driver's license code B. Knowledge, Skills, Behavioural Attributes and Competencies Required Knowledge of nursing care processes and procedures, nursing statues and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act. Batho Pele and Patience Rights, Labour Relations Act and Grievance Procedure Act. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge. Good driving skills. Time management. Good in-sight of procedures and policies pertaining to nursing care.
<u>DUTIES</u>	:	Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services. Provide administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Conduct outreach services with the aim of improving health outcomes. Motivates staff regarding development in order to increase level of expertise in assisting clients and families to develop a sense of self care. Formulate strategies of retaining client and bringing them back to care. Demonstrate effective communication with

clients, supervisors and other stakeholders. Ensure proper utilization and management of all resources. Demonstrate understanding in managing of facility planned projects. Assist the Operational Manager with overall management and necessary support for effective functioning of HTA team. Implement health programme within the PHC package in accordance with set standards. Monitor performance and health care outcomes against the set targets. Strengthen and ensure implementation of DEAL clinic strategies. Encourage research by assisting in departmental projects and always ensuring the community needs are taken into account. Assist the unit manager with overall management and necessary support for effective functions in the facility. Participate in clinical report audits. Advocate for Nursing Ethics and Professionalism.

- ENQUIRIES** : Mr. BR Khumalo Tel No: 034 328 7000
- APPLICATIONS** : All applications should be forwarded to: The Deputy Director: Human Resource Management Services: KZN Department of Health, Private Bag X6661, Newcastle, 2940 or Hand delivered to: 38 Voortrekker Street, Newcastle.
- FOR ATTENTION** : Mr V.J Khumalo
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Application form (Z83) must be accompanied by detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other documents on application but must submit the Z83 and a detailed Curriculum, Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from only shortlisted candidates who may be submitted to HR on or before the day of the interview. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note due to financial constraints, there will be no payment for S&T claims. Males are encouraged to apply and people with disability also should feel free to apply. Employment Equity Target for this post is African Male, and peoples with disability may feel free to apply.
- CLOSING DATE** : 31 May 2023
- POST 16/282** : **CLINICAL NURSE PRACTITIONER REF NO: CJMH 05/2023 (X3 POSTS)**
- SALARY** : R431 265 – R497 193 per annum. Other Benefits: 13th Cheque, 12% Rural Allowance is compulsory Homeowner's allowance must meet prescribed requirements.
- CENTRE** : Mangeni Clinic (X2 Posts)
Isandlwana Clinic (X1 Post)
- REQUIREMENTS** : STD 10 / Grade 12 certificate. National Diploma / Degree in nursing that allow registration with SANC as a Professional Nurse and Midwife. A post basic nursing qualification with a duration of at least one (1) year accredited with SANC in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. Only shortlisted candidates will submit/attached proof of certificate if service. Application form Z83 and CV only must be submitted. Recommendation One year diploma in Psychiatric Nursing Science. Knowledge, Skills, Training and Competences Required Leadership, Organizational, Decision-making, Supervisory and Problem solving abilities within the limit of public sector and institutional policy framework. Ability to formulate patient care related policies, vision, mission and objective of clinic. Communication and interpersonal skills including public relations, negotiating, coaching, conflict handling and counselling skills. Insight into procedures and policies pertaining nursing care, computer skills in basic programme. Knowledge of TB/HIV/AIDS, MCWH and other communicable and non-communicable.
- DUTIES** : Provision of an integrated, quality and comprehensive Primary Health Care services by promoting health, prevent diseases curative and rehabilitative

services to clients, individuals, families and community. Provide PICT and adherence counselling to all clients. Promote advocacy, disclosure and adherence to treatment and care, thus ensuring that facilities comply with Batho Pele principles. Provide primary prevention strategies and management of Covid-19, TB/HIV/ AIDS, MCWH and other communicable diseases and non-communicable diseases. Maintain inter-sectoral collaboration with other government structures. Support operation WBPHCOT and Sukuma Sakhe Activities. Ensure availability of medication, essential equipment and supplies and proper utilization thereof. Participate in the monitoring of HR performance through EPMDS. Ensure data management is implemented and monitored. Demonstrate effective communication with patients, supervisor and other clinicians, including report writing. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinics assist the unit manager with overall management and necessary support for effective functioning of the clinic. Promote preventive health for clients and community in the clinic. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the public. Work as part of the multidisciplinary team to ensure good Nursing Care in the clinic. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented in a clinic must be able to handle obstetric emergencies and high risk conditions. Supervision of patients and provision of basic patients need e.g. oxygen, nutrition, elimination of fluids and electrolyte balance, safe and therapeutic environment in the clinic using EDI guidelines. Provide direct and indirect supervision of all nursing staff and to give guidance. Motivate staff regarding development in order to increase level of expertise and assist patients and families to development a sense of self care. Ensure clinical intervention to client including administering of prescribed medication and ongoing observation of patients in the clinic. Provide nursing care that lead to improved service delivery by upholding Batho Pele Principles and Rights Charter. Ensure compliance with and implementation of National Core Standards, Ideal Clinic Realization and Maintenance, CCMD, etc.

ENQUIRIES : Mrs T. P. Ndlovu Tel No: 034 271 6405
APPLICATIONS : Applications must be forwarded to: The Hospital Manager, Charles Johnson Memorial Hospital, Private Bag X5503, Nqutu, 3135
FOR ATTENTION : Ms A. D. Nkosi
NOTE : Due to financial constraints no S&T or resettlement will be paid.
CLOSING DATE : 26 May 2023

POST 16/283 : **PROFESSIONAL NURSE (SPECIALTY) (THEATRE) REF NO: NMH/THRT/2023 (X1 POST)**

SALARY : Grade 1: R431 265 – R497 193 per annum, Plus Rural Allowance 8% Benefits: 13th Cheque, medical- aid (optional), Housing Allowance (Employees must meet the prescribed requirements)
Grade 2: R528 696 – R645 720 per annum, Plus Rural Allowance 8% Benefits: 13th Cheque, Housing Allowance (Employees must meet the prescribed requirements), medical aid (optional).

CENTRE REQUIREMENTS : Niemeyer Memorial Hospital
Grade 1: Experience: A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Plus one year Post basic qualification in Operating Theatre Nursing. **Grade 2:** Experience: A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in a speciality after obtaining one year post basic qualification in the relevant speciality. Senior Certificate or equivalent qualification. Degree/ Diploma in General Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. One (1) year post basic qualification in Theatre. Current registration with South African Nursing Council as a Professional Nurse (2023 SANC receipt) a minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Knowledge, Skills, Experience and Competencies Required: Strong interpersonal, communication and presentation skills. Ability to make independent decision. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to

<u>DUTIES</u>	: comply with time frames. High level of accuracy. Depth knowledge of Acts, procedures, prescripts and legislation. : Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Train and supervise junior staff and student nurses. To execute Professional Nursing Duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties within the prescripts of all applicable legislation. To assist the Operational Manager in charge of the Theatre with the overall management and the necessary support for the effective functioning of the Theatre. Develop competencies in scrub, circulating, recovery room and set room duties. Safe environment to achieve desired outcome of surgical interventions. Work collaboratively with Surgeons and Anesthetists to meet patient needs during theatre procedures and ensure responsibility for patient care. Ensure safe environment for patients by assisting junior nursing staff members through teaching and supervising. Plan, provide and supervise nursing activities in the different allocated specialty. Ensure fiscal control of materials, supplies and equipment. Provision of efficient floor nurses duties. Manage/ co-ordinate the smooth functioning of the instrument room.
<u>ENQUIRIES APPLICATIONS</u>	: Mrs GN Nkosi Tel No: 034 331 3011 : Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980.
<u>NOTE</u>	: Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/PHC2/2023) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. 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 no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). NB: Equity Target: 1st Male African 2nd Male Indian 3rd Female Indian
<u>CLOSING DATE</u>	: 31 May 2023
<u>POST 16/284</u>	: <u>ASSISTANT DIRECTOR: HRM REF NO: MOS/AD: HRM/01/2023 (X1 POST)</u>
<u>SALARY</u>	: R424 104 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements).
<u>CENTRE REQUIREMENTS</u>	: Mosvold District Hospital : Senior certificate STD 10/ Grade 12. A Bachelor of Degree/ National Diploma in Human Resource Management/ Public Management/ Public Administration. At least 3-5 years appropriate experience at Supervisor level. Proof of previous current experience endorsed and stamped by Human Resource Department (Certificate of Service) {Only when shortlisted}. Recommendation: A valid EB (8) Driver's License. Computer literacy: Ms software application. PERSAL Certificates. Knowledge, Skills, Training and Competencies Required: Broad Knowledge and understanding of Human Resource Management. In depth knowledge of relevant acts, policies and regulations in HR Management. Sound communication, analytical and decision making and presentation skills. Good knowledge and understanding Of Employee Performance Management and Development System, Labour Relations Human Resource Development, Disciplinary and Grievance Procedures. Good leadership, coaching, mentoring and personal skills. Sound knowledge of PERSAL and Financial Management.

DUTIES

: Manage all human resource components i.e. HR Practices, HR Planning and Development, staff Relations and Employee Health & Wellness for the hospital in order to ensure that high quality of service is being provided. Promote sound Employer-Employee Relationship and minimize conflict within the institution. Develop and implement effective human resource policies within the guidelines set by the Provincial Department of Health. Ensure proper compilation of Workplace Skills Plan. Ensure proper implementation of EPMDS within the Hospital. Ensure that advertising, recruitment, appointments and transfers are in accordance with the laid down policies and procedures. Advise managers on all aspects of Human Resource Management, organizational and staffing structures and reporting arrangements. Oversee and deal with misconduct, discipline and grievance procedure in the hospital in terms of Labour Relations Acts. Ensure that EAP programmes are in place and Attend to all staff wellness and occupational health and safety of the institution. Develop Human Resource Plan and Equity Plan for the hospital and ensure that plans are put into actions. Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff. Provide regular inputs towards realization of ideal hospital concept and National Core Standard. Ensure functionality of HR Committees e.g. IMLC etc.

**ENQUIRIES
APPLICATIONS**

: Dr B. Mung'omba - Chief Executive Officer Tel No: 035 591 0122 EXT 104
: Should be forwarded to: The Chief Executive Officer, Mosvold Hospital, Private Bag X2211, Ingwavuma, 3968

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 26 May 2023

POST 16/285

: **SENIOR HUMAN RESOURCE PRACTITIONER: LABOUR RELATIONS REF NO: UMKH 07/2023**
Component: Human Resource Administration

SALARY

: R359 517 per annum. Other Benefits: 13th Cheque, Medical Aid (optional) & Housing Allowance (employee must prescribed requirements)

**CENTRE
REQUIREMENTS**

: District Office
: Senior Certificate (Grade 12), Degree/ National Diploma in Human Resource Management / Public Management. Plus Three to Five (3-5) years experience in Labour Relations Component. A valid driver's licence. Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the Assistant Director: Human Resource Management and will be responsible to report on activities to ensure effective and efficient production of reliable information on the Labour Relations Management of the Department and as such the ideal candidate must have: Knowledge of Public Service Policies Act

and Regulations. Sound knowledge of Staff Relation. Sound knowledge of PERSAL. Ability to liaise with management. Investigating and presiding skills. Sound Communication and interpersonal Skills, analytical and decision making and presentation skills. Broad Knowledge and understanding of Human Resource Management. In depth knowledge of relevant acts, policies and regulations in HR Management. Good knowledge and understanding Of Employee Performance Management and Development System, Labour Relations, Human Resource Development, Disciplinary and Grievance Procedures. Good leadership, coaching, mentoring and personal skills. Ability to work under pressure, as team to meet deadline.

DUTIES : Manage the functioning of staff relation in order to ensure the provision of high quality services. Maintain and promote sound Staff Relation within the institution and ensure adherence to Labour Relations ACT, BCEA and other relative prescripts. Deals with grievance, discipline and misconduct cases in terms of laid down policies and procedures. Participate in the development of Staff relations Strategies and policies. Prepare reports for management of Staff relations issues. Identify training gaps and ensure the implementation of in-service training programmes. Promote orderly collective on disciplinary enquiries. Monitor the implementation and adherence to Labour Relations policies. Provide efficient conflict management support. Collect statistics in respect of labour related issues. Implement and monitor policies.

ENQUIRIES : Mrs. N.W. Mdhuli Tel No: 035-572 1328/90
APPLICATIONS : must be forwarded to: The Director: District Health office, UMkhanyakude Health District Office, P/ Bag X 026, Jozini, 3969

FOR ATTENTION : Mrs.N.W. Mdhuli: DD: HRMS
NOTE : The following documents must be submitted: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. NB: Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Certificate of service and service record) must be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. reference number UMKH 13/2022. NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications). Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

CLOSING DATE : 26 May 2023

POST 16/286 : **SENIOR SYSTEMS MANAGEMENT OFFICER REF NO: ITSH 14/2023 (X1 POST)**

SALARY : R359 517 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet prescribed requirements)

CENTRE : Itshelejuba Hospital
REQUIREMENTS : Matric/Senior Certificate or equivalent qualification, National Diploma in Public Management/Administration, 3 -5 years' experience in Systems Management component, Valid Driver Licence. Recommendations: Computer literacy: Ms Software application certificate Knowledge, Skills, Training and Competencies Required: Decision making, problem solving skills, Knowledge of Public Finance Management Act and Treasury Regulations, Good communication skills-verbal and written, Co-ordination and liaison skills, Project Management skills.

DUTIES : Ensure effective co-ordination, management and quality of work of all the functional components of the systems department within the Hospital, Ensure the proper allocation and utilisation of transport within the institution, Supervise the provisioning of all hotel services provided by private companies to ensure

compliance with service level agreement, Ensure that safety program requirements are adhered to by all staff, Ensure proper implementation of National Core Standards within the institution, Ensure compliance with all statutory regulations and by laws ,Conduct risk and security analysis to inform the development of institutional risk management plan ,Conduct orientation and induction of newly appointed staff, Ensure that an effective, up to date disaster and major incident management plan is maintained, Supervise staff under systems component and ensure compliance with EPMDS Policy.

**ENQUIRIES
APPLICATIONS**

: Ms.KM Hadebe Tel No: 034 413 4000
: All applications must be addressed to Itshelejuba Hospital, Private Bag X0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital

NOTE

: Applications 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 it must be accurately completed and signed. Reference number must be indicated in the column provided on the Z.83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 and a detailed and informative curriculum vitae (Experience must be clearly indicated with full dates and positions).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 correct 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 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. Person with disabilities should feel free to apply for the post. Those who previously applied are encouraged to re apply 26 May 2023

CLOSING DATE

:

POST 16/287

:

CLINICAL TECHNOLOGIST GRADE 1, 2, 3 REF NO: NGWE 68/2023

SALARY

:

Grade 1: R359 622 – R408 201 per annum
Grade 2: R420 015 – R477 771 per annum
Grade 3: R491 676 – R595 251 per annum
Other Benefits: 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional)

**CENTRE
REQUIREMENTS**

:
:

Ngwelezana Tertiary Hospital
Senior Certificate / Grade 12. Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Clinical Technologist (Cardiology). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist (Cardiology). **Grade 1:** No experience required after registration with the Health Professional Council of South Africa (HPCSA) as Clinical Technologist 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 Clinical Technologist 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 Clinical Technologist 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 Clinical Technologist 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 (HPCSA) as a Clinical Technologist 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 a Clinical Technologist in respect of foreign qualified

- employees of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills, Attributes and Abilities Sound knowledge of echocardiology. Knowledge of general medical equipment. Good verbal and written communication skills. Interpersonal and team building skills. Ability to work under pressure and independently.
- DUTIES** : Render quality echocardiology services to patients. Perform stress ECG's, carotid Doppler and holter monitoring. Perform any other duties relevant to the work situation which may be allocated by the Supervisor. Provide relief duties as and when required and 24 hour coverage for emergencies. Participate in the teaching programme for all personnel within the department. Maintain accurate records and statistics of patients attended to.
- ENQUIRIES APPLICATIONS** : Dr. RS Moeketsi Tel No: 035 901 7000
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880
- FOR ATTENTION NOTE** : Mr MP Zungu
: Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. 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 which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. 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. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
- CLOSING DATE** : 31 March 2023
- POST 16/288** : **ENVIRONMENTAL HEALTH PRACTITIONER (WASTE MANAGEMENT OFFICER) REF NO: CBH09/2023**
- SALARY** : R359 517 - R420 402 per annum. Other Benefits: 13th cheque, Medical aid (optional) and home owners' allowance (employee must meet a prescribed requirements)
- CENTRE REQUIREMENTS** : Catherine Booth Hospital
: Standard 10, Senior certificate or Grade12. Degree/ National Diploma in Environmental Health. Current registration with HPCSA as an Environmental Health Practitioner (2023). 1 year relevant experience after registration with the HPCSA as an Environmental Health Practitioner in respect of foreign qualified employees. Valid Driver's License. In depth knowledge of prescripts governing the public service. Knowledge of Health Care Risk Waste management. Knowledge of SANC Rules and Regulations. Knowledge of legislative Framework and Departmental prescripts. Leadership. Organizational decision making. Problem solving interpersonal skills. Basic financial management skills. Knowledge of Human Resource Management.

DUTIES : Manage healthcare waste (including its budget) for Catherine Booth Hospital and attached clinics monitor the availability of required Resources. Establish and coordinate all activities of an institutional Waste Management Committee, including implementing committee Resolutions and liaise with Institutional Management and District Office on all such activities. Conduct institutional audit and participate on District Audits. Ensure implementation of all waste management principles, policies, legislation and standards. Enforce compliance to waste segregation, containerization, storage and transportation. Develop and ensure the implementation of institutional waste management plan, monitor and evaluate its implementation. Oversee and train all staff involved in waste management activities. Manage external collectors. Conduct weekly, monthly random hygiene inspections.

ENQUIRIES APPLICATIONS : Mr. E. Kleinhans Tel No: (035) 474 8407/8/9
: All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehlwana Primary School, UMLalazi Municipality Ward15, Amatikulu, 3801

NOTE : Preference will be given to African Male The following documents must be submitted: Application for employment form (new version Z83 form), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za and a comprehensive CV indicating three reference persons: Names and contact numbers, Therefore only shortlisted candidates for a post will be required to submit certified copies of qualification/s and other relevant documents on or before the day of the interview following communication from HR, A Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out.

CLOSING DATE : 26 May 2023

POST 16/289 : **HEALTH AND SAFETY OFFICER REF NO: CBH10/2023**

SALARY R359 517 - R420 402 per annum. Other Benefits: 13th cheque, Medical aid (optional) and home owners' allowance (employee must meet a prescribed requirements)

CENTRE REQUIREMENTS : Catherine Booth Hospital
: Standard 10, Senior certificate or Grade12. Degree /National Diploma in Health and Safety Management.3-5 years appropriate experience in Safety Management. Valid driver's license. Verification of employment from current/former Employer, endorsed, date stamped and must be signed by HR Department Official (not older than 3 months). Legislation pertaining to Occupational Health and Safety Identification, control elimination and monitoring of hazards. Health education and administration of the service. Computer literacy. Accident investigation skills. Disaster management skills. Training skills. Report writing skills. Change management skills.

DUTIES : Ensure quality management procedures are in place for safety by developing quality improvement plans as well as Health and Safety policies and procedure tool and manuals. Ensure quality audits functions are carried out for the institution. Ensure safety statistics are analysed, interpreted, reported and captured. To participate in designing and rolling out of health and safety training programs, orientation and induction and ensure that safety committees and safety representatives are in place. Ensure the delegated management and administrative functional are carried out correctly and timely in order for health and safety to function in the institution. To investigate all types of accidents, compile reports related to accidents and to design tools to prevent future accidents. Attend to disaster management committee, building site meeting and other relevant meetings. Ensure compliance on OHS Act.

ENQUIRIES APPLICATIONS : Mr. E. Kleinhans Tel No: (035) 474 8407/8/9
: All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehlwana Primary School, UMLalazi Municipality Ward15, Amatikulu, 3801

NOTE : Preference will be given to African Male The following documents must be submitted: Application for employment form (new version Z83 form), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za and a comprehensive CV indicating three reference persons: Names and contact numbers, Therefore only shortlisted candidates for a post will be required to submit certified copies of qualification/s and other relevant documents on or before the day of the interview following communication from HR, A Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out.

CLOSING DATE : 26 May 2023

POST 16/290 : **PUBLIC RELATIONS OFFICER REF NO: NMH/PRO/2023 (X1 POST)**

SALARY : R359 517 - R420 402 per annum. Other Benefits: 13th Cheque/ Service Bonus Medical Aid (Optional) Homeowners Allowance Employee must meet prescribed requirements.

CENTRE : Niemeyer Memorial Hospital

REQUIREMENTS : Senior Certificate or Equivalent Qualification plus National Diploma/Degree in Public Relations Management/communication (NQF Level 6) 2 years recognizable experience in Public Relations environment. Recommendations: Driver's License (unendorsed) Computer Literacy: Microsoft Office Software Applications Knowledge, Skills, Training and Competencies Required Excellent Communication skills both orally and written. Excellent Interpersonal Relations Skills Computer Skills. Presentation Skills. Problem Solving Skills. Planning and decision-making Skills. Ability to plan and prioritize Effectively and Accordingly. Awareness of Media different agendas. Initiative and Creativity Skills. Diversity Management Skills. Honesty and Integrity. Client orientation and Customer Focus.

DUTIES : Ensure effective management of information internal and external communication within Niemeyer Memorial Hospital. Participate in quality assurance programmes for publications purposes as per Departmental requirement in line with health calendar activity. Assist with coordination of facility events and promotes patients right. Uphold corporate image of the institution. Ensure the implementation of Departmental media policy and Batho Pele principles within the institution. Monitor adherence in the proper management of patient's complaints, compliments and suggests. Strengthen relations links between the facilities, internal and external stakeholders.

ENQUIRIES : Dr SB Nkosi Tel No: 034-331 3011

APPLICATIONS : Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980.

NOTE : Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/PHC2/2023) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. 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 no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an

equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). NB: Equity Target: 1st Male African, 2nd Male Indian, 3rd Female Indian

CLOSING DATE : 31 May 2023

POST 16/291 : **SUPPLY MANAGEMENT OFFICER (ASSET) REF NO: SAH 21/2023**

SALARY : R294 321 per annum (Level 07). Other Benefits: 13th cheque, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE REQUIREMENTS : ST Andrews Hospital: Supply Chain Management (Asset)
Senior Certificate Plus. A minimum of 3 to 5 years' experience in Asset department. Computer literacy in Ms Word, Ms Excel, Ms Powerpoint and Ms Outlook. Recommendation: A valid driver's license. Knowledge Skills Training and Competence Required: Sound knowledge in development and implementation of policies and procedures pertaining to asset division. Sound knowledge and understanding of Public Finance Management Act, Treasury Practice note, Accounting Practice, Supply Chain Management Act and assessment policies. Good verbal and written communication skills. Ability to plan, prioritise and execute duties in order of importance. Ability to meet deadlines. Strong leadership, interpersonal, relationship, problem solving and decision making skills. Skills in management of discipline and grievance procedure. Numeracy skills and high level of accuracy.

DUTIES : Management of Asset Control. Ensure compliance to institution and department rules, regulations and policies. Management supervision of staff in Asset department. Monitor, train and develop staff under your supervision. Implement, monitor and evaluate staff performance in Asset department. Monitor asset register for the institution and attached Clinics. Control the movement of assets for the institution and Clinics. Report loss and damage of state property to the Finance Manager. Participate in the Hospital Equipment acquisition committee. Participate in Policy formation and quality improvement in Asset department. Ensure that monthly and quarterly stock taking is conducted and reports are compiled and submitted to Head Office.

ENQUIRIES APPLICATIONS : Mr NI Mdingi Tel No: 039-433 1955 EXT 223
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
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/ ID/ driver's license/ qualifications on applications, only when shortlisted. 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 are not submitting copies/attachments/proof/certificates/ID drivers licence/ qualifications on applications, 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 : 26 May 2023

POST 16/292 : **SUPPLY MANAGEMENT OFFICER (ACQUISITION, LOGISTICS AND DEMAND) REF NO: SAH 04/2023**
Re-Advertisement

SALARY : R294 321 per annum (Level 07). Other Benefits: 13th cheque, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE REQUIREMENTS : ST Andrews Hospital: Supply Chain
: Senior Certificate PLUS. A minimum of 3 to 5 years' experience in Supply Chain Management environment. Recommendation: A valid driver's license. Knowledge Skills Training and Competence required: Sound knowledge of prescripts, policies and procedures governing Finance and Supply Chain Management. Interpersonal and problem solving skills. Good organization and planning skills and ability to make independent decision. Ability to plan, organize, build team spirit and meet deadlines. Ability to apply technical professional knowledge and skills. Knowledge of MS Office Software Applications.

DUTIES : Provide demand management support service for the institution and clinics under the jurisdiction of the institution. Provide acquisition management support service for the institution and clinics under the jurisdiction of the institution. Provide inventory and logistics management support service. Provide clerical support service to Finance and SCM committees. Assist with drafting clear specifications in order to obtain quality goods and services required. Conduct internal audit risk assessment, identify gaps, draft and implement remedial actions. Attend to Auditor General audit queries, compile and implement Audit Improvement Plan action plans. Render contract management clerical support service. Manage and monitor stock on RIDV template. Ensure effective, efficient and economical management of resources allocated to the unit. Supervise, train and develop staff in line with EPMDs and segregation of duties. Ensure compliance with the Departmental SCM Policy Framework, Treasury regulations and Practice Notes. Compile and submit monthly and quarterly SCM reports.

ENQUIRIES APPLICATIONS : Mr NI Mdingi Tel No: 039-433 1955 EXT 223
: 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
: 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/ ID/ driver's license/ qualifications on applications, only when shortlisted. 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 are not submitting copies/attachments/proof/certificates/ID drivers licence/ qualifications on applications, 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 : 26 May 2023

POST 16/293 : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: NMH/SCM/2023 (X1 POST)**

SALARY : R294 321 – R334 194 per annum. Other Benefits: 13th Cheque/ Service Bonus Medical Aid (Optional) Homeowners Allowance: Employee must meet prescribed requirements.

CENTRE : Niemeyer Memorial Hospital

- REQUIREMENTS** : Standard 10 or Grade 12, 3-5 years' experience in supply chain management component, Previous and current work experience /certificate of Service endorsed by your Human resource department. Knowledge, Skills, Training And Competencies Required: Ability to adhere to policies and practices well, Ability to keep abreast of work related developments, Knowledge of and understanding of the operational framework and the lineage thereof with the financial system of the department, Ability to apply technical professional knowledge and skills in immediate work area, Treasury regulations and practice notes, Management and organizational skills, Sound communication, Knowledge of current health and public service legislation regulations and policies, Computer literacy, Planning organizing decision making and conflict management skills, Decision making and problem solving.
- DUTIES** : Supervise acquisition management, logistic management, contract demand management and other SCM delegates to supervise. Ensure that quotations are evaluated and awarded as per KZN – DOH SCM process. Compile all SCM reports and ensure that it is submitted on time ensure compliance with department Norms and standards. Ensure that all documents received for order issuing are verified in term of correctness and compliance. Ensure that payments are done with 30 w/monitor SCM registers. Rotate to all SCM section. Monitor staff performance through EPMDS. Verify all received goods for quality and quantity against ordering document and make a follow up if the delivery conditions reflected on the order form are not complied with Maintain a proper record of all inventory items of the hospital (RIVD template). Ensure that stocktaking is conducted on quarterly basics. Ensure that bidding document with adequate information for prospective bidder are in line with SCM prescript and policies. Ensure that proper contract document is signed. Establish database of suppliers when obtaining quotations. Provide need assessment to ensure that required goods and services are in compliance with departmental SCM policy framework, practice notes and Treasury Regulations. Determine clear specification for the quality of goods and services required. Ensure that the requirements are linked to budget and analyse the supplying industry for compliance. Respond promptly, courteously and efficiently to suggestions and complaints.
- ENQUIRIES APPLICATIONS** : Mr. NR Mtshali Tel No: 034-331 3011
- NOTE** : Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980. Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/PHC2/2023) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. 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 no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). NB: Equity Target: 1st Male African, 2nd Male Indian, 3rd Female Indian
- CLOSING DATE** : 31 May 2023

POST 16/294 : **FINANCE CLERK SUPERVISOR REF NO: AMAJ10/2023**
Component: Finance

SALARY : R294 321 – R343 815 per annum (Level 07). Other Benefits Medical Aid Optional, Home Allowance – Employee must meet prescribed requirements and 13TH Cheque

CENTRE REQUIREMENTS : Amajuba Health District Office
Valid Grade 12 / Senior Certificate, Computer. Certificate (MS Word, Excel Presentation and Outlook). Minimum of 3 – 5 years Finance Clerk experience in finance environment. Recommendations Degree / National Diploma in Finance, Cost and Management accounting, Statistics, Business Management with Accounting as a major subject. Driver's license Code EB Knowledge, Skills, Behavioural Attributes and Competencies Required Knowledge and understanding of Public Management service, Treasure Regulations, Supply Chain Management and policies. Sound management, negotiation, interpersonal and problem solving skills. Expect knowledge and understating of operational framework and linkage thereof within the financial system of the department. Good verbal and communication skills. Supervisory, communication and interpersonal skills. Ability to work under pressure. Ability to prioritize issues and comply with time frames.

DUTIES : Provide effective and efficient Budget Expenditure Management with the institution. Monitor Expenditure performance and prepare Cash Flow projections. Ensure timeous submissions of monthly, quarterly and year monitoring report. Ensure payment of supplies within 30 days. Authorize expenditure on BAS. Draw report on BAS, analysis and interpretation of expenditure report and provide variances reasons. Link and interpret financial and non-financial performance for institution. Collate CEO Management pack reports from various units and prepare accurate report for Assistant Director Finance. Authorize journals for misallocated expenditure. Develop and implement register for payment and other related correspondences. Clear suspense account and maintain Debt Files.

ENQUIRIES APPLICATIONS : Mrs. S.Y. Masango Tel No: 034 328 7000
All applications should be forwarded to: Mr. P.B. Sangweni: KZN Department of Health, Amajuba Health District Office, Private Bag X6661, Newcastle, 2940 or Hand delivered to: 38 Voortrekker Street, Newcastle.

FOR ATTENTION NOTE : Mrs. S.Y. Masango
Applications must be submitted on the prescribed Application for Employment form (Z83) This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Application form (Z83) must be accompanied by detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other documents on application but must submit the Z83 and a detailed Curriculum, Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from the 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. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note due to financial constraints, there will be no payment for S&T claims. African Males are encouraged to apply and people with disability also should feel free to apply. Employment Equity Target for this post is African Male, and people with disability may feel free to apply.

CLOSING DATE : 26 May 2023

POST 16/295 : **HUMAN RESOURCE OFFICER-SUPERVISOR REF NO: NMH/HROS/2023**

SALARY : R294 321 – R334 194 per annum. Other Benefits: 13th Cheque/ Service Bonus Medical Aid (Optional) Homeowners Allowance: Employee must meet prescribed requirements.

CENTRE : Niemeyer Memorial Hospital

- REQUIREMENTS** : Standard 10 or Grade 12. 3-5 years' experience in Human Resource Practices Previous and current work experience /certificate of Service endorsed by your Human resource department. Recommendations: PERSAL Certificates Valid driver's licence code 8/10. Knowledge, Skills, Training and Competencies Require Know of Public Service prescripts and Human Resource Management policies. Broad knowledge of PERSAL system. Knowledge of computer software i.e. MS word, Excel, power point, outlook etc. Ability to maintain high level of confidentiality. Sound management, negotiation, interpersonal, communication (written and verbal) problem-solving and supervisory skills. In depth knowledge of Human Resource practices and labour relations. Ability to draw and analyse PERSAL reports. Strong leadership ability. Interpersonal skills. Decision making and problem solving.
- DUTIES** : Manage day by day functioning of Human Resource Practices. Ensure that the employment practices i.e. selection recruitment and appointment verification of qualifications, transfer are in accordance with the laid down policies and procedures. Supervise the processing of payment payoff exit benefits for staff exiting the public service. Ensure that the payment of all fridge benefits and allowances is done accurately. Formulate internal policies and procedure. 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 quality of work. Assess staff performance and apply discipline. Exercise direct control and supervision of staff. Orientate and train newly appointed staff and in-service staff on HR matters.
- ENQUIRIES** : Mr. NA Mange Tel No: 034-331 3011
- APPLICATIONS** : Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980.
- NOTE** : Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/PHC2/2023) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. 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 no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). NB: Equity Target: 1st Male African, 2nd Male Indian, 3rd Female Indian
- CLOSING DATE** : 31 May 2023
- POST 16/296** : **FINANCE MANAGEMENT OFFICER (BUDGET & EXPENDITURE REF NO: NMH/FMO/2023)**
- SALARY** : R294 321 – R334 194 per annum. Other Benefits: 13th Cheque/ Service Bonus Medical Aid (Optional) Homeowners Allowance: (T & C) Employee must meet prescribed requirements.
- CENTRE** : Niemeyer Memorial Hospital
- REQUIREMENTS** : Grade 12/ STD 10/ Matric Certificate plus: National Diploma/ Degree in B com/ Finance Management Cost and Management Accounting, Taxation, Financial Administration and Auditing. 3 to 5 years' experience in Finance Management component (Budget & Expenditure). Recommendations Valid driver's license code 8/10. Knowledge, Skills, Training and Competencies Required:

		Knowledge and understanding of Public Finance Management service, Treasure Regulations, Supply Chain Management, HR prescripts and Policies. Expert knowledge and understanding of operational framework and linkage thereof within the financial system of the Department. Sound Management, negotiation, interpersonal and problem solving skills. Good verbal and communication skills. In-depth knowledge of the basic Accounting System and PERSAL. Ability to deal with all levels of staff organising, planning, problem solving and team building skills. Supervisory, communication and interpersonal skills. Ability to work under pressure and meet required deadlines. Ability to prioritize issues and comply with time frames.
<u>DUTIES</u>	:	Authorize commitments, payments, debts and Journals on BAS. Allocate budget to NSI's stock replenishment, HR related items and travelling and booking for accommodation. Ensure that payments are processed within 30 days of receipt of invoice. Draw expenditure reports and analyse expenditure trends within the hospital responsibility. Implement sound financial management controls to ensure that the hospital remains within its cash flow budget. Monitor and access finance staff performance as per EPMDS requirements. Participate and make inputs in budget meetings. Monitor spending trend and institute corrective measures e.g. journaling process and virements. Clear suspense account and maintain debts files. Provide effective and efficient budget expenditure management with the institution. Draw report on BAS, analysis and interpretation of expenditure report and provide variances reasons. Consolidate monthly and quarterly and annual financial reports and CEO packs. Develop and implement register for payment and other related correspondences. Develop and implement register for payment and other related correspondences. Identify risk and institute control measures to minimize financial risk in all departments. Prepare and submit the monthly payment vouchers to Head Office Voucher control. Training, develop and monitor staff in order to improve service delivery. Carry-out all responsibilities delegated by AD: Finance.
<u>ENQUIRIES</u>	:	Mr. NR Mtshali Tel No: 034-331 3011
<u>APPLICATIONS</u>	:	Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980.
<u>NOTE</u>	:	Note: Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/PHC2/2023) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. 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 no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). NB: Equity Target: 1st Male African, 2nd Male Indian, 3rd Female Indian.
<u>CLOSING DATE</u>	:	31 May 2023
<u>POST 16/297</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR REF NO: NMH/ACS/2023 (X1 POST)</u>
<u>SALARY</u>	:	R294 321 - R334 194 per annum (Level 07). Other Benefits: 13th Cheque/ Service Bonus Medical Aid (Optional)Homeowners Allowance: Employee must meet prescribed requirements.
<u>CENTRE</u>	:	Niemeyer Memorial Hospital

- REQUIREMENTS** : Standard 10 or Grade 12, 3-5 years' experience in administration of health facility Previous and current work experience /certificate of Service endorsed by your Human resource department. Recommendations Certificate in Records Management. Valid driver's licence code 8/10 Knowledge, Skills, Training and Competencies Required Knowledge of systems. Good communication skills. Ability to keep abreast of work related developments. Management and organizational skills Sound communication. Knowledge of current health and public service legislation regulations and policies. Computer literacy. Planning organizing decision making and conflict management skills. Decision making and problem solving.
- DUTIES** : Supervise entire patient records administration and registry services. Monitor and ensure process of admissions & discharge of patients. Monitor and manage receipt of cash to patients. Handling of request by 3rd party in terms of PAIA. Maintain patients records, deal with injury on duty cases (IOD'S) and files. Ensure that all aspects of record keeping and proper filing adhere to relevant policies and standard operating procedures. Handling of motor vehicle's accidents cases (MVA's). Deal with disposal of patient records. Provide mechanisms for the safe and efficient maintenance of patient's medical records and other relevant records as per record management prescripts. Ensure that labelling outside the steel filling cabinets is implemented. Ensure that classification system, file plan and records control schedule are available in patient administration. Develop, implement and monitor measures aimed at reducing patient waiting time in patient administration. Receive investigate and resolve all complaints promptly and efficiently and provide feedback to the necessary role players.
- ENQUIRIES** : Mr. NB Jiyane Tel No: 034-331 3011
- APPLICATIONS** : Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980.
- NOTE** : Note: Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/PHC2/2023) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. 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 no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). NB: Equity Target: 1st Male African 2nd Male Indian 3rd Female Indian
- CLOSING DATE** : 31 May 2023
- POST 16/298** : **HUMAN RESOURCE PRACTITIONER (HRD AND PLANNING) REF NO: EGUM 19/2023 (X1 POST)**
- SALARY** : R294 321 per annum (Level 07), Plus 13th cheque/service bonus plus, Homeowners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
- CENTRE** : E G & Usher Memorial Hospital
- REQUIREMENTS** : Matric/Senior Certificate or Grade 12 certificate, plus National Diploma in Human Resource Management /Public Management (NQF Level 6). Three (3) to Five (5) years' experience in Human Resource Development. Computer Literacy certificate (MS Office Software. Current and previous experience endorsed and stamped by Human Resource (Employment History). All the

attachments /proof will be submitted by shortlisted candidates only. Knowledge, Skills, Training and Competencies Required: Knowledge and understanding of Human Resource Management with emphasis on Human Resource Planning and Development. In depth knowledge of all relevant legislations, prescripts and white paper in Human Resource Management. Adequate communication (Verbally and Written) interpersonal and problem solving skills. Ability to maintain high level of confidentiality. Ability to plan and prioritize in the execution of daily tasks. Sound Knowledge of legislation, policies and procedures. Knowledge of PERSAL. Computer literacy, MS Software applications.

DUTIES

: Develop, implement and evaluate Human Resource Plan, Employment Equity Plan and Workplace Skills plan. Coordinate and monitor the implementation of the Human resource Development Strategies (HRD) and projects in the Hospital: Internship, Bursaries, Workplace integrated learning, Learner ship. Conduct training and manage training needs analysis. Manage the functioning of HRD and Planning component in the institution in order to ensure the provisions of high quality services. Develop and maintain a database for HRD training programmes. Compile in-service Training Plan for the entire Hospital and monitor implementation. Develop and maintain Database for Grade progression. Facilitate the development, implementation, monitoring and reviewing of skills development and leadership programmes. Manage and Monitor the implementation of EPMDS for all staff in the institution. Coordinate & facilitate in the Orientation and Induction of employees. Coordinate and monitor the development Employment Equity Plan &HR Plan. Prepare and submit monthly, quarterly and annual training reports. Facilitate the logistics for institution Health Education Training and Development Committee meetings (IHETDC) other meeting pertaining to the scope of work.

ENQUIRIES

: Mrs. O. Mbangatha Tel No: 039 - 797 8100

APPLICATIONS

: Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

**FOR ATTENTION
NOTE**

: Human Resource Department

: The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za, updated and fully detailed Curriculum Vitae. In addition, Only shortlisted applicants will be requested to bring originals of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed and emailed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments /proof will be submitted by shortlisted candidates only). . Non-RSA / Permanent Residents / Work permit holders the attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, NO S&T will be paid to candidates when attending the interviews

CLOSING DATE

: 26 May 2023 @ 16H00 afternoon

POST 16/299 : **HUMAN RESOURCE PRACTITIONER (STAFF RELATIONS) REF NO: RCH 22/04/2023 (X1 POST)**

SALARY : R294 321 per annum, Plus 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee Must Meet Prescribed Requirements)

CENTRE REQUIREMENTS : Richmond Hospital

REQUIREMENTS : Grade 12/Standard 10 Certificate. An appropriate Degree/National Diploma in Human Science/National Diploma in Human Resource Management/National Diploma in Public Management. 1-2 years' experience in Staff/ Labour Relations Component. Recommendation: A Valid code EB Driver license. PERSAL Certificate. Knowledge, Skills and Competencies Required For The Post: Knowledge of PALS and other patient admin computer programs, knowledge of discipline and grievance procedure, knowledge of legislation policies and procedures pertaining revenue and patient administration, Computer literacy, supervisory / managing abilities finance and accounting skills. Broad knowledge and understanding of Human Resource Management Legislation i.e. Labour Relations Act, Basic Conditions of Employment Act, Grievance and Disciplinary Procedure ETC. Investigation and Presiding Skills.

DUTIES : 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 component 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.

ENQUIRES APPLICATIONS : Mr. SE Ndlela Tel No: (033)-212 2170
: All applications to be posted to: The Acting Chief Executive Officer, Richmond Hospital Private Bag X 133, Richmond, 3780.

FOR ATTENTION NOTE : Mr. SE Ndlela
: The applicants must include only completed and signed new Z83, Obtained from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of identity Documents, Senior Certificate, and the highest required qualification as well as driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.

CLOSING DATE : 26 May 2023

POST 16/300 : **ARTISAN PRODUCTION GRADE A (MECHANICAL FITTER) MAINTENANCE REF NO: CBH12/2023**

SALARY : R220 533 - R244 737 per annum. Other Benefits: 13th cheque, Medical aid (optional) and home owners' allowance (employee must meet a prescribed requirements)

CENTRE REQUIREMENTS : Catherine Booth Hospital
: Grade10/ Standard 8/ N2, Trade test certificate under Manpower Act 8, 1981 as a Mechanical Fitter. Valid Driver's Licence. Minimum of 3 Years' experience in Artisan environment. Knowledge of Occupational Act and Safety Acts, Knowledge of oxygen, distribution and plant in a Hospital. Mechanical plan, ventilation etc. Team work, creativity and self-management skills. Problem solving to all Mechanical plant.

DUTIES : Regular checks and visual inspections to air handling units, kitchen and mortuary cooling units, autoclaves, calorifier pressure vessels, gas banks/gas manifolds, oxygen generation plant, laundry and kitchen equipment, Repairs to any broken and condemnation of equipment, Testing of oxygen plant, and changing and record keeping of oxygen gas cylinders, Keep and monitor service intervals of all plants and equipment, Maintain and keep service record for future references

ENQUIRIES : Mr. A. Kruger Tel No: (035) 474 8407/8/9

APPLICATIONS : All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehlwana Primary School, UMLalazi Municipality Ward15, Amatikulu, 3801

NOTE : The following documents must be submitted: Application for employment form (new version Z83 form), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za and a comprehensive CV indicating three reference persons: Names and contact numbers, Therefore only shortlisted candidates for a post will be required to submit certified copies of qualification/s and other relevant documents on or before the day of the interview following communication from HR, A Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out. Preference will be given to African Male

CLOSING DATE : 26 May 2023

POST 16/301 : **FORENSIC PATHOLOGY OFFICER REF NO: UGU 05/2023 (X2 POSTS)**
Component: Park Rynie Medico-Legal Mortuary

SALARY : R196 536 per annum

CENTRE : UGU Health District Office

REQUIREMENTS : Grade 12, Code 08 valid driver's license. Knowledge: Knowledge of Mortuary administrative processes and policies, Knowledge of Medico-legal protocols and prescripts, Knowledge of criminal justice system, Knowledge of waste management policy, Knowledge of infection control protocols and OHS, Knowledge of cleaning materials and use of cleaning equipment.

DUTIES : To provide an efficient and effective administrative autopsy service - Preparation of relevant documentation required during autopsy process. Identification of body to doctor. Taking of verbatim notes as dictated by the doctor. Fingerprinting of deceased for identification. Photographing (including downloading of images into relevant database) for identification and record keeping. Collection of exhibits and samples/specimens under direct supervision of medical practitioner. Documentation and appropriate safe keeping and handover to SAPS of all exhibits and specimens to maintain chain of evidence. Maintain chain of evidence register. Assist families with identification process. To provide an effective transportation service in the collection and off-loading of bodies from crime scene to the mortuary - Collection and transportation of bodies between accident scene and medico legal mortuary including loading and off-loading of bodies. Ensure completion of all relevant documentation necessary in the collection and transportation process. Admission of bodies into medico-legal mortuary in accordance with prescripts. To maintain a technical autopsy service - Perform reconstruction of bodies under direction/instruction/supervision of the Medical Officer in charge of the case/s. Movement and weighing of bodies. Ensure washing, shrouding and labelling of bodies post examination and ensuring area of work is maintained in a clean and hygienic condition. Handle and safe guard property of deceased and disposal of property to next-of-kin in the prescribed manner. To perform all administrative duties including registry, fleet, assets and stock control activities - Typing of all post mortem reports and any other subsequent documentation generated as a result of the post mortem examination. Communication and making necessary arrangements with relevant role players in preparation of post mortem examination as per medical officer's instructions. Maintain an effective and efficient filing system for all post mortem related documentation and to ensure safe custody thereof. Develop and maintain a database of all information pertaining to the autopsy service and the timely provision of monthly summary statistics to relevant stakeholders. Stock control including early warning arrangements. Reception and switchboard duties. Liaison with next-of-kin, funeral parlours, municipalities, hospitals and SAPS to arrange burials, cremations and pauper burials of unclaimed bodies. Liaison with court, negotiate court attendance by medical officers and other medico mortuary staff.

ENQUIRIES : Mr.BO Magubane Tel No: (039) 682 6296
APPLICATIONS : Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240
FOR ATTENTION : Mr. J.L. Majola
NOTE : 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. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof only when they are shortlisted.

CLOSING DATE : 29 May 2023

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS : Forward your applications, quoting the relevant reference number and the name of publication which you saw this advertisement to the Head of Department of Human Settlements, Private Bag X54367, Durban, 4000, or hand-deliver to 353-363 Dr Pixley ka Seme Street, Murchison Passage, Eagle Building, Durban, Ground Floor.

FOR ATTENTION : Mr. SD Mthethwa
CLOSING DATE : 26 May 2023.
NOTE : Applications must be submitted on the New prescribed applications form signed Z83 (which must be originally signed and must be completed in full), accompanied by a detailed CV. Relevant qualification, Identity document and a valid South African driver's license (where necessary) will be required on or before the date of the interview from shortlisted candidates. Failure to comply with these instructions will lead to applications being disqualified. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged and applicants who have not received an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. The Department reserves the right not to fill the post (s). Note: Applications not submitted on the fully completed new Z83 application forms will not be considered.

OTHER POST

POST 16/302 : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: DD LR 01/2023**
 Chief Directorate: Human Capital Management
 Directorate: Human Resources Management

SALARY : R811 560 per annum, (MMS package)
CENTRE : Durban
REQUIREMENTS : Applicants must be in possession of a National Diploma or Bachelor's Degree in Labour Law / Relations / Human Resources Management or related qualification coupled with a minimum of 3 years junior management experience in Labour Relations environment. Computer literacy. A valid driver's license. Knowledge, Skills and Competencies: Knowledge and understanding of the Public Service Legal Framework, Public Service Regulations, Labour Relations, Government Policies and Procedures; Public Service act; PFMA;

National and Provincial prescripts; HR best practices and HR systems; Mediation and Coordination; Labour Relations Concepts, Theories, Prescripts and Legislation; Good management skills; Financial Management Skills; Project Management Skills; Facilitation Skills; Communication Skills; Problem Solving Skills; Decision Making Skills; Innovative thinking; Negotiation Skills; Presentation Skills; Investigation Skills; Dynamic person; Self- motivated; Flexible and innovative; Good motivator; Self oriented.

DUTIES

: The successful candidate will perform the following Key Performance Areas: Effectively manage and coordinate the handling of Grievances, Disputes, Misconduct and Disciplinary Matters; Manage the Provisioning of Labour Relations Systems and Support; Facilitate Capacity Building Programmes in the Labour Relations Field; Facilitate the Handling of Appeals; Facilitate Employee Relations services in the Department; Research, develop and implement the Labour Relations policies; Ensure sound business planning, personnel, budget and management of Human and Labour Relations.

ENQUIRIES

: Ms. N Mungwe Tel No: 031 336 5440.