

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

OTHER POSTS

<u>POST 17/241</u>	:	<u>HEAD CLINICAL UNIT (ORTHOPEADICS) REF NO: MAD 09/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade1: R1 887 363 – R2 001 927 per annum Grade 2: R2 061 837 – R2 252 583 per annum The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.
<u>CENTRE REQUIREMENTS</u>	:	Madadeni Provincial Hospital An appropriate qualification in the appropriate Health Science (MBCHB); Plus, Current registration with the Health Professionals Council of South Africa as a Specialist in the category of Orthopaedics. Plus At least Five (5) years appropriate experience as a Medical Specialist after registration with HPCSA as a medical specialist in the category of Orthopaedics. Knowledge, Skills and Competencies required: Sound Clinical knowledge and expertise in the relevant discipline. Knowledge of current health and Public Service Legislation, regulations and policy including medical ethics, epidemiology and statistics. Good communication, leadership, decision-making and clinical skills. Ability to teach junior doctors and participate in continuing professional development.
<u>DUTIES</u>	:	Planning and implementation of Specialist Orthopaedic services (Outpatient, Inpatient and Operating Theatre lists). Participate/provision if after-hour service. Co-ordination and equitable rationalization of Specialist Orthopaedic service Amajuba District and outlying drainage areas. Liaison with institutional management of hospitals in the district and drainage areas to improve quality of care. Facilitation of staff training and development. Participate /support the outreach programme to the referring Hospitals and Clinics. Liaison with the relevant Chief Specialist regarding service development. Develop a training program for medical, nursing and allied services. Develop policies and guidelines facilitating service delivery. Participate in quality improvement projects and clinical auditing. Participate and facilitate clinical research. Cost effective utilization of scarce resources. Participate in Senior Management and strategic activities. Perform commuted overtime in line with hospital needs. Manage EPMDS of the General Surgery department.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. X.F Nene Tel No: 034 328 8007
<u>FOR ATTENTION NOTE</u>	:	All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940 The Recruitment Officer The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.
<u>CLOSING DATE</u>	:	09 June 2023

POST 17/242 : **MEDICAL SPECIALIST GRADES 1 – 3 (INTERNAL MEDICINE) REF NO: PMMH/SPEC/INTMED 01/2023 (X1 POST)**

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 REQUIREMENTS : Prince Mshiyeni Memorial Hospital
: Medical Specialist Grades 1 – 3 (Internal Medicine) 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 (Internal Medicine). Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal specialty (Internal Medicine). 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 internal medicine. 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 : Run speciality clinics. Provide in-patient and out-patient clinical services in all spheres of Internal Medicine and in all domains of the department. Assist with undergraduate and post-graduate training. Training and supervision of interns, medical officers and nurses. Maintain clinical, professional and ethical conduct. Ability to develop and maintain quality improvement programs and policy documents. Administrative responsibilities as delegated by the Head Clinical Unit. 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. Promote clinical effectiveness through the development, dissemination and implementation of clinical protocols and standard treatment guidelines aligned with national and provincial norms and standards. Accept delegated responsibility from the Head Clinical Unit. To participate in and contribute to the research and outreach activities of Department of Medicine. Performance of commuted overtime is a requirement as per the policy on commuted overtime for medical practitioners. (After hours and weekends).

ENQUIRIES APPLICATIONS : Dr M Mitha Tel No: 031 907 8470/ 8265
: All applications to be forwarded to: The Hospital Manager Prince Mshiyeni Memorial Hospital; Private Bag X07, Mobeni; 4060

FOR ATTENTION : Mr. M.F Mlambo

- NOTE** : Directions to candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacancies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form 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** : 09 June 2023
- POST 17/243** : **MEDICAL SPECIALIST REF NO: DPKISMH 18/2023 (X1 POST)**
Component: Anesthetics
- SALARY** : Grade 1: R1 214 805 – R1 288 095 per annum, all-inclusive package + a Fixed commuted overtime.
Grade 2: R1 386 069 – R1 469 883 per annum, all-inclusive package + a fixed commuted overtime.
Grade 3: R1 605 330 – R2 001 927 per annum, all-inclusive package + a fixed commuted overtime
(All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.)
- CENTRE REQUIREMENTS** : Dr Pixley Ka Isaka Seme Memorial Hospital
: **Grade 1:** Appropriate qualification Plus registration with HPCSA as a Specialist. No experience required. **Grade 2** Appropriate qualification Plus five (05) years post registration experience as a Medical Specialist in Anesthetics. **Grade 3:** Appropriate qualification Plus ten (10) years post registration experience as a Medical Specialist in Anesthetics. Senior Certificate /Grade 12 or equivalent. An appropriate tertiary qualification (MBCHB) or equivalent Plus, Registration certificate with HPCSA as a Medical Specialist in Anaesthetics plus Current registration with HPCSA as a Specialist (2023 receipt). FCA (SA) or MMed (Anaesthetics). Certificate of service endorsed by Human Resource Department must be produced on or before the day of the interview. All successful candidates will have to spend a minimum of 1 year in the Anaesthetics Department. Knowledge, Skills, Training and Competence Required: Sound clinical knowledge within the department of Anaesthesiology. Good communication and human relations. Sound knowledge of clinical procedures and protocols within the discipline. Assessment and management of patients. Participate in continuing professional development. Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships.
- DUTIES** : To execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and to perform duties / functions that fall within the reasonable prescripts of acceptable legislation. Knowledge of current Health and Public Servants legislation, regulation and policy, including Medical Ethics, Epidemiology and Statistics. Ability to provide Specialist Anaesthetic consultation and services. Accept responsibility for administration of anaesthesia. Assess patients, plan, initiate and supervise medical care management. Align clinical service delivery

plans with hospital plans and priorities. Willingness to participate in the after-hours call system, with an undertaking to sign a contract to participate in commuted overtime per week, is essential. Develop, maintain and audit the correct implementation of clinical protocols and guidelines. Implement and maintain an efficient, effective and seamless service delivery process within the Institution and referring facilities. Plan and provide continuous medical education to multidisciplinary team members and conduct and stimulate research. Supervision of postgraduate and undergraduate training. Participate in postgraduate and other relevant academic / and training programmes. Participate in the continued medical education programme in the institution. Manage EPMDS of junior staff. Participate in the extended management activities. Develop, implement and monitor quality improvement programmes. Develop and participate in the outreach/in reach programmes. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses. Provide support to the Head of Department, in ensuring an efficient standard of patient care and services are maintained. Leadership and decision-making abilities as well as problem solving and conflict management. Knowledge of Human Resource management. Information management and quality assurance. Ensure the proper and economical use of equipment and other resources. NB. Performance of Commuted Overtime is compulsory and will be worked in Anaesthetics department on the needs of the institution.

- ENQUIRIES** : Dr ZN Moyce: HCU: Anaesthetics Tel No: 031 530 1423
- APPLICATIONS** : To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed To: pixley.recruitment@kznhealth.gov.za
- FOR ATTENTION** : Deputy Director: HRM
- NOTE** : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. No attachments on application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 14/2023. NB: Failure to comply with the above instruction will disqualify applicants. 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). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.
- CLOSING DATE** : 02 June 2023.
- POST 17/244** : **MEDICAL SPECIALIST (ORTHOPEADICS) (GRADE 1-3) REF NO: MAD 06/2023 (X1 POST)**
- SALARY** : Grade 1: R1 214 805 – R1 288 095 per annum
Grade 2: R1 386 069 – R1 469 883 per annum
Grade 3: R1 605 330 – R2 001 927 per annum
The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.
- CENTRE** : Madadeni Provincial Hospital
- REQUIREMENTS** : Medical Specialist **Grade 1**: Appropriate qualification plus registration with the HPCS as a Medical Specialist in Orthopedics. Medical Specialist **Grade 2**. Appropriate qualification, registration certificate, plus FIVE (5) years' experience after registration with the HPCSA as a Medical Specialist in Orthopedics. Medical Specialist **Grade 3**. Appropriate qualification, registration certificate, plus Ten (10) years' experience after registration with the HPCSA as a Medical Specialist in Orthopedics. Knowledge, Skills and Competencies required: Sound clinical knowledge and experience in the relevant discipline. Knowledge of current health and Public Service Legislation, regulations and policy including medical ethics, epidemiology and statistics.

DUTIES

Good communication, leadership, decision-making and clinical skills. Ability to teach junior doctors and participate in continuing professional development. Provide safe, ethical and high quality of care through the development of standards and risk assessments in the area Clinical and customer care (patient perspective) in the respective speciality. Provide a full package of services including after hour service. Develop, maintain and audit the correct implementation of clinical protocols and guidelines, implement and maintain an efficient, effective and seamless service delivery process within the hospital and referring facilities. Plan and provide continuous medical education to multidisciplinary team members and conduct and stimulate research. Manage and direct performance of junior staff within the area of control. Manage performance of junior staff within the area of control. Align clinical service delivery plans with hospital plans and priorities. Provide principal specialist services and support to the Clinical Head of UNIT. Ensure compliance with National Core Standards. Participate in the continued medical education programme in the institution. Manage EPMDS of Junior Staff. Participate in the extended management activities. Develop, implement and monitor quality improvement programmes. Develop and participate in the outreach programme. Ensure a functional referral system that ensures a seamless health service.

**ENQUIRIES
APPLICATIONS**

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

**FOR ATTENTION
NOTE**

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

CLOSING DATE

09 June 2023

POST 17/245

ASSISTANT MANAGER: MEDICAL PHYSICIST REF NO: GS 44/23
Component: Radiation Oncology Department

SALARY

R1 018 047 per annum, all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

**CENTRE
REQUIREMENTS**

Grey's Hospital- Pietermaritzburg
Appropriate BSc Honours Degree in Medical Physics, or equivalent. Registration certificate with the HPCSA as a Medical Physicist. Current annual registration with Health Professions Council of South Africa as a Medical Physicist. (2023/2024). A minimum of 3 year's appropriate experience after registration with HPCSA as a Medical Physicist. NB! Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources Recommendations: Experience at the Hospital that performs specialized 3D HDR Brachytherapy, 3DCRT, IMRT and VMAT. Physical ability to handle Radiotherapy and associated equipment. Ability to work full 40 hours a week, and working overtime and after-hours when requested. Strong Radiotherapy background. Knowledge, Skills and Experience: Sound knowledge of ionizing radiation and imaging in Radiotherapy. Sound knowledge of Radiotherapy dosimetry equipment, computers, software, treatment planning system and planning principles. Operation, monitoring of maintenance, record keeping, and care of all

Radiotherapy equipment and accessories. Knowledge of the statutory regulations regarding the medical use of ionizing radiation. Knowledge of designing the Radiotherapy protocols and standard of operations. Sound knowledge of radiation protection, handling, transporting and disposal of radioactive materials. Ability to solve Radiotherapy physics problems. Capable of using initiative for problem solving, recognizing the need for action, consider possible risks and taking responsibility for results. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy Diligent, dependable, good communication, interpersonal relationship, research, development and teaching skills. Maintenance of morals and ethics at all costs.

DUTIES : Provide Medical Physics support for Radiotherapy treatment units including the drawing of specifications, acceptance testing, commissioning, calibration, quality assurance and optimal safe usage. Provide Medical Physics support for Radiotherapy Treatment Planning in Brachy and External Beam. Active participation in the routine execution of clinically related medical physics tasks. Undertake leadership and administrative duties related to the management of the division. Participating in the implementation of new treatment techniques. Provide Radiation Protection Services and ensure regulatory compliance for the institution. Maintain routine radiation surveys for all Radiotherapy equipment. Assist with lecturing/ tutoring/ training of medical physics programme to the under and postgraduate registrars and radiotherapists. Actively participation and assist with the research and development programme of the Medical Physics. Liaise with Health Technology Services (HTS) and vendor's technicians regarding equipment maintenances. Participate in the departmental/ interdepartmental committees, e.g. QA committee, planning meetings and Hospital's Health and Safety programme on radiation. Provide limited Medical Physics support to Diagnostic Radiology. Perform EPMDS assessment for the junior medical physicist. To ensure that Batho-Pele principles are upheld.

ENQUIRIES : Mr N. Mdletshe Tel No: 033 897 3540/ 3222
APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION : Mr K.B Goba
NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, African Female, Coloured Male.

CLOSING DATE : 02 June 2023

POST 17/246 : **DEPUTY DIRECTOR: PHYSICAL SECURITY REF NO: G56/2023**
Cluster: Security Management Services

SALARY : R811 560 per annum (Level 11), (an all-inclusive salary package)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Matric Certificate (Grade 12), An Appropriate Degree or Diploma in Security Management PLUS Three (3) to Five (5) appropriate Managerial experience in a Security Administration; Plus Unendorsed valid Code B driver's licence (Code 08). Knowledge, Skills, Training and Competencies Required: Job Purpose: To manage all Physical Security operations in the whole KZN Department of Health. The ideal candidate must: Promoting the generation and sharing of knowledge of the physical security environment and learning in order to enhance the collective knowledge of the organization and personnel. Have the knowledge of KwaZulu Natal Health Act. Minimum Information Security Standards (MISS). Minimum Physical Security Standards (MPSS). Knowledge of Criminal Procedures Act 1997 and Control of Access to Public Premises and Vehicles Act, 1985. Arms and Ammunition Act, 1969 and Disaster Management Act, 2002. Have the knowledge of Occupational Health and Safety Act, 1993 and Trespass Act, 1959. Public Service Act, 1994 and Labour Relations Act, 1995. Have the knowledge of exchanging information and ideas in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence others. Must be able to communicate with external stakeholders such as SAPS, SSA, Commercial Crime Intelligence Unit, Private Security Service Providers, National Department of Health, PSIRA, Department of Justice, Department of Labour and Office of the Premier. Be able to communicate with internal stakeholders such as Senior Management,

National Department of Health, District Management teams and in-house security personnel.

DUTIES

: Ensure that Private Security personnel are managed in accordance with the terms and conditions stipulated in Service Level Agreement (SLA). Ensure that all Private Security Providers have a valid SLA in place and Compliance with the SLA by the Private Security providers. Ensure that the Private Security Providers are adhering to PSIRA Prescripts and re registered accordingly. Ensure that physical security audits are planned and conducted accordingly. Manage and arrange Security Audits of all health facilities in the Province and prepare recommendations, Monitor the implementation of recommendations and Prepare quarterly reports to Management on the status of the Departmental Security environment. Conduct physical security audits with other security agencies i.e SAPS, SSA and NDOH and Submit Quarterly reports to the National Department of Health on the compliance of the Department. Manage personnel security within the department in liaison with the National Intelligence Agency and the SAPS: Coordinate investigations in liaison with SAPS and Internal Risk Management Unit. Prepare Security Awareness and Training Programme for the department, Oversee District Security Awareness and Training Workshops. Ensure that all security breaches are reported and investigated and Monitor progress to conclusion and submit monthly reports per District to Manco. Analyse and develop policies, guidelines aimed at ensuring a safe environment for departmental assets and personnel. Develop Security Policy and Guidelines for implementation for the securing of state assets, Ensure that Guidelines and Policies are being implemented and adhered to. Control and co-ordinate the development of Institution specific Policies and Guidelines. Ensure effective access control at all facilities is maintained. Prepare a Provincial Health Security Policy incorporating MISS and MPSS and Ensure that institutions are compliant with MPSS. Manage utilization of resources allocated to the Sub-Component in an efficient and Effective manner including the development of staff. Monitoring of budget allocation for the component, ensure that all in-house security personnel are appropriately trained. Ensure that all in-house security personnel within the Department of Health are registered with PSIRA and conduct inspections accordingly. Maintain an appropriate filling system for all physical security matters with the Department including Private Security Providers and Prepare PMDS for staff with the component.

**ENQUIRIES
APPLICATIONS**

: Mr MM Dladla Tel No: 033- 395 2724
: All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 or Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 09 June 2023

POST 17/247 : **DEPUTY DIRECTOR: INTERGRITY SECURITY REF NO: G57/2023**
Cluster: Security Management Services

SALARY : R811 560 per annum (Level 11), (an all-inclusive salary package)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Matric Certificate (Grade 12) An Appropriate Degree or Diploma in Security Management PLUS Project Management, VIP Protection, Policy Development, CIA/CCSA Certificate and Conflict Management. Three (3) to Five (5) Extensive supervisory experience in a security in a Security Management Environment Administration; Plus Unendorsed valid Code B driver's licence (Code 08). Knowledge, Skills, Training and Competencies Required: Job Purpose: To ensure effective and efficient integrity management in the implementation of security management for the Department of Health in accordance with the requirements of the Legislative Framework as well as the Department Policies, procedures and risk mitigation plans The ideal candidate must: Promoting the generation and sharing of knowledge and learning of the physical security environment and learning in order to enhance the collective knowledge of the organization. Communication Skills: Exchanging information and ideas in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence others.

DUTIES : Facilitate the formulation and maintenance of the Integrity Security Management Strategy, Policy, norms and standards and security protocols for the entire Department in accordance with legislative and National Policy imperatives: Design and implement appropriate monitoring and evaluation mechanism to determine the extent of compliance to prescribed security management policy and procedures by Institutions and report thereon. Evaluate risk assessment, profiles and security related reports to ascertain potential security threats to the Department, personnel, information, computer and communication to enable the Development of security risk mitigation strategies. Monitor and implement vetting process that includes role players such as the State Security Agency and SAPS to ensure that personnel security is maintained within the Department: Conduct an awareness programme for the Vetting of personnel in the Department, Maintain a database of all vetting results including actions taken for negative results, Implement a Personnel Security Screening system for the Department of Health which includes CIPC, Credit check, Criminal Check and Nationality and Work with Human Resource Management Services to implement the verifications of Financial Disclosures Forms for all personnel within the Department. Provide a security liaison service to departmental managers and institutions by anticipating and reporting on threats; and instituting remedial action on current security breaches to enable a safe and security environment: Develop a Policy and guidelines for dealing with security breaches and adverse incidents, Implement reporting systems for security breaches and adverse incidents, Implement remedial action for all security breaches and adverse incidents, Monitor the trend of braches and report on a monthly basis to Management. Work with the Provincial Health Operations Centre to assist with monitoring and reporting of adverse incidents and Conduct Security Risk Assessments for facilities. Perform a skills gap analysis to establish security training needs and source or develop the required training interventions to close the gap. Utilise resources allocated to sub-component in an efficient and effective manner including the development of staff.

ENQUIRIES : Mr MM Dladla Tel No: 033- 395 2724
APPLICATIONS : All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langelibalele Street Natalia Building, Registry, Minus 1:1 North Tower.

FOR ATTENTION : Miss N Mnyandu
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of

previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

- CLOSING DATE** : 09 June 2023
- POST 17/248** : **ELECTRICAL ENGINEER GRADE 1 REF NO: DPKISMH19/2023 (X1 POST)**
Component: Facilities Management
- SALARY** : R795 147 – R847 221 per annum, (all - inclusive salary package)
- CENTRE** : Dr Pixley Ka Isaka Seme Memorial Hospital
- REQUIREMENTS** : Senior Certificate/Grade 12 or equivalent. A University Degree/B –Tech at NQF 7 in Electrical Engineering. A minimum of three years (03) in operations or engineering maintenance. Practical experience in a hospital or similar environment in engineering department is essential. Compulsory registration with ECSA. Three years post qualification engineering experience required. Unendorsed valid Code B driver's license (Code 08). Computer literate. Certificate of service endorsed by Human Resource Department must be produced on or before the day of the interview. Recommendation GCC factories will be an added advantage. Knowledge, Skills, Training and Competence Required: Responsible for all round asset care and maintenance of the facility, its land and buildings, plant and machinery, infrastructure and reticulation, energy usage and sustainability asset replacements. Provide engineering inputs and guidance, which include all aspects of innovative and complex engineering. Applications for the development of infrastructure Delivery Management Systems (DMS). Possess PFMA/Treasury Regulations/Practice Notes/Instructions/Circulars. Possess Provincial/Departmental Supply Chain Management Policies. Possess National Building Standards Act of 1977 and Regulations. Possess Occupational Health and Safety Act of 1993 and Regulations. Possess Government Immovable Asset Management Act of 2007. Possess Health and Regulation Act 61 of 2003. Possess Engineering Profession Act of 2000.
- DUTIES** : Responsible for continuous performance, improvement, assurance and quality management of occupational health and safety within the hospital perimeter as per OHS Act NO.85 of 1993 and Regulations. Management of the engineering department, which includes strategic people management. Personnel utilization. Personnel efficiencies, orientation, and performance reviews and oversee the development and maintenance of staff competence. Responsible for ensuring that systems are in place to control and manage maintenance such as functional of planned/presentative maintenance programs, job card and call out systems. Ensure service reports and record sheets of major equipment, breakdown and legal requirements are completed, recorded and archived as per company policy and various laws. Identify, recognize, and motivate the need and feasibility for capital upgrades, improvements, and replacements. Direct and control the engineering of water control, energy saving and all sustainability projects. Financial control of the capital and operational budgets. Prepare budgets, bids/tenders, contracts and direct the negotiations to external service provider workflows. Perform administrative functions such as reviewing and writing reports, approving expenditures, enforcing rules, and making decisions about the purchase of materials or services. Management of on - site contractors e.g. quotes are obtained and contractors are approved within set guidelines.
- ENQUIRIES** : Mr. LS Latchminarain – Deputy Director: Facilities Tel No: 031 530 1407
- APPLICATIONS** : To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed To: pixley.recruitment@kznhealth.gov.za
- FOR ATTENTION** : Deputy Director: HRM
- NOTE** : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. No attachments on application, only Z83 and CV.

Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH15/2023. NB: Failure to comply with the above instruction will disqualify applicants. 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). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

- CLOSING DATE** : 02 June 2023
- POST 17/249** : **OPERATIONAL MANAGER SPECIALITY REF NO: MBO 21/2023 (X1 POST)**
Component: Theatre and CSSD
- SALARY** : R627 474 - R654 960 per annum. Other benefits: 13th Cheque, 8% Rural Allowance, Homeowners Allowance (employee must meet prescribed Requirements), Medical Aid (Optional)
- CENTRE REQUIREMENTS** : Mbongolwane District Hospital
Diploma/ degree in Nursing. Current registration with SANC as a General Nurse and Midwife. A post basic qualification in Operating Theatre Nursing Science with duration of a least one (1) year accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which at least 5 years must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant Speciality. Only shortlisted candidates will be required to submit proof of current and previous work experience endorsed by HR (Certificate of service). Knowledge, Skills and Competences Required: Knowledge of Nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care.
- DUTIES** : To plan, organize and monitor the objectives of the specialized unit. Ensure proper functioning of theatre and CSSD unit. Supervision and monitoring of provision of quality nursing care through implementation of National Core standards, policies and procedures. To provide a therapeutic environment to staff, patients and public. To effectively organize the availability of resources. To effectively manage utilization and supervision of resources. Coordination of the provision of effective training and research. Maintain professional growth/ethical standards and self-development. Coordinate optimal, holistic, specialized nursing care with set standards and within a professional/legal framework. Implementation and management of IPC protocols. Maintain accurate and complete records according to legal requirements. To participate in Quality improvement programs and Clinical Audits. Participate in staff, student and patient training. Monitor implementation of EPMDs. Exercise control over discipline, grievance and labour relations issues according to laid down policies and procedures. Identify, develop and control risk management systems within the unit. Uphold the Batho Pele and Patients right principles
- ENQUIRIES** : Mr NM Mhlongo Tel No: 035 476 6242 Ext 1011/
ndumiso.mhlongo@kznhealth.gov.za
- APPLICATIONS** : Applications should be forwarded to: Human Resource Manager Or Hand delivered to: Mbongolwane Hospital, Private Bag X126, Kwa-Pett, 3820
- NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must

be accompanied by a detailed Curriculum Vitae only, Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. the circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. 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, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

- CLOSING DATE** : 02 June 2023
- POST 17/250** : **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 REF NO: KCD 05/2023**
Quality Assurance
- SALARY** : R497 193 – R559 686 per annum. 13th Cheque, Medical Aid (optional subject to employee must meet prescribed requirements) and Housing Allowance (subject to employee must meet prescribed requirements).
- CENTRE** : King Cetshwayo District Office
- REQUIREMENTS** : Senior Certificate (Grade 12), Diploma or Degree in Nursing Science that allows registration with SANC as a Registered Nurse, Minimum of 7 years appropriate/recognizable experience in nursing after registration with SANC as a Registered Nurse in general nursing. Current registration with SANC (2023), Computer Literacy (Microsoft packages), Unendorsed valid driver's license, a 1 year post basic qualification in Primary Health Care Nursing is recommended. Applicants must display project management skills, facilitation skills, good communication skills, interpersonal skills and counselling skills and financial management skills. Ability to do a PowerPoint presentation, report writing abilities, make independent decisions, priorities issues and other work related matters, work under pressure and meeting the set targets.
- DUTIES** : Conduct inspections to ensure that Quality Assurance plans are implemented and that practices are according to specific policy. Perform training and guidance activities to instil a culture of service delivery in all service areas within the district. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery at all district health institutions. Ensure that Quality Assurance committees are established and that these have quality improvement project that significant change is recognised and rewarded. Identify best practice and implement these to continuously advance Quality Assurance in the District. Interact with university and COHSASA role players to enhance the Quality Assurance procedures and practices. Perform quality improvement audits and survey monthly and report to senior management. Identify, facilitate and co-ordinate all Quality Improvement Plans. Ensure implementation of National Core Standard and Provincial initiatives (Patients' Rights Charter & Batho Pele programme etc). Ensure that all facilities conduct Patients Experience of Care and Waiting Time Surveys. Ensure planning, co-ordination, implementation, monitoring and evaluating of the Quality Assurance programmes within the district. Co-ordinate all aspect of national core standards programme including assessments and activities to achieve National Core Standards accreditation. Co-ordinate peer review assessment. Visit facility maintain reports of such visit. Ensure all facilities develop Quality Improvement Plans, action plans and submit monthly and quarterly and annual reports. Conduct district quality assurance meetings and attend provincial quality meetings. Provide training and update clinical and non-clinical staffs on quality issues. Ensure clinical and nursing audits are conducted to evaluate patient care. Participate in adverse events, complaints and various other related committees to improve quality. Ensure all facilities conduct Patients Experience of care and Waiting Times surveys. Co-ordinate Batho Pele and good governance programmes. Co-ordinate activities for service excellence. Support all facilities to ensure the attainment of quality compassionate patient care. Attend meetings, workshops, training and development courses. Perform other duties assigned to you by your supervisor or any other official delegated to assign duties.
- ENQUIRIES** : Mrs NN Ngubane Tel No: 035 787 6213

- APPLICATIONS** : Please forward application quoting the reference number to the Human Resource Department, King Cetshwayo District Office, Private Bag X20034, Empangeni, 3880 or hand delivered to King Cetshwayo Health District Office, 2 Lood Avenue Empangeni Rail, Human Resource Department
- FOR ATTENTION NOTE** : Mr MTR Nzuza
: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, please note in line with DPSA Circular 19 of 2022 only a Comprehensive Curriculum Vitae must be submitted together with application form. Certified copies, identity document, educational qualifications and professional registration certificates, Proof of current and previous working experience endorsed and stamped by Human Resource or Employer will only be requested from shortlisted applicants only. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification will be further required to submit evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Department of Health is an equal opportunity and affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Department. Employment Equity Target for this advertised post is African Male. 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.
- CLOSING DATE** : 02 June 2023
- POST 17/251** : **ULTRASONOGRAPHER REF NO: NMH/UR/2023 (X1 POST)**
- SALARY** : Grade 1: R444 741 – R506 016 per annum, Plus 8% Rural Allowance Benefits: 13th Cheque, medical- aid (optional), Housing Allowance (Employees must meet the prescribed requirements)
Grade 2: R520 785 – R595 251 per annum, Plus 8% Rural Allowance Benefits: 13th Cheque, Housing Allowance (Employees must meet the prescribed requirements), medical aid (optional).
Grade 3: R612 642 – R658 482 per annum, Plus 8% Rural Allowance Benefits: 13th Cheque, Housing Allowance (Employees must meet the prescribed requirements), medical aid (optional).
- CENTRE REQUIREMENTS** : Niemeyer Memorial Hospital
: Senior Certificate or equivalent qualification. Degree/ Diploma in Ultrasound/ Bachelor's degree in Technology: Ultrasound. Current registration with HPCSA as an Ultrasound Radiographer (2023/2024). Proof of current and previous working experience endorsed by Human Resource Department (Certificate of Service) to be submitted by shortlisted candidates. **Grade 1:** Experience: Nil for South African radiographer that have completed community service and after registration with the HPCSA as an independent practitioner (Diagnostic Ultrasound) **Grade 2:** Experience: 10 years relevant experience after registration with the HPCSA as an independent practitioner (Diagnostic Ultrasound) **Grade 3:** Experience: 20 years relevant experience after registration with the HPCSA as an independent practitioner (Diagnostic Ultrasound). Knowledge, Skills, Experience and Competencies Required: Sound knowledge of ultrasound procedures. Knowledge of equipment use and trouble shooting. Knowledge of relevant health and safety policies, regulations and acts Knowledge of quality assurance procedures and methods Sound communication, interpersonal, problem solving, teaching and training skills. 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.
- DUTIES** : Provide a high quality ultrasound service according to the patient needs. To promote good health practices and ensure optimal patient care Execute all ultrasound procedure completely to prevent complications. Provide general administrative duties as required. Provide guidance and supervision to junior

staff. Participate in institutional radiographic policy making and planning for service delivery. Promote Batho Pele principles in the execution of all duties for effective service delivery. Give factual information to patient on ultrasound examinations. Participate in departmental quality assurance quality improvement programs and National core standards Inspect and use equipment, professionally to ensure that they comply with safety standards. Develop protocols to ensure that the sonographic services comply with the required prescripts. Participate in ultrasound quality assurance programmers.

- ENQUIRIES** : Mr. CG De Klerk 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).
- CLOSING DATE** : 02 June 2023
- POST 17/252** : **SOCIAL WORKER SUPERVISOR REF NO: EGUM 22/2023**
- SALARY** : Grade 1: R432 348 – R500 715 per annum
Grade 2: R530 010 – R791 622 per annum
Plus: 13th Cheque / service bonus, Homeowners Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)
- CENTRE** : E G & Usher Memorial Hospital
- REQUIREMENTS** : Grade 12 certificate or equivalent. Bachelor Degree of Social Work. Six (06) to Eight (08) years appropriate experience in Social Work. Registration with South African Council as Social Worker. Current and previous experience endorsed and stamped by Human Resource (Employment History). Knowledge, Skills, Training and Competencies Required: Knowledge of the policies and prescripts in the area of operation. Patient's rights charter, Batho-Pele Principles, Public service regulations, Labour Relations Act, Disciplinary Code and Procedure, Communication skills, report writing skills, computer literacy, Counselling skills, staff supervision and management, Policy analysis, problem solving skills, planning/ organizing, and ability to function as part of the team.
- DUTIES** : Conduct assessments that are problematic for the supervisees aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions. Ensure that the appropriate recommendations and interventions required to address the conditions are identified. Ensure the development and planning of programmes to render the recommended interventions efficiently, effectively and economically. Ensure that the recommended interventions are implemented by supervisees by providing continuous support, counselling, guidance and advice to supervisees. Monitor and evaluate the effectiveness of the recommended interventions, ensure reporting on progress and identify further/amended interventions to address the identified conditions. Debrief and support supervisees to manage occupational stress and related issues to promote a sound and effective social work service. Manage performance, conduct and discipline of supervisees.

Ensure that all the administrative functions required in the unit are performed to the required standard. Undertake social work research and development and contribute to the development of policies. Liaise/attend meetings with other departments, non-government institutions and relevant stakeholders to take cognisance of the latest developments in the relevant fields. Ensure that records of social work interventions, processes and outcomes are produced and maintained. Monitor and study the social services legal and policy framework continuously. Professional and general supervision of the relevant staff. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. This includes continuous professional development activities as prescribed, the mentoring and guiding of sub-ordinates to assist them to integrate theory and practice, and to develop appropriated skills.

**ENQUIRIES
APPLICATIONS**

: Dr. L.Z Seithleko Tel No: 039 - 797 8100
 : 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.

**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 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

: 02 June 2023 at 16H00 afternoon

POST 17/253

: **PROFESSIONAL NURSE GRADE 1&2 SPECIALTY-OPERATING THEATRE & CSSD REF NO: LRH 32/2023 (X2 POSTS)**

SALARY

: Grade 1: R431 265 – R497 193 per annum
 Grade 2: R528 696 – R 645 720 per annum
 Other Benefits: 13TH Cheque, Housing Allowance (employees must meet the Prescribed requirements), (Medical Aid Optional), 8% Inhospitable rural allowance

**CENTRE
REQUIREMENTS**

: Ladysmith Regional Hospital
 : Senior Certificate/Grade 12. Degree/Diploma in General Nursing and Midwifery PLUS. Current registration with SANC (2023 Receipt). Registration certificates with SANC in General Nursing and Midwifery Plus. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in

Theatre Tech Nursing Science. **Grade 1:** A minimum of 4 years appropriate recognizable experience in Nursing after registration as a Professional Nurse General with the SANC. A post-basic qualification with a duration of at least 1 year Accredited with the SANC of SA in Theater tech. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific Specialty after obtaining the 1-year post-basic qualification in the relevant specialty. Knowledge, Skills and Experience Required: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. 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).

DUTIES : To execute duties and functions with proficiency within prescripts of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. Assist Operational Manager with overall management and necessary support for effective functioning. To provide nursing care that lends itself to improve service delivery by upholding Batho-Pele Principles. Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Ensure the provision and supervision of patients needs. Promote health for clients. Evaluate patient care programmes from time to time and make proposals for improvement. Appropriate/Recognisable experience after registration in the specialty is recognised to determine the salary on appointment. Only certificate/s of service from the previous employer/s in the specialty is recognised for this purpose.

ENQUIRIES : Mrs. T.M. Buthelezi Tel No: 036-6372111

APPLICATIONS : All applications should be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370

FOR ATTENTION : Mr S.L.Dlozi

NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. (Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application only when shortlisted)

CLOSING DATE 02 June 2023

POST 17/254 : **PROFESSIONAL NURSE SPECIALTY (GRADE 1 OR GRADE 2 ADVANCED MIDWIFERY AND NEONATAL REF NO: JOZ CLI 02/2023 (X1 POST)**

SALARY : Grade 1: R431 265 per annum

Grade 2: R528 696 per annum

Other Benefits: 13th Cheque. 12 % Rural allowance, Medical Aid (Optional), Homeowner's allowance (employee must meet prescribed Requirements)

**CENTRE
REQUIREMENTS**

: Othobothini Community Health Centre (Jozini Clinic)
: Matric / Grade 12. Degree/ National Diploma in nursing or equivalent qualification that allows registration with SANC as Professional Nurse, Current registration with SANC (2020). **Grade 1:** A Minimum of 4 years appropriate / recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. A 1 year post graduate qualification in Advanced Midwifery and Neonatal Nursing Science accredited 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 above must be appropriate / recognizable experience in maternity after obtaining a 1 year post graduate qualification in Advanced Midwifery and Neonatal Nursing Science Accredited with SANC. Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Acts, regulations and policies. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Demonstrate an in-depth understanding of Nursing Legislation and related legal and ethical practices. Good communication, verbal, written, leadership, interpersonal, problem solving, conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele Principles and Patient's right charter and code of conduct. Planning and organizing skills. Team building and diversity management skills. Empathy and counselling skills. Willingness to work shifts, night duty, week-ends and public holidays; including extended hours where need arises.

DUTIES

: Perform specialized clinical nursing practice in accordance with the scope of practice and nursing standards. Implement advanced knowledge and skills in managing high risk patients in the maternity and MCWH units. Participate in the implementation of service delivery policies and procedures in relation to health programmes to ensure that they conform to the District Health Services Delivery strategies. Improved perinatal mortality and morbidity through implementation of priority programmes, participating in quality improvement programmes. Support and facilitate the implementation of strategies that reduce morbidity and mortality and strengthen implementation MCWH Programme as per national and provincial guidelines. Diagnose and manage obstetric emergencies and work with the medical team to manage these emergencies e.g. Eclampsia, APH etc. Identify high risk clients during ante-partum and post- partum periods, manage them or refer them according to policies and protocols. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Work as part of the multi-disciplinary team to ensure quality healthcare for clients visiting the facility. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients needs and expectations according to Batho Pele Principles and Patient rights Charter. Create and maintain complete and accurate patient records and registers and actively participate in institutional quality improvement initiatives e.g NCS, ICRM, PEC etc. Provide adequate health education, awareness and be involved in campaigns. Utilise and manage cost effectively all resources allocated to the unit for optimum service delivery. Advocate for the nursing profession by promoting professionalism and nursing ethics within and without the institution. Collect, analyse and interpret data use to improve quality service delivery. Maintain clinical and professional growth by attending trainings and workshops so that scientific principles of nursing are implemented, assisting with training, mentoring and coaching staff to impart skills and knowledge for approved quality of care.

**ENQUIRIES
APPLICATIONS**

Ms. N.I Mthethwa Tel No: 035 572 9002
: Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X12, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.

NOTE

: Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za . Curriculum Vitae (CV). Applicants are not required to submit Copies of ID, Std 10 certificate, educational qualifications, certificate of service / proof of experience signed by HR office such documents will be

requested only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.

- CLOSING DATE** : 09 June 2023
- POST 17/255** : **PROFESSIONAL NURSE-SPECIALTY STREAM REF NO: MURCH 27/2023 (X5 POSTS)**
- SALARY** : Grade 1: R431 265 per annum
Grade 2: R528 220 per annum
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
- CENTRE REQUIREMENTS** : Murchison Hospital (Maternity)
: **Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing and Midwifery. **Grade 2:** Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Midwifery, of which at least 10 years must be appropriate / recognizable experience Maternity services, after obtaining the one year post basic qualification in the relevant specialty. Senior Certificate, Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Advance Midwifery and Neonatal Nursing Science, Current Registration with SANC as General Nurse and Midwife. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department knowledge, skills and competencies: Knowledge of nursing care and processes and procedures Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, supervisory and good communication skills Team building and cross cultural awareness Knowledge of SANC rules and regulations Knowledge of Batho Pele Principles and patients' rights charter.
- DUTIES** : Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures including PMTCT. To participate in quality improvement programmes and clinical audits Uphold Batho Pele and patients' rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labor relations issues Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDs as well as student progress reports. Show understanding of Perinatal Problem Identification programme. Analyze reports and utilize the information to improve the health status of women. Ensure the implementation of saving mothers, saving babies recommendation.
- ENQUIRIES APPLICATIONS** : Mrs. CN Mkhwanazi Tel No: 039-6877311 ext. 127
: All applications should be forwarded to: Chief Executive Officer P/Bag X701, Portshepstone, 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR on or before the day of the interview. Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 21/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome

obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

<u>CLOSING DATE</u>	:	02 June 2023
<u>POST 17/256</u>	:	<u>PROFESSIONAL NURSE: SPECIALTY (ADVANCED MIDWIFERY AND NEONATAL SCIENCE) REF NO: MBO 26/2023 (X1 POST)</u>
<u>SALARY</u>		Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum Other Benefits: 13th Cheque, Medical Aid (Optional) Rural allowance 8%, Housing allowance (employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Mbongolwane District Hospital Senior certificate / grade twelve certificate or equivalent qualification. Certificate of registration with SANC as General Nurse plus Midwifery. Diploma or Degree in General Nursing and Midwifery. One year post basic nursing qualification in advanced midwifery. Current registration with SANC as a General Nurse, midwifery and advanced midwife. Grade 1: A Minimum of four (4) years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC. One year post qualification in advanced midwifery. Grade 2: A Minimum of fourteen (14) years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General nursing of which at least Ten (10) years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in Advanced Midwifery. Only shortlisted candidates will be required to submit proof of current and previous work experience endorsed by HR (Certificate of service). Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Policies, Acts and regulations. Knowledge of SANC rules and regulations. Good communication, leadership, interpersonal and problem solving skills. Computer Literacy. Knowledge of Code of Conduct Labour Relations, Conflict management and negotiation skills. Ability to function well within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele principles and patients' rights charter. An updated knowledge of the priority programmes and the management thereof.
<u>DUTIES</u>	:	Assist with the implementation of the UN Millenium Development Goals e.g. reducing child mortality and the Saving Mothers Initiative. 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 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 quality 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. Demonstrate basic computer literacy as a support tool to enhance service delivery. Oversee and co-ordinate the integration of MCWH. Assist in the monitoring of the implementation of EPMDS. Improve maternal and child health by initiating all the relevant programmes. Enhance the Saving Mothers programme Assist with the reduction of maternal and neonatal mortality and morbidity rates. Work as a team leader and oversee the maternity department in the absence of the Operational Manager or when the need arises. Knowledge of Patient Safety Incidents and management thereof. Demonstrate a basic understanding of HR and financial policies and practices. Execute quality care in a specialized unit in accordance with the scope of practice and nursing standards. Must be able

to handle surgical and obstetrical emergencies. Take lead in peri-operative care delivery. Partake in the resuscitation and stabilizing of critically injured and ill patients. Participation in implementation of National Core Standards. Participate in clinical audits and data management meetings. Ensure accurate record keeping. Able to manage own work, time and that of junior colleagues to ensure proper and nursing service in the unit. Ensure self and staff development through in service training.

ENQUIRIES : Mr NM Mhlongo Tel No: 035 476 6242 or Ext 1011
APPLICATIONS : All applications should be posted to: The CEO, Private Bag X126, Kwa-Pett, 3280 or hand Delivered to Mbongolwane District Hospital

NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. 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, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

CLOSING DATE : 02 June 2023

POST 17/257 : **CLINICAL NURSE PRACTITIONER (SAMUNGU CLINIC) REF NO: MBO 23/2023**

SALARY Grade 1: R431 265 – R497 193 per annum
 Grade 2: R528 696 – R645 720 per annum
 Other Benefits: medical aid (optional) housing allowance: employee must meet prescribed requirements, 8% Rural Allowance, 13th cheque.

CENTRE : Mbongolwane District Hospital
REQUIREMENTS : **Grade 1:** A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in General nursing **Grade 2:** A minimum of 14 years appropriate / recognizable Experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 Years must be appropriate / recognizable experience after Obtaining the one year post basic qualification in Primary Health Care Senior certificate/Matric or equivalent. Degree/Diploma in General Nursing Science and Midwifery plus. One (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC (2023). A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. Only shortlisted candidates will be required to submit proof of previous and current work experience written by supervisor. Certificate of service endorsed and stamped by HR Office. Knowledge, Skills and Competences Required: Knowledge of all applicable legislations such as Nursing Act, Mental Act, OH&S Act, Batho Pele principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory. Good interpersonal relationship. Good insight of procedures and policies pertaining to nursing care.

DUTIES : Provide promotive, preventative, curative and rehabilitative services to the community. Ensure proper utilization and safekeeping of basic medical equipment. Assist in orientation and induction of staff. Provide direct and indirect supervision of all nursing staff. Implement Batho Pele principles. 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, Ideal Clinic, Quality and Clinical Audits. Ensuring proper utilization

of Human, material and financial resources and keeping up to date records of resources. Plan and organize own work to ensure proper nursing care in the clinic. Conduct health education to community. Assist in data management. Ensure pharmaceutical management. Assist in the management of mother and child programmes.

- ENQUIRIES** : Mr VH Zikhali Tel No: 035 4766242 or Ext 1008
- APPLICATIONS** : Applications to be forwarded to: Or Hand Delivered To: The Chief Executive Officer, Mbongolwane Hospital, Private Bag X126, Kwa-Pett 3820
- FOR ATTENTION** : Human Resource Manager
- NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae Only, Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. the circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. 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, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.
- CLOSING DATE** : 02 June 2023
- POST 17/258** : **CLINICAL NURSE PRACTITIONER GRADE 1&2 – MATIWANESKOP**
CLINIC REF NO: LRH 33/2023 (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% Inhospitable rural allowance.
- CENTRE REQUIREMENTS** : Ladysmith Regional Hospital (Primary Health Care)
Senior Certificate/Grade 12. Degree/Diploma in General Nursing and Midwifery PLUS. One (1) Year Post Basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) accredited with SANC. current registration with SANC (2023 Receipt) Registration certificates with SANC in General Nursing and Midwifery Plus Clinical Nursing Science, Health Assessment, Treatment and Care. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. NB: shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer. Recommendation: Valid Driver's License. Knowledge, Skills and Experience Required: Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, inter-personal and problem solving skills. Good verbal, listening and written communication skills. Knowledge of Labour Relations and disciplinary procedures. Clinical competencies. Knowledge of nursing care delivery approaches. Analytical thinking, decision-making and conflict management skills. Co-ordinating and planning skills.
- DUTIES** : Ensure the provision of nursing care through adequate supervision. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deal with grievances and Labour relation issues in terms of laid down policies/procedures. Ensure the supervision and provision of basic patient needs. Promote preventive and promotive health for clients. Evaluate and follow up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patients clinical conditions.

Attend and participate in doctor's visits. Co-ordinate between hospital and community. Health education of patients, staff and public. Assessing in-service training needs, planning and implementing of training programs. Assist patients and families to develop a sense of care.

**ENQUIRIES
APPLICATIONS**

: Mrs. N Nkehli Tel No: 36-637 2111
: All applications should be posted to: The Human Resource Management,
Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370
Mr S.L.Dlozi

**FOR ATTENTION
NOTE**

: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. (Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application only when shortlisted)
02 June 2023

CLOSING DATE

POST 17/259

: **CLINICAL NURSE PRACTITIONER GRADE1 OR GRADE 2 REF NO:
ITS16/2023 (X1 POST)**

SALARY

: Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Other Benefits: 12% Rural Allowance, 13th Cheque, Housing Allowance (Employee must meet Prescribed Requirement and Medical Aid (Optional))

**CENTRE
REQUIREMENTS**

: Itshelejuba Hospital –Pongola Clinic
: Senior Certificate/ Grade 12 or Equivalent qualification, Degree/National Diploma in general nursing and Midwifery plus one year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), Current registration with SANC as a Professional Nurse General and Primary Health care plus, A minimum of four (4) years appropriate/ recognizable Nursing Experience as a General Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable experience as General Nurse, **Grade 2:** A minimum of fourteen (14) appropriate/recognizable experiences as General Nurse. At least ten (10) of period must be appropriate/recognizable experience in PHC after obtaining the one year post basic qualification for the relevant specialty (PHC). Knowledge, Skills and Competencies Required: Knowledge and experience of Public Service Policies and Regulations, Sound Management and negotiation skills. Knowledge of Labour Relations, Clinical Competences, Knowledge of nursing care delivery approaches.

DUTIES

: Provide quality comprehensive Primary Health Care by promoting, preventative, Curative and rehabilitative services for the clients in community in line with PHC re-engineering, Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care, 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, Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care, Provide safe and therapeutic environment as laid down by the Nursing Acts, Occupational Health and Safety Acts and all other applicable prescripts, Plan and organise own

work and that of support personnel to ensure proper nursing care, Be able to implement the institutional major incident (disaster) plan as required, 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, Participate in the analysis and formulation of nursing SOP's and procedures, Provide direct and indirect supervision of all staff within the unit and give the guidance in support of the operational manager, Order and monitor appropriate level of consumables. Participate in clinical record audit and acts on GAPS identity, Work effectively, co-operatively and amicably with persons of diverse intellectual, culture, racial or religious differences, Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's need and expectations according to Batho Pele Principles, Promote quality of nursing care as directed by standards at primary health care facilities, Manage all resources within the facility effectively and efficiently to ensure optimum service delivery.

- ENQUIRIES** : All enquiries should be directed to Ms. CN Mwelase Tel No: 034-4134000
- APPLICATIONS** : All applications must be addressed to Itshelejuba Hospital, Private Bag X0047, Pongola, 3170 or hand delivered to Human Resource Office.
- NOTE** : Applications must be submitted on the new Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. The reference number must be indicated in the column provided on Z83. E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.
- CLOSING DATE** : 02 June 2023
- POST 17/260** : **CLINICAL NURSE PRACTITIONER GRADE 1 OR GRADE 2 REF NO: ITSH17/2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Other Benefits: 12% Rural Allowance, 13th Cheque, Housing Allowance (Employee Must Meet Prescribed Requirement and Medical Aid (Optional)
- CENTRE** : Itshelejuba Hospital
- REQUIREMENTS** : Senior Certificate/ Grade 12 or Equivalent qualification, Degree/National Diploma in general nursing and Midwifery plus one year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), Current registration with SANC as a Professional Nurse General and Primary Health care plus, A minimum of four (4) years appropriate/ recognizable Nursing Experience as a General Nurse. **Grade 1:** A minimum of 4 years appropriate/ recognizable experience as General Nurse. **Grade 2:** A minimum of fourteen (14) appropriate/recognizable experiences as General Nurse. At least ten (10) of period must be appropriate/recognizable experience in PHC after obtaining the one year post basic qualification for the relevant specialty (PHC) Knowledge, Skills and Competencies Required: Knowledge and experience of Public Service Policies and Regulations, Sound Management and negotiation skills. Knowledge of Labour Relations, Clinical Competences, Knowledge of nursing care delivery approaches.
- DUTIES** : Provide quality comprehensive Primary Health Care by promoting, preventative, Curative and rehabilitative services for the clients in community

in line with PHC re-engineering, Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care, 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, Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care, Provide safe and therapeutic environment as laid down by the Nursing Acts, Occupational Health and Safety Acts and all other applicable prescripts, Plan and organise own work and that of support personnel to ensure proper nursing care, Be able to implement the institutional major incident (disaster) plan as required, 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, Participate in the analysis and formulation of nursing SOP's and procedures, Provide direct and indirect supervision of all staff within the unit and give the guidance in support of the operational manager, Order and monitor appropriate level of consumables. Participate in clinical record audit and acts on GAPS identity, Work effectively, co-operatively and amicably with persons of diverse intellectual, culture, racial or religious differences, Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's need and expectations according to Batho Pele Principles, Promote quality of nursing care as directed by standards at primary health care facilities, Manage all resources within the facility effectively and efficiently to ensure optimum service delivery, Prevent and participate in management of complains and patient safety incidents.

ENQUIRIES APPLICATIONS

: All enquiries should be directed to Ms. CN Mwelase Tel No: 034-4134000
 : All applications must be addressed to Itshelejuba Hospital, Private Bag X0047; Pongola, 3170 or hand delivered to Human Resource Office.

NOTE

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

CLOSING DATE

: 02 June 2023

POST 17/261

: **PROFESSIONAL NURSE SPECIALTY: TRAUMA AND EMERGENCY /CRITICAL CARE NURSING SCIENCE REF NO: IITSH 18/2023 (X1 POST)**

SALARY

: Grade 1: R431 265 per annum
 : Grade 2: R528 696 per annum
 : Other Benefits: 12% Rural Allowance, 13th cheque, Housing Allowance (Employee Must Meet Prescribed Requirement and Medical Aid (Optional)

CENTRE REQUIREMENTS

: Itshelejuba Hospital
 : Senior Certificate/ Grade 12 or Equivalent qualification Degree/National Diploma in general nursing and Midwifery plus one year post basic qualification in Trauma and Emergency, Current registration with SANC as a Professional Nurse General and Trauma and Emergency Nursing/Critical Care Nursing Science plus, A minimum of four (4) years appropriate/ recognizable Nursing Experience as a General Nurse. **Grade 1:** A minimum of 4 years appropriate/

recognizable experience as General Nurse, **Grade 2:** A minimum of fourteen (14) appropriate/recognizable experiences as General Nurse. At least ten (10) of period must be appropriate/recognizable experience in Trauma and Emergency Unit after obtaining the one year post basic qualification for the relevant specialty (Trauma and Emergency Nursing/Critical Care Nursing Science) Knowledge, Skills And Competencies Required: Knowledge and experience of Public Service Policies and Regulations, Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act, Display a concern for patients, promoting and advocating proper treatment, Sound understanding of legislations and related ethical nursing practices within the unit. Report writing skill, conflict management, interpersonal and team building skills, Communication skills.

DUTIES

: Provide Comprehensive quality nursing care to patients/clients in critical care unit in a cost effective, efficient manner, Assist in planning, organizing and monitoring of objectives of objectives of the hospitalised 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 policy and procedures., Assist in EPMDS evaluation of staff, within the unit and participate in the monitoring of training and development 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 all equipment in the unit is adequate and is checked and in working order, Provide for safe, therapeutic and hygienic environment. Working effectively and amicably at supervisory level, with persons of diverse intellectual, culture, racial or religious differences. Demonstrate an understanding of Human Resources and Financial Management policies and procedures, Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient records.

ENQUIRIES
APPLICATIONS

: All enquiries should be directed to Ms. SE Nkabinde Tel No: 0344134000
: All applications must be addressed to Itshelejuba Hospital, Private Bag X0047; Pongola, 3170 or hand delivered to Human Resource Office.

NOTE

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

CLOSING DATE

: 02 June 2023

POST 17/262 : **PROFESSIONAL NURSE SPECIALTY (TRAUMA) GRADE 1 & 2 REF NO: DPKISMH 20/2023 (X1 POST)**
Component Emergency Department

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 requirement), Medical Aid (Optional).

CENTRE : Dr Pixley Ka Isaka Seme Memorial Hospital

REQUIREMENTS : **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse plus one year post basic qualification in Trauma Specialty and basic midwifery. **Grade 2:** A minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the specialty after obtaining the one-year post basic qualification in Trauma Specialty and basic midwifery. Matric/Senior Certificate or equivalent qualification. Degree / Diploma in General Nursing. Registration with S.A.N.C. as a General Nurse and Specialty Nurse. One-year Post Basic registration Degree/Diploma in Critical Care/Nephrology plus 4 years appropriate / recognizable registration experience as a General Nurse. Proof of current registration with SANC, Certificate of service endorsed by Human Resource Department must be produced on or before the day of the interview. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework. Good communication skills-verbal and written. Coordination 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 and 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. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty.

ENQUIRIES : Ms. S.C. Nduli Tel No: (031) 530 1428

APPLICATIONS : To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed To: pixley.recruitment@kznhealth.gov.za

FOR ATTENTION : Deputy Director: HRM

NOTE : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. No attachments on application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 18/2023. NB: Failure to comply with the above instruction will disqualify applicants. 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). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE : 02 June 2023

POST 17/263 : **ASSISTANT DIRECTOR: PHYSICAL SECURITY REF NO: G53/2023 (X2 POSTS)**
Cluster: Security Management Services

SALARY : R424 104 per annum. Other Benefits: 13th cheque; Medical Aid (Optional); - Housing Allowance: Employee must meet prescribed requirements

CENTRE REQUIREMENTS : Head Office: Pietermaritzburg
Grade 12 (senior certificate) An appropriate Degree or Diploma in Security Management Plus Valid Security Clearance Certificate issued by State Security Agency. Three (3) years supervisory experience in the security services environment PLUS Valid code (08) driver's Licence Knowledge, Skills, Training and Competencies Required: The incumbent of this post will operate in an environment that requires physical and discretion in dealing with confidential and secret information. Could be considered a high-risk area with the incumbent being subjected to daily danger, intimidation, potential conflict situations and hazardous areas. The current lack of a security management framework (legislative, Policy and Infrastructure systems) has a negative impact on the working environment). Promoting the generation and sharing of knowledge of the physical security environment and learning in order to enhance the collective knowledge of the organization and personnel. Knowledge of KwaZulu Natal Health Care Act, Minimum Information Security Standards (MISS), Minimum Physical Security Standards (MPPS), Criminal Procedures Act, 1997, Control of Access to Public Premises and Vehicle Act 1985, Arms and Ammunition Act, 1969, Explosive Act, 1956, Disaster Management Act, 2002, Occupational Health and Safety Act, 1993, Trespass Act, 1959, Public Service Act, 1994 and Labour Relations Act, 1995. The ideal candidate must: Possess knowledge of Project Management. Policy Development and Implementation. Conflict Management skill. Planning and Organizing. Report writing skill. Decision making. Analytical and problem solving skills. Labour Management skills. Good interpersonal relations and skills, team player, reliable, respectful, honest and discipline. Communication skills both written and verbal. Exchanging information and ideas in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence others. Communication with external stakeholders such as SAPS, SSA, Commercial Crime Intelligence Unit. Private Security Service Personnel, National Department of Health. Communication with internal stakeholders such as Management, National Department of Health, District Management teams, in-house security personnel.

DUTIES : Implement legislation and policy framework pertaining to Physical Security Services in the Department, assist institutions with the implementation of relevant Security Policies to ensure consistency. Co-ordinate physical security audits of all health facilities in the Province. Assist in submitting quarterly reports to the National Department of Health on the compliance of the Department. Provide security awareness and training workshops to District and institutions on management of security personnel within the department. Ensure that all security breaches are reported and investigated. Monitor performance of Private Security personnel within the department. Prepare reports with recommendation on the performance of private security. Implement policies and guidelines aimed at ensuring a safe environment for departmental assets and personnel. Assist institutions on the on the implementation of institution specific Policies and guidelines. Manage resources and staff within the section, monitor and manage performance by implementing performance management system.

ENQUIRIES APPLICATIONS : Mr MM Dladla Tel No: 033- 395 2724
: All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health, Private Bag X9051, Pietermaritzburg 3200 OR Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower

FOR ATTENTION NOTE : Miss L Mthlane
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive

outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

- CLOSING DATE** : 09 June 2023
- POST 17/264** : **ASSISTANT DIRECTOR: INFORMATION SECURITY REF NO: G54/2023**
Cluster: Security Management Services
- SALARY** : R424 104 per annum. Other Benefits: 13th cheque; Medical Aid (Optional); Housing Allowance: Employee must meet prescribed requirements
- CENTRE** : Head Office: Pietermaritzburg
- REQUIREMENTS** : Grade 12 (Senior certificate) Plus Bachelor's Degree or National Diploma in Computer Sciences or Computer Engineering or Information Technology (IT) Technical- related field or equivalent qualification at National Qualification Framework (NQF) seven (7) recognized by South African Qualifications Authority (SAQA). Plus Valid Security Clearance Certificate issued by State Security Agency. Plus Five (5) years experience within information security environment of which three (3) years must be at a supervisory level in experience conducting investigation in security compromise/ cyber security environment. Plus Valid code 08 driver's Licence. Recommendation A postgraduate qualification would be an advantage. A recognised cybersecurity certificate: Certified Information Systems Security Manager (CISM), certified information Systems Security Professionals (CISSP) or Certified Information Systems Auditor (CISA) would be an added advantage. Knowledge, Skills, Training and Competencies Required: The incumbent of this post will operate in an environment that requires integrity and discretion in dealing with confidential and secret information. The current lack of a security management framework (legislative, Policy and Infrastructure systems has a negative impact on the working environment). Promoting the generation and sharing of knowledge of the information security environment and learning in order to enhance the collective knowledge of the organization and personnel. The ideal candidate must: Possess Knowledge of KwaZulu-Natal Health Act. Minimum Information Security Standards (MISS). Minimum Physical Security Standards (MPSS). Criminal Procedures Act, 1997. Control of Access to Public Premises and Vehicles Act 1985. Arms and Ammunition Act, 1969. Explosive Act, 1956. Disaster Management Act, 2002. Occupational Health and Safety Act, 1993. Trespass Act, 1959. Public Service Act, 1994. Labour Relations Act, 1995. Project Management Skill, Policy Development, Security related Acts and Policies, Government regulations related to security and Report writing skills. Communication skills both written and verbal. Exchanging information and ideas in a clear and concise manner appropriate for the audience in order to explain persuade, convince and influence others. Communication with internal stakeholders such as MEC, Head of Department, Senior Management, National Department of Health, District Management teams, in-house security personnel, Risk Management Unit and Investigators, IT Management.
- DUTIES** : Report all incident of security or leakage of sensitive information. Ensure sensitive and confidential information is protected and kept safely. Ensure that controls are in place to report all security breaches relating to loss of information. Monitor compliance with the Minimum Information Security Standard (MISS) prescripts. Identify all risk and threats to the information security of the department. Ensure that security measures and procedures of the department are based on the national, provincial policies and procedures are implemented. Implement policies, procedures and guidelines related to information security matters. Provide guidance and advice relating to information security matters. Develop a Risk Mitigation Plan for Information

Security for the Department. Manage resources and staff within the section. Implement budget allocated to the component, ensure that all in-house security personnel within the Department of Health are registered with PSIRA and conduct inspections accordingly. Maintain an appropriate filing system for all information security matters within the Department including Private Security Providers.

**ENQUIRIES
APPLICATIONS**

: Mr MM Dladla Tel No: 033- 395 2724
: All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand delivered to: 330 Langaibalele Street Natalia Building, Registry, Minus 1:1 North Tower.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 09 June 2023

POST 17/265

: **ASSISTANT DIRECTOR: EMPLOYMENT PRACTICES REF NO: G55/2023**
Cluster: Human Resource Management Services

**SALARY
CENTRE
REQUIREMENTS**

: R424 104 per annum
: Head Office: Pietermaritzburg
: Matric/ Grade 12. Degree/National Diploma in Human Resource Management / Public Management / Administration. Plus a minimum of Three (3) years appropriate supervisory experience in Human Resource component. Valid code B Driver's License (code 8) NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Recommendations: Knowledge, Skills, Training and Competencies Required: Broad knowledge and understanding of Human Resource Management with depth knowledge of relevant Acts, policies and regulations in Human Resource Management. Sound communication, analytical and decision making and presentation skills. Good knowledge and understanding of Employee Performance Management and development systems and Labour Relations Procedure. Good leadership, coaching, mentoring and personal skills. Sound knowledge of PERSAL and Financial Management.

DUTIES

: Ensure the provision of Employment Practices functions by planning, coordination and implementing procedures and systems relating to appointments, transfers, probations and other relevant areas. Manage transactional risks in relation to Employment Practices (PERSAL and Systems). Ensure the efficient and effective maintenance records of personnel for Head Office. Ensure adherence to the legislative framework governing the SMS/MMS members at Head Office. Manage salary administration of employees within the department including OSD queries. Conduct training and facilitate workshops on employment practices. Identify risks associated with employment practices and develop mitigating strategies. Manage all resources (HR, Assets, Finance) allocated to the sub-component.

ENQUIRIES

: Mr B C Mbatha Tel No: 033- 395 2830

- APPLICATIONS** : All applications should be forwarded to: The Chief Director: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower
- FOR ATTENTION NOTE** : Miss N.S Buthelezi
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation at request if shortlisted. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.
- CLOSING DATE** : 02 June 2023
- POST 17/266** : **SENIOR FINANCE MANAGEMENT OFFICER REF NO: MBO 20/2023 (X1 POST)**
Component: Finance
- SALARY** : R359 517 – R420 402 per annum. Other benefits: 13th Cheque, Medical Aid (Optional), Homeowners Allowance (Employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Mbongolwane District Hospital
: Senior Certificate / Grade 12 with Mathematics or Accounting as passed subjects. Degree/ Diploma in Financial Management/ Cost and Management Accounting/ Financial Accounting and Accounting Science. 3-5 years of supervisory experience in Public Service within financial administration (budget and expenditure control). Only shortlisted candidates will be required to submit proof of current and previous experience endorsed by Human resource department not certificate of service. Recommendations: Computer literacy. Valid driver's license Knowledge, Skills and Competences Required: Good knowledge of Public Financial as well as relevant acts and regulations. Interpersonal and problem solving skills. Departmental and transversal systems (e.g BAS, PERSAL & Vulindlela). Vast knowledge of SCM. Good organizational and planning skills ability to make independent decisions. Ability to plan, build team spirit and meet deadlines. Knowledge of MS Office software applications. In depth knowledge of relevant fleet management area of operation and associated processes.
- DUTIES** : Assist in compilation of budget for the institution and the submissions associated with budget processes. Authorize commitment, payments, debts, receipts and journals on BAS. Draw, analyse and present financial reports. Manage suspense accounts and maintain debts file. Consolidate financial and SCM monthly and quarterly reports. Ensure effective and efficient provision of demand, logistics and warehouse, acquisition and asset management services in SCM unit to support core service delivery. Identify risks and institute control measures to minimize financial risks in all departments. Monitor and assess finance, SCM staff performance as per EPMDs requirements and organize relevant training in order to improve service delivery. Oversee the reconciliation of transactions (interface) on persal with BAS. Ensure that safeguarding of all face value documents. Ensure that sufficient internal controls are in place and are implemented to ensure that all goods received are in line with goods that are ordered. Assist the consolidation of the CEO's Management Pack. Manage

		the functioning of Budget and Expenditure Control, Revenue Assets and SCM. Ensure proper management of all accounts receivable from OPD admitting, Medical Aid Schemes including parking and boarding & lodging. Prepare Budget and Expenditure Commitment Report and present it to Cash Flow meeting. Carry out all responsibilities delegated by Assistant Director: Finance. Mr. ES Mgobhozi Tel No: 035 4766014 or Ext 1010
<u>ENQUIRIES</u>	:	
<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Human Resource Manager, Mbongolwane Hospital, Private Bag X126, Kwa-Pett, 3820
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za . The application form (Z83) must be accompanied by a detailed Curriculum Vitae Only, Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. the circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. 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, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.
<u>CLOSING DATE</u>	:	02 June 2023
<u>POST 17/267</u>	:	<u>DIAGNOSTIC RADIOGRAPHER REF NO: ITSH 15/2023</u>
<u>SALARY</u>	:	Grade 1: R359 622 per annum Grade 2: R420 015 per annum Grade 3: R491 676 per annum Other Benefits: 17% Rural Allowance, 13 th Cheque, Housing Allowance (employee must meet prescribed Requirement and Medical Aid (optional)
<u>CENTRE</u>	:	Itshelejuba Hospital
<u>REQUIREMENTS</u>	:	Senior certificate or equivalent, National Diploma in Diagnostic Radiographer, Registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer, Current registration with HPCSA for 2022/2023 in the category Independent Practice Radiographer Grade 1: No experience required after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service as required in South Africa. One year after registration with HPCSA in the relevant profession in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa Grade 2: Minimum of 10 years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service as required in South Africa. Minimum of eleven years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Grade 3: Minimum of 20 years relevant experience after registration with HPCSA or 21 years relevant experience after registration with HPCSA in respect of foreign qualified employees Knowledge, Skills, Training and Competences Required: Sound knowledge of diagnostic radiographic procedures and equipment. Compliant in identifying pathologies and committed to research and continuous personal development, Be able to work under pressure and ensure service delivery is not compromised, Knowledge of relevant Health and Safety policies. Sound planning and organizational skills, Knowledge of Radiation Control and Safety Regulation, Sound communication and problem solving skills, Good interpersonal relations and ability to perform well within a team., Ability to perform basic quality assurance test. Computer literacy, report writing and administrative skills.
<u>DUTIES</u>	:	Provide a high quality diagnostic service according to patient needs, Participate in shift and standby duties including nights, weekends and public holidays. Participate in quality assurance and quality improvement programmes.,

General administrative duties, report writing and reception duties as allocated, Play a role in institutional radiographic policy making and planning for service improvement, Inspect and use equipment to ensure compliance with safety standards, Assist in compiling reports and statistics for work area, Participate in Quality Assurance Programme, Inspect and use equipment to ensure compliance with safety standards Assist in compiling reports and statistics for work area. Perform other duties as per delegation by radiography management.

- ENQUIRIES** : All enquiries should be directed to Dr SF Simelane Tel No: 034-413 4000
- APPLICATIONS** : All applications must be addressed to Itshelejuba Hospital, Private Bag X0047, Pongola, 3170 or hand delivered to Human Resource Office.
- NOTE** : Applications must be submitted on the new Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. The reference number must be indicated in the column provided on z83. E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.
- CLOSING DATE** : 02 June 2023
- POST 17/268** : **OCCUPATIONAL THERAPIST GRADE 1, 2&3 REF NO: LRH 34/2023 (X2 POSTS)**
Component: Rehab
- 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 (employees must meet the Prescribed requirements), (Medical Aid Optional)
- CENTRE** : Ladysmith Regional Hospital
- REQUIREMENTS** : National Senior Certificate / Grade 12. Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Occupational therapist. Current registration with the HPCSA as Occupational Therapist. **Grade 1:** No experience required. Registration with the Health Professions Council of South Africa (HPCSA) as occupational Therapist. **Grade 2:** A minimum of ten (10) years relevant experience after registration with the Health Professional Council (HPCSA) as occupational Therapist. **Grade 3:** A minimum of twenty (20) years relevant experience after registration with the Health Professional Council (HPCSA) as an Occupational Therapist. NB: only shortlisted candidates will be required to submit certified document on the day of the interview following communication from HR. Knowledge, Skills, Training, and Competencies: Sound knowledge and skill in occupational therapy and general diagnostic and therapeutic procedures. Knowledge of departmental administrative tasks. Knowledge of ethical code and scope of practice. Ability to problem-solving and apply analytical processes to patient care. Supervisory skill for junior staff and students.
- DUTIES** : Provision of effective, comprehensive assessment, treatment and general occupational therapy services to all patients. Sound knowledge of physical & psychological assessment and management of patients. Comprehensive caregiver training, patient education and related concerns. Perform outreach services as needed. Conduct group work/therapy and or block therapy as identified. Confidential and ethical multidisciplinary approach to treatment of

patients. Conduct home and school visits and other community visits as needed. Administrative work related to patient care: report writing, statistics, meetings, case conferences, legal reports as needed e.g. disability grants, medico legal work and insurance. Quality improvement initiatives: clinical guidelines, teaching and training, audits (core standards, infection control, ideal hospital, etc.). Effective communication with all stakeholders (patients, NGOs, caregivers, etc.). Ensure professional development in line with patient care profile. Support the supervisor in all projects and transformative efforts.

ENQUIRIES : Mr N.R.Fakeni (Assistant Director: Physiotherapist) Tel No: (036) 637 2111
APPLICATIONS : All applications should be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.

FOR ATTENTION : Mr S.L.Dlozi
NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. (Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application only when shortlisted)
CLOSING DATE 02 June 2023

POST 17/269 : **HUMAN RESOURCE SUPERVISOR REF NO: OTH CHC 16/2022 (X1 POST)**

SALARY : R294 321 per annum. Other Benefits: 13TH Cheque, 12 % rural allowance, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements)

CENTRE : Othobothini Community Health Centre
REQUIREMENTS : Matric / Grade 12, Minimum of 3-5 years' experience in Human Resource. A valid driver's license Recommendation: Computer literacy. A valid driver's license. Knowledge, Skills, Attributes and Abilities: Legislative framework governing the Public Service. Knowledge of health and public service legislation, regulations and policies. Understanding of work in Registry Planning and Organizing. Good Communication skills, written and spoken. computer skills inclusive PERSAL system.

DUTIES : Manage day to day functioning of HR practices section and ensure high quality of service is being provided. Implement policies and procedures relating to Human Resources Responsible for all Human Resource Practices such as Advertisement, appointments, retirements and resignation procedures, staff establishment, housing scheme, allowances, Transfers, deductions and leave management. Assist with orientation and induction of staff in HR Practices. Manage performance management and Development for HR Officers. Implement conditions of services and service benefits (leave, housing, medical, injury on duty, long Service Recognition, Overtime, Relocation, Pension, allowances and PILIR. Approval of transactions on PERSAL timeously Ensure effective utilization of resources in Human Resource Component. Assist with Human Resource management activities as assigned by Assistant Director: HRM Ensure that all complaints and Patient Safety Incidents are dealt with in accordance with legislation.

ENQUIRIES : Mr. L.S Zulu Tel No: 035 572 9002

- APPLICATIONS** : Please forward applications quoting reference number to: The Human Resources Manager, Othobothini CHC, Private Bag X012, Jozini, 3969 or hand deliver to Othobothini CHC, HR Department.
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website-www.kzhealth.gov.za . Curriculum Vitae (CV) only. Applicants are not required to submit copies of ID, Std 10 Certificate, educational qualifications, Certificate of service/Proof of experience signed by HR officer such Documents will be required only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.
- CLOSING DATE** : 16 June 2023
- POST 17/270** : **FINANCE CLERK (SUPERVISOR) REF NO: BETH 20/2023**
- SALARY** : R294 321 per annum, (all-inclusive package). 13th Cheque Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements).
- CENTRE** : Bethesda District Hospital - (Kwa Zulu - Natal)
- REQUIREMENTS** : Senior Certificate or Equivalent. 3-5 years clerical/administrative experience in Finance. The following knowledge, skills, training and competencies required: Knowledge of treasury regulations and Public Finance Management Act in respect of Supply In-depth knowledge of budgeting control and financial management area of operation and associated process. Good knowledge of Public Finance Management as well as relevant Acts and Regulations. Interpersonal and problem solving skills. Good organizational and planning skills and ability to make independent decision. Knowledge of Departmental and transversal system, e.g. (BAS and Vulindlela) Ability to plan organizes, build team spirit and meet deadlines. Knowledge of MS office Software applications.
- DUTIES** : Authorize commitments, payments, debts and Journals on BAS. Draw, analyse and present financial reports to cash flow meetings. Allocate budget to NSI's, stock replenishment, HR related items and Travelling & booking for accommodation. Monitor spending trend and institute corrective measures e.g journaling process and virements manage suspense account and maintain debt files. Consolidate monthly and quarterly and annual financial reports and CEO packs. Identify risk and institute control measures to minimize financial risk in all departments. Monitor and Assess finance staff performance as per EPMS requirements. Prepare, analyze and submit payment vouchers to H/O voucher control
- ENQUIRIES** : Ms. H.H Nxumalo Tel No: (035) 595 3104
- APPLICATIONS** : The Human Resources Manager, Bethesda Hospital, Private Bag X602, Ubombo, 3970, Hand delivered applications may be submitted at Human Resources office Bethesda Hospital Ubombo Main Road.
- NOTE** : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification form the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to

promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post(s) 02 June 2023

CLOSING DATE

:

POST 17/271

:

PRINCIPAL TELECOM OPERATOR REF NO: LRH 32/2023 (X1 POST)

Component: Telecommunications (Systems)

SALARY

:

R241 485 per annum. Other Benefits: 13TH Cheque, Housing Allowance (employees must meet the Prescribed requirements), (Medical Aid Optional)

CENTRE

:

Ladysmith Regional Hospital

REQUIREMENTS

:

Senior Certificate (Grade 12) or equivalent. 2 - 3 years' experience as switchboard operator. NB: shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer. Knowledge, Skills, Training and Competences Required: Labour relations Act. Occupational Health and safety Act. Basic condition of employment act. Batho Pele. Human Resource management. Influencing. Motivational. Computer Literacy e.g. MS Office suit. Relationship management.

DUTIES

:

Ensure that telecommunication equipment is in working order at all times. Ensure that payment of telephone accounts by staff for private calls. Ensure that disaster management procedures are implemented correctly. Liaise with service providers regarding telephone movement/installation of existing/new lines in the institution. Supervise telecommunication activities and staff.

ENQUIRIES

:

Mr T.J.Mbambo (Deputy Director: Facility manager) Tel No: (036) 637 2111

APPLICATIONS

:

All applications should be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.

FOR ATTENTION

:

Mr S.L.Dlozi

NOTE

:

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. (Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application only when shortlisted)

CLOSING DATE

02 June 2023

POST 17/272

:

ARTISAN MACHENICAL REF NO: MURCH-25 /2023

Re-Advertisement

SALARY

Grade A: R220 533 per annum

Grade B: R299 364 per annum

Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional)

CENTRE

:

Murchison Hospital

REQUIREMENTS

:

Grade 12 senior certificate, Appropriate Trade Test Certificate in Mechanical in terms of section 13(2) (h) of the Manpower Act of 1981 as amended. Artisan **Grade A:** 0-2 years' experience. Artisan **Grade B:** At least 14 years appropriate / recognizable experience in an area after obtaining the relevant trade certificate. Valid driver's license. Current and previous experience endorsed and stamped by Human Resource (Employment History) must be submitted by the shortlisted candidates Knowledge, Skills and Competencies Sound

knowledge of the Occupational Health and Safety Act 85 of 1993. Good communication skills, Interpersonal skills and negotiation and planning. Technical report writing, practical skills and experience of the trade. Good knowledge of hospital plant and machinery, equipment, air conditioning, as well as gas application and gas equipment. Good knowledge of legal compliance Creativity and analytical thinking, problem solving and decision making skills. Ability to work in a team be customer focused and responsiveness. Computer Literacy: MS Office Software Package and presentation skills.

DUTIES

: Regular checks and visual inspection to mechanical machinery e.g. autoclaves, calorifiers, gas banks, gas manifolds, oxygen generation plant, laundry and kitchen equipment etc. Repairs to any broken condemnation of equipment. Testing of oxygen plant, changing and record of keeping oxygen gas cylinders. Keeping and monitor service intervals of all plants and equipment. Maintain and keeping service record for future references. Compile report and motivations for new work and for the improvement of existing plants. Undertake technical and other such investigations as required by the Artisan Foreman/ Chief Artisan. Assume overall control of responsibility for the supervision and guidance of subordinates. Be responsible to ensure cleaning the workplace/ workshop in carried our property. Exercise control over equipment / tools and keep them in good working condition. Keep up to date with current equipment register. Be responsible for material issued and completing of job cards. To perform standby duties and after hours call out. These duties at times can include duties associated with other trades.

ENQUIRIES APPLICATIONS

: Mr Ramharakh Tel No: 039-687 7311 ext. 124
 : All Applications Should Be Forwarded To: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 Or Hand Delivered To: Human Resources Department, Murchison Hospital

NOTE

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

CLOSING DATE

: 02 June 2023

POST 17/273

: **ARTISAN PRODUCTION: PAINTER REF NO: GS 45/23**
 Component: Maintenance Department

SALARY

: R220 533 per annum. Plus 13th cheque, medical aid (optional), homeowners allowance (employee must meet prescribed requirement

CENTRE REQUIREMENTS

: Greys Hospital, Pietermaritzburg
 : Proof of completion of an Apprenticeship and recognized Trade Test (Painter) (Under the Manpower training act 1981), Drivers license. Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department. Knowledge, Skills, Attributes and Abilities: Basic knowledge of the Public Service Labour Relations Act, Skills Development Act,

Public Service Act, Public Service Regulations, Employment Equity Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Public Finance Management Act, Treasury Regulations and Practice Notes. Batho Pele Principles.

DUTIES : Preparation of all surfaces through to finishing coat. Painting of plant and equipment. General painting of interior and exterior surfaces of all buildings inclusive of roofs, gutters down pipes and fascias. Replace broken glass and louver window glass. Be able to measure up and order material timeously. Supervise the erection and dismantling of scaffolding. Ceramic tiling in ablutions blocks inclusive of splash backs for basins etc. Demarcate roads, parking bays and parking spaces. To perform routine inspection. Findings to be recorded and reported to the maintenance supervisor. To supervise handyman and assist other tradesmen when requested to do so by the maintenance supervisor. Be responsible to ensure cleaning of workshop is carried out properly. Exercise control of tradesman aid. Be responsible to ensure cleaning of workplace is carried out properly. Exercise control of Tradesman aid. Exercise control over equipment, tools and keep in good working order. Keep an up to date and current equipment register. Be responsible for materials issued and completed job. Always adhere to safe working practices. (In accordance to the O.H & S. Act 85/1993). Daily reporting of faults, job progress and daily completion of job cards, time sheets as per auditors instruction. To perform standby duties and after-hours calls out. These duties at times can include the duties associated with other trades such as fitter, plumber and carpenter. Work overtime with remuneration when considered and with the approval of the Maintenance supervisor. Be prepared to visit primary health clinics to perform maintenance duties when required. Must be prepared in times of crisis to perform other essential services such as strikes, floods etc. Take responsibility for in-house training and advancement of subordinates.

ENQUIRIES : Mr. S.R. Muthwa Tel No: 033 897 3465

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag 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, Indian Male, White Male

CLOSING DATE : 02 June 2023

POST 17/274 : **ARTISAN: CARPENTER REF NO: HRM 32/2023 (X1 POST)**

SALARY : R220 533 – R244737 per annum. Plus Benefits - 13th Cheque, Medical aid (optional), housing allowance (employee must meet prescribed conditions)

CENTRE : King Edward VIII Hospital Complex

REQUIREMENTS : Grade 10 or equivalent, Trade Test Certificate in Carpentry and Valid Drivers license (Code 08). Recommendation: Grade 12, NTC2 qualification plus, at least 2years post trade test experience and Certificate of service endorsed by Human Resources Department. Knowledge, Skills, Training and Competencies Required: Good interpersonal relation, Technical and practical skills of the Mechanical Trade, Knowledge of Labour Relations and related legislations, Sound knowledge and understanding of OHS Act 85 of 1993. Good organizing, planning and problem solving skills.

DUTIES : Replace locks to cupboards, drawer and doors, Repair or renew doors , frames, casement and sash windows, Replace sash cords and endless cord to window and fanlights, Repair and replace door handles and latches, Replace hinges to cupboards and doors, Repair furniture i.e. cupboards, drawers, tables and chairs, construct and mount purpose made boxes, notice, pin and black boards and fix into place including mirrors, Install partitions with doors, louver windows etc, Repair or replace skirting and quarter rounds, Repair or replace barge and fascia boars, Repair or replace roof purlins, IBR and corrugate sheeting, repair roof leaks, Repair and fit ceilings, cover strips and cornice, Lay PVC tiles and fit PVC flooring and make repairs to vinyl floor coverings, fit towel rails coat and curtain rails, fit mop and broom handles, alterations to crutches.

ENQUIRIES : Mr. M.M. Shabangu Tel No: 031 360 3033

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ABSA ATM in the Admin building or email to: khayelihle.mbongwe@kznhealth.gov.za

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, 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 APRO/1/2006. 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, candidate may be subjected to a computer literacy and or written test during the shortlisting process).

CLOSING DATE : 02 June 2023

POST 17/275 : **ARTISAN: PLUMBER REF NO: MBO 22/2023 (X1 POST)**

SALARY : Grade 1: R220 533 per annum
Grade 2: R299 364 per annum

CENTRE : Mbongolwane District Hospital

REQUIREMENTS : Grade 12 or Equivalent qualification, Trade test certificate in plumbing as per terms of section 13(2) of the Manpower Training Act 1998, as amended. Only shortlisted candidates will be required to submit proof of current and previous experience endorsed by HR department. **Grade 1:** 0-2 year experience. Valid Code 08 Driver Licence. Computer literacy. **Grade 2:** 14 years appropriate/recognizable experience in Plumbing after obtaining relevant trade test. Recommendations: Understanding of the hospital Knowledge, Skills, Training And Competencies Required: Good understanding of the occupational health and safety act. Technical and practical skills and experience of the trade. Good knowledge of water reticulation system. General repair, maintenance and soldering copper pipes. Good verbal and written communication skills, problem solving, conflict resolution. Ability to read drawing and drawing technical plumbing specification.

DUTIES : Visual check and repairs of all plant and equipment under his/her scope of work ie geyser, clarifiers, sanitation, sewer lines, and meter reading and able to operate workshop machinery. Supervise handyman and tradesman aids. Be responsible for material issued to him/her and completion of job-cards. Inspect equipment and or facilities for technical faults. Repair equipment and/or facilities for technical faults. Test repair equipment and facilities according to standards. Service equipment and or facilities according to schedule. Quality assure service and maintained equipment and/ or facilities. Order and exercise control over plumbing equipment. Conduct walkabout and check leakages and blockages around the hospital and clinics. Form part of multidisciplinary team doing rounds in the hospital and clinics; and take necessary step to fix all identified shortfalls. Compile and submit report, provide inputs on the compilation of technical reports. Deputize as the section head in the absence of Chief Artisan.

ENQUIRIES : Mr. EB Nyele Tel No: 035 – 4766 242 OR EXT 1014

APPLICATIONS : All applications should be posted to: The CEO, Private Bag X126, Kwa-Pett, 3280 or hand Delivered to Mbongolwane District Hospital.

FOR ATTENTION : Human Resource Manager

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candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. 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, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

CLOSING DATE : 02 June 2023

POST 17/276 : **LINEN WORKER SUPERVISOR REF NO: LRH 31/2023 (X1 POST)**
Component: Laundry (Systems)

SALARY : R171 537 per annum. Other Benefits: 13TH Cheque, Housing Allowance (employees must meet the Prescribed requirements), (Medical Aid Optional)

CENTRE REQUIREMENTS : Ladysmith Regional Hospital
: NQF Level 3 (grade 10 certificate or equivalent). Minimum of 3 years' experience in laundry department. NB: shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer
Knowledge, Skills, Training And Competences Required: Honesty and trustworthy. Supervisor and co-workers. Administrative and computer literate

DUTIES : Responsible for supervision and management of staff. Maintain and control laundry and linen supplies. Maintain health and safety environment. Arrangement for maintenance of laundry and line facilities equipment. Provide human resources management.

ENQUIRIES APPLICATIONS : Mr S.M.Mngadi (Laundry Manager) Tel No: (036) 637 2111
All applications should be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.

FOR ATTENTION NOTE : Mr S.L.Dlozi
: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. (Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application only when shortlisted)

CLOSING DATE : 02 June 2023

DEPARTMENT OF SPORTS, ARTS AND CULTURE

APPLICATIONS : Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Sport, Arts and Culture, Private Bag X9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.

FOR ATTENTION : Mrs NIS Mbhele

CLOSING DATE : 02 June 2023

NOTE : Applications must be submitted on the new prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant, and which must be accompanied by a detailed comprehensive CV. Copies of qualification, Registration certificates and driver's license must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certificate copies on or before the day of interviews. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representativity in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo a competency assessment as per DPSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed.

MANAGEMENT ECHELON

POST 17/277 : **DIRECTOR: EXECUTIVE SUPPORT REF NO: DSAC 02/2023**
Re-advertisement, applicants who previously applied may apply if they are still interested.

SALARY : R1 105 383 per annum (Level 13), (an all-inclusive package to be structured in accordance with the rules of Senior Management Service)

CENTRE : Pietermaritzburg

REQUIREMENTS : A Grade 12 certificate plus an appropriate bachelor's degree (NQF7) in Public Management or equivalent qualification, coupled with a minimum of five (5) years experience at a Middle Management Services (MMS/SMS) level. Must be in possession of an SMS pre-entry certificate as offered by the National School of Governance (NSG). Ability to work independently yet function optimally as part of a dynamic team. Valid code 8/EB driver's license. Knowledge: Public Service Legislation and prescripts applicable to Government, including systems and procedures. Labour Relations Act, PFMA, PGDP, Stakeholder Relations, Protocol Manual. Ability to work in a multi-disciplinary team. Skills: Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Computer Literacy (MS Word, Excel, Power Point, etc.). Good communication (written and verbal) skills.

DUTIES : Manage executive support to the HOD. Manage entity and institutional support. Manage the execution of compliance in terms of Departmental Mandates. Manage the secretariat services to EXCO, SMM and ESMM. Manage the development and implementation of policies. Manage the resources of the sub-directorate. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES : Dr CT Sifunda Tel No: (033) 897 9450

POST 17/278 : **DIRECTOR: ARTS DEVELOPMENT REF NO: DSAC03/2023**
Re-advertisement, applicants who previously applied may apply if they are still interested.

SALARY : R1 105 383 per annum (Level 13), (an all-inclusive package to be structured in accordance with the rules of Senior Management Service)

CENTRE : Pietermaritzburg

REQUIREMENTS : A Grade 12 certificate plus an appropriate bachelor's degree (NQF7) in Fine Arts/ Arts and Drama/Creative Arts or equivalent qualification, coupled with a minimum of five (5) years experience at a Middle Management Services (MMS/SMS) level. Must be in possession of an SMS pre-entry certificate as offered by the National School of Governance (NSG). Ability to work independently yet function optimally as part of a dynamic team. Valid code 8/EB driver's license. Knowledge: Public Service Legislation and prescripts applicable to Government, including systems and procedures. Project Management principles. Knowledge of PFMA Skills: Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Computer Literacy (MS Word, Excel, Power Point, etc.) Good communication (written and verbal) skills.

DUTIES : Manage the proper development of non-performing/ visual arts and craft in KZN province. Ensure proper development of performing arts in KZN province. Manage and ensure the facilitation of business development and provision of administrative and secretariat support services. Manage and ensure the development, interpretations, and implementation of Visual and Performing Art policies. Manage the resources of the Arts Development Directorate. Manage the execution of compliance in terms of Departmental Mandates. Manage the secretariat services to EXCO, SMM and ESMM. Manage the development and implementation of policies. Manage the resources of the sub-directorate. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES : Ms LBP Gwala Tel No: (033) 264 3400

POST 17/279 : **DIRECTOR: HERITAGE RESEARCH AND MONITORING REF NO: DSAC04/2023**

Re-advertisement, applicants who previously applied may apply if they are still interested.

SALARY : R1 105 383 per annum (Level 13), (an all-inclusive package to be structured in accordance with the rules of Senior Management Service)

CENTRE : Pietermaritzburg

REQUIREMENTS : An appropriate bachelor's degree (NQF7) in Public Management/ Public Administration or equivalent qualification, coupled with a minimum of five (5) years' experience at a Middle Management Services (MMS/SMS) level. Must be in possession of an SMS pre-entry certificate as offered by the National School of Governance (NSG). Ability to work independently yet function optimally as part of a dynamic team. Valid code 8/EB driver's license. Knowledge: Public Service Legislation and prescripts applicable to Government, including systems and procedures. Public Policy analysis. Prominent research paradigms. Monitoring and evaluation and approaches, Heritage legislative framework. Skills: Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES : Manage the coordination of heritage policy agenda setting the identification of existing policy gaps in the industry. Manage the coordination of the drafting of relevant heritage policies, heritage acts and heritage regulations as well as monitoring of the implementation thereof. Manage the monitoring and evaluation of the most immediate outcomes of the heritage interventions on targeted communities. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES : Dr V Shongwe Tel No: (033) 264 3400

OTHER POSTS

POST 17/280 : **DEPUTY DIRECTOR: WESTERN DISTRICTS CLUSTER - UMZINYATHI DISTRICT REF NO: DSAC 05/2023**

SALARY : R958 824 per annum (Level 12), (an all-inclusive package to be structured in accordance with the rules of Middle Management Service)

CENTRE : Umzinyathi

REQUIREMENTS : Grade 12 certificate plus an appropriate three (3) year tertiary qualification (NQF6) in Sport Management/ Sport Administration/ Sport Science/ Physical

Education/ Human Movement Studies/ Biokinetics/Fine Arts, Arts and Drama, Creative Arts/ Public Management or equivalent qualification, coupled with a minimum of five (5) years relevant experience, three (3) of which should be at a Managerial/Assistant Director level. Ability to work independently yet function optimally as part of a dynamic and multi-disciplinary team. Valid code 8/EB driver's license. Knowledge: Understanding of the Public service legislation and prescripts applicable to Government, including systems and procedures. Knowledge of PFMA. Skills: Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal).

DUTIES : Manage the implementation of developmental programmes in Sport, Recreation, Arts and Culture within the District. Provide support to Sport, Recreation, Arts and Culture Structures within the district. Monitor the functioning and implementation of programmes in the Art and Culture Centers, cultural organizations, cultural institutions, and sport facilities within the districts. Manage the implementation of social cohesion programmes, moral regeneration, indigenous knowledge system and culture advancement programmes within the district. Provide translation services and literature development programmes within the district. Manage resources of the sub-directorate. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES : Dr BNF Biyela Tel No: (034) 212 2459

POST 17/281 : **PROVINCIAL COORDINATOR: COMMUNITY SPORT PROMOTION AND DEVELOPMENT REF NO: DSAC06/2023 (X2 POSTS)**

SALARY : R958 824 per annum (Level 12), (an all-inclusive package to be structured in accordance with the rules of Middle Management Service).

CENTRE REQUIREMENTS : Pietermaritzburg
 : A Grade 12 certificate plus an appropriate three (3) year tertiary qualification (NQF6) in Public Administration or relevant equivalent qualification coupled with three to five (3-5) years Management/ Assistant Director level in administrative or Sports environment. Willingness to work under pressure and must be prepared to work extra hours as and when required. Valid code 8/EB driver's license. Knowledge: Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Public Service Act and Regulations, PFMA, Fraud prevention policies, Computer Operation / office automation, Provincial strategies, Management reporting, Departmental objectives, Departmental business processes, Service Delivery and Service Level Agreements, Departmental policies, Procurement/SCM Procedures, Sport and Recreation policies, Programme and Project management, Financial management, Change management, Knowledge Management, Service Delivery Innovation, People management and Empowerment, Client orientation and Customer focus. Skills: Communication, Problem solving and analysis, Judgement, Conflict resolution, Relationship building, Result orientation, Driving, Honesty and Integrity, dealing with ambiguity, Negotiating, Managing technical / Procedural adherence.

DUTIES : Manage the implementation of department-wide strategic projects & high-performance sport service delivery strategy (its risk, integrity, internal control management plan and reporting framework). Provide strategic leadership to various stakeholders in relation to community sport participation. Coordinate the establishment of various community sport structures in all districts. Facilitate the coordination of various provincial community sport championship/tournament. Facilitate with sport stakeholders the training of coaches, technical officials, and administrators. Provide effective, efficient, and economic utilization of resources.

ENQUIRIES : Mr MG Bhengu Tel No: (033) 897 9400

POST 17/282 : **PROVINCIAL COORDINATOR: COMMUNITY RECREATION REF NO. DSAC07/2023 (X2 POSTS)**

SALARY : R958 824 per annum (Level 12), (an all-inclusive package to be structured in accordance with the rules of Middle Management Service)

CENTRE : Pietermaritzburg

<u>REQUIREMENTS</u>	:	A Grade 12 certificate plus an appropriate three (3) year tertiary qualification (NQF 6) in Public Administration or relevant equivalent qualification, coupled with three to five (3-5) years' experience at a Management/ Assistant Director level in administrative or Sports Environment. willingness to work under pressure and must be prepared to work extra hours as and when required. Valid code 8/EB driver's license Knowledge: Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Public Service Act and Regulations, PFMA, Fraud prevention policies, Computer Operation / office automation, Provincial strategies, Management reporting. Departmental objectives. Departmental business processes. Service Delivery and Service Level Agreements. Departmental policies. Procurement/SCM Procedures, Sport and Recreation policies, Programme and Project management, financial management, Change management. Management, Service Delivery Innovation, People management and Empowerment, Client orientation and Customer focus. Skills: Communication (written and verbal). Problem solving and analysis. Judgement, Conflict Resolution. Relationship building, Result orientation, Driving. Negotiating, Managing technical / Procedural adherence. Computer Literacy (MS Word, Excel, PowerPoint, etc).
<u>DUTIES</u>	:	Manage the implementation of department-wide strategic projects & high-performance sport service delivery strategy (its risk, integrity, internal control management plan and reporting framework). Establish and monitor Mass Participation / Campaigns hubs across the province. Manage all projects pertaining to Mass Participation / Campaigns. Facilitate cooperation agreements between Mass Participation/Campaigns hubs and Local Municipalities. Provide support resources to local recreation/leisure structures and management thereof. Provide effective, efficient and economic utilization of resources.
<u>ENQUIRIES</u>	:	Ms GPT Dladla Tel No: (033) 897 9400
<u>POST 17/283</u>	:	<u>DEPUTY DIRECTOR: POLICY PLANNING STRATEGY AND RESEARCH REF NO: DSAC08/2023</u>
<u>SALARY</u>	:	R811 560 per annum (Level 11), (an all-inclusive package to be structured in accordance with the rules of Middle Management Service)
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	A Grade 12 certificate plus an appropriate three (3) year tertiary qualification (NQF6) in Planning/ Public Administration/ Development studies or equivalent qualification, coupled with a minimum of five (5) years relevant experience, three (3) of which should be at a managerial / Assistant Director level. Ability to work independently yet function optimally as part of a dynamic team. Valid code 8/EB driver's license. Knowledge: Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Knowledge of PFMA. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication skills (written and verbal).
<u>DUTIES</u>	:	Manage the preparation and coordination of the development and reviewal of departmental plans. Ensure the provision of the GIS function. Develop policies and strategies aimed at improving service delivery. Manage resources of the sub-directorate. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).
<u>ENQUIRIES</u>	:	Mr SE Memela Tel No: (033) 897 4500
<u>POST 17/284</u>	:	<u>ASSISTANT DIRECTOR: ARTS AND CULTURE- WESTERN DISTRICTS CLUSTER - AMAJUBA DISTRICT MANAGEMENT REF NO: DSAC09/2023</u>
<u>SALARY</u>	:	R527 298 per annum (Level 10)
<u>CENTRE</u>	:	Western District Cluster - Ladysmith
<u>REQUIREMENTS</u>	:	A Grade 12 certificate plus an appropriate three (3) year relevant tertiary qualification (NQF 6) in Fine Arts/Arts and Drama/ Creative Arts/ Public Management, or equivalent qualification, coupled with a minimum of three to five (3-5) years relevant experience. Willingness to travel and work outside normal work hours. Valid code 8/EB driver's license. Knowledge: Public Service legislation and prescripts applicable to government, including systems and procedures. Archival prescripts. Knowledge of project management.

		Skills: Good communication skills (written and verbal). Good office administration, planning and organizational skills. Good interpersonal relations skills. Critical analysis and research skills. Presentation and facilitation skills. Computer Literacy (MS Word, Excel, PowerPoint, etc).
<u>DUTIES</u>	:	Monitor the implementation of developmental programmes for the creative industry (visual and performing) as well as oversee the implementation social cohesion programmes, moral regeneration, indigenous knowledge system and culture advancement programmes. Coordinate translation services and literature development programmes. Provide support to arts and culture structures. Monitor the functioning and implementation of programmes in arts and culture, cultural organizations and cultural institutions. Supervise, develop, and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).
<u>ENQUIRIES</u>	:	Dr BNF Biyela Tel No: (036) 637 7978
<u>POST 17/285</u>	:	<u>ASSISTANT DIRECTOR: ARTS AND CULTURE NORTHERN DISTRICTS CLUSTER - UMKHANYAKUDE DISTRICT REF NO: DSAC10/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R527 298 per annum (Level 10)
	:	Northern District Cluster - Ulundi District
	:	A Grade 12 certificate plus an appropriate three (3) year relevant tertiary qualification (NQF 6) in Fine Arts/Arts and Drama/ Creative Arts/ Public Management, or equivalent qualification, coupled with a minimum of three to five (3-5) years relevant experience. Willingness to travel and work outside normal work hours. Valid code 8/EB driver's license. Knowledge: Public Service legislation and prescripts applicable to government, including systems and procedures. Archival prescripts. Knowledge of project management. Skills: Good communication skills (written and verbal). Good office administration, planning and organizational skills. Good interpersonal relations skills. Critical analysis and research skills. Presentation and facilitation skills. Computer Literacy (MS Word, Excel, PowerPoint, etc).
<u>DUTIES</u>	:	Monitor the implementation of developmental programmes for the creative industry (visual and performing) as well as oversee the implementation social cohesion programmes, moral regeneration, indigenous knowledge system and culture advancement programmes. Coordinate translation services and literature development programmes. Provide support to arts and culture structures. Monitor the functioning and implementation of programmes in arts and culture, cultural organizations and cultural institutions. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).
<u>ENQUIRIES</u>	:	Ms LEN Zulu at (083) 281 1583
<u>POST 17/286</u>	:	<u>ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT- HRM&D REF NO: DSAC11/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09)
	:	Pietermaritzburg, Head Office
	:	A grade 12 certificate plus an appropriate three (3) year relevant tertiary qualification (NQF Level 6) in Human Resources Management or equivalent qualification with majors in HRM/ Personnel Management, coupled with a minimum of three to five (3-5) years relevant supervisory experience. Valid code 8/EB driver's license. Knowledge: Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Legislation related to the Department and to the post. Understanding of Public service regulations, EPMDS Policy, Bursary Policy and Skills Development Act. Project management. Skills: Good communication (written and verbal). Good interpersonal relations skills. Good office administration, planning and organizational skills. Critical analysis and research skills. Presentation and facilitation skills. Supervisory skills. PERSAL and Computer Literacy (MS Word, Excel, PowerPoint, etc).
<u>DUTIES</u>	:	Facilitate the implementation of the performance management & development system. Develop and monitor implementation of performance management. Coordinate probationary reports. Administer performance awards and monitor expenditure. Maintain performance management database. Provide technical advice and assistance on performance management matters. Supervise, develop, and manage employee's performance in accordance with Employee Performance Management and Development System (EPMDS).

ENQUIRIES : Ms TN Shongwe Tel No: 031 242 1708

POST 17/287 : **ASSISTANT DIRECTOR: DEMAND AND ACQUISITION REF NO: DSAC12/2023**

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Pietermaritzburg
: A grade 12 certificate plus an appropriate three (3) year relevant tertiary qualification (NQF 6) in Supply Chain Management/ Commerce, or equivalent qualification, coupled with a minimum of three to five (3-5) years relevant experience. Valid code 8/EB driver's license. Knowledge: Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures Preferential procurement policy framework act (PPPFA). Basic accounting system (BAS). Public Finance Management Act. Provincial Treasury Practice Notes and Supply Chain Management. Understanding of KZN Supply Chain Policy Framework. Legislation related to the Department and to the post. Project Management. Skills: Good office administration, planning and organizational skills. Good communication (written and verbal). Good interpersonal relations skills. Critical analysis and research skills. Presentation and facilitation skills. Computer Literacy (MS Word, Excel, PowerPoint, etc).

DUTIES : Provide and oversee demand and acquisition services. Ensure purchasing of goods and services on behalf of users by way of quotations/bids in line with SCM policies. Management Practice / Instruction Notes and Treasury Regulations. Ensure the provisioning of secretariat duties to the Department Bid Committees. Develop demand and acquisition management departmental policies, procedures manual and best practices. Provide advice and guidance in terms of demand and acquisition management to internal and external clients. Supervise, develop, and manage employee's performance in accordance with Employee Performance Management and Development System (EPMDS).

ENQUIRIES : Mr M Mazibuko Tel No. (033) 264 3400

POST 17/288 : **ASSISTANT DIRECTOR: MARKETING AND OUTREACH PROGRAMME: MUSEUM SERVICES REF NO: DSAC13/2023**

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Pietermaritzburg, Head Office
: An appropriate three (3) year relevant tertiary qualification (NQF Level 6) in Anthropology, History, Cultural studies or communication, or equivalent qualification, coupled with a minimum of three to five (3-5) years relevant experience. Valid code 8/EB driver's license. Knowledge: Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Understanding of Public service regulations and relevant prescripts, policies and strategies and procedure manuals as well as policy formulation. Project Management. Skills: Good office administration, planning and organizational skills. Critical analysis and research skills. Good communication (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc). Good interpersonal relations skills.

DUTIES : Manage the provision of marketing services for the affiliated museum and liaise between them and Museum Services. Monitor the conducting of training for Museum Services. Facilitate the formulation, development, and implementation of policies for the Unit. Manage the resources of the division. Supervise, develop, and manage employee's performance in accordance with Employee Performance Management and Development System (EPMDS).

ENQUIRIES : Ms N Magubane Tel No: (033) 342 4712

POST 17/289 : **ASSISTANT DIRECTOR: SPECIAL PROJECTS REF NO: DSAC14/2023**

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Pietermaritzburg, Head Office
: A Grade 12 certificate plus an appropriate three-year tertiary qualification (NQF6) in Project Management or equivalent qualification, coupled with a minimum of three to five (3-5) years relevant experience. Valid code 8/EB driver's license. Knowledge: Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures Stakeholder Relations, Project Management Principles. Policies

		and strategies of the unit. Legislation related to the Department and to the post. Skills: Good office administration, planning and organizational skills. Good communication (written and verbal). Good interpersonal relations. Critical analysis and research. Presentation and facilitation. Computer Literacy (MS Word, Excel, PowerPoint, etc).
<u>DUTIES</u>	:	Facilitate the definition of project scope, goals, and deliverables. Undertake the design and development guidelines of projects. Implement project as per project baseline plan. Facilitate the commissioning and hand over project. Provide advice, guidance, and input to policy. Manage resources of the unit. Supervise, develop, and manage employee's performance in accordance with Employee Performance Management and Development System (EPMDS).
<u>ENQUIRIES</u>	:	Ms S Mfeka Tel No: (033) 264 3400
<u>POST 17/290</u>	:	<u>ASSISTANT DIRECTOR: ICT OPERATIONS SUPPORT REF NO: DSAC15/2023 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Durban A Grade 12 certificate plus three (3) tertiary qualification (NQF 6) in ICT Server, MCSE, CCNE or equivalent relevant switching certificate, coupled with three to five (3-5) years' experience in the Server and Networking environment. Willingness to work under pressure and beyond normal hours. Valid code 8/EB driver's license. Knowledge: Public Service Act and Regulations, PFMA, Departmental objectives, Departmental Policies, Procurement/SCM Procedures, VPN'S and Encryption Technology, Microsoft Environment, Switching, Telephone, Bandwidth management, Routing, Innovative, Proactive, Leadership, Good Communicator, Good organizer, Punctual, Honesty and integrity Skills: Communication (verbal and written), Ability to multi-task, good organizing abilities, Problem solving, Project management, Facilitation, Management, Administration and coordination, Negotiation, Computer (info extraction, presentation, and data capturing), Conflict Management, Strategy management and policy formulation, Human resource management, Good inter-personal relations, Report writing, financial management.
<u>DUTIES</u>	:	Attend to the configuration of ICT systems, Monitor ICT Infrastructure plan, Develop Technical specs, provide application user support, monitor, and report on ICT Technical matters.
<u>ENQUIRIES</u>	:	Mr EA Rambaran Tel No: (031) 242 1738
<u>POST 17/291</u>	:	<u>ASSISTANT DIRECTOR: EXECUTIVE SUPPORT OFFICE REF NO: DSAC16/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Pietermaritzburg A Grade 12 certificate plus an appropriate three (3) year tertiary (NQF6) in Public Management/Public Administration or equivalent relevant qualification, coupled with three to five (3-5) years administrative experience. Willingness to work under pressure and beyond normal hours. Valid code 8/EB driver's license. What qualification are we referring to? Knowledge: Good understanding of the Public Service legislation and prescripts applicable to Government, including systems and procedures. PFMA, Office automation. Management reporting. Departmental objectives / Strategic Plan. Departmental business process. Service Delivery and Service Level Agreements. Procurement /SCM Procedure. Protocol Manual of South Africa. Skills: Policy Development, Project Management, Computer Literacy, written and verbal communication, Customer Focus, Sound Judgment, Relationship Management, Result Orientation, Driving, Motivation, Presentation, Conflict Resolution, Negotiating and Managing Technical/ Procedural Adherence. Computer Literacy (MS Word, Excel, PowerPoint, etc.).
<u>DUTIES</u>	:	Oversee documentation flow, general office administration, incoming and outgoing correspondence. Ensure projects proposal plan meet departmental strategic objectives and timeframes. Assist in the co-ordination of Provincial Projects. Maintain continuous improvement relationships with internal and external organizations. Provide protocol liaison services to the HOD in line with legislative mandates. Assist in planning and coordinating all events attended and hosted by the HOD and Department. Screen and prepare responses for submissions and briefs on policy and administrative issues referred to the HOD

Office. Ensure the effective and efficiency utilization of resources. Supervise, develop, and manage employee's performance in accordance with Employee Performance Management and Development System (EPMDS).
ENQUIRES : Mr NF Matiwane Tel No: (033) 897 9450

POST 17/292 : **MUSEUM LIAISON OFFICER: MARKETING AND OUTREACH PROGRAMME: MUSEUM SERVICES REF NO: DSAC 17/2023**

SALARY : R359 517 per annum (Level 08)
CENTRE : Pietermaritzburg
REQUIREMENTS : Grade 12 plus an appropriate three (3) years tertiary (NQF 6) qualification in Anthrophony, History, Cultural/ Environmental studies, or Communication or equivalent qualification. Valid code 8/EB driver's license Knowledge: Proficiency in English and Zulu languages. Relevant prescripts, policies, strategies, and procedure manual. Research management skills. Skills: Report writing. Problem solving. Project management, Inspection and analytical. Presentation and facilitation. Computer Literacy (MS Word, Excel, PowerPoint, etc.) Excellent communication (written and verbal).

DUTIES : Conduct Museum Outreach Programmes. Provide Marketing Services for Museum, Conduct Training for Museum, Provide statistics and Data Management Services for Internal and External stakeholders. Develop and implement policies of the Unit.

ENQUIRIES : Ms N Magubane Tel No: (033) 341 9904

POST 17/293 : **WEB BASED DESIGNER: COMMUNICATION SERVICES REF NO: DSAC18/2022**

SALARY : R359 517 per annum (Level 08)
CENTRE : Pietermaritzburg
REQUIREMENTS : A Grade 12 certificate plus an appropriate three (3) years tertiary qualification (NQF6) in Web Management/ ICT related field or equivalent qualification, coupled with a minimum of two (2) years relevant. Willingness to work under pressure and beyond normal hours. Valid code 8/EB driver's license. Knowledge: Design principles, techniques, and tools. Understanding of exhibitions techniques. Stylistic and decorative processes. Public Service Acts and related knowledge of Public Service Act and Regulations. Promotion of Information Act, SITA Act, Human Resource Prescripts. Computer Hardware and Software, Computer Operating system. Public knowledge of COBIT, ITLL and ISO, Knowledge of National Intelligence Agency IT Guidelines. Skills: Excellent communication (written and verbal). Time Management, Interpersonal relations, Report writing, Problem solving, Project management, Inspection, and analytical skill. Presentation skills. Advanced Computer Literacy (MS Word, Excel, PowerPoint, as well as Web Design. Analytical, conflict management and listening skills, Motivation and Influencing skills. Interpersonal relations, quick thinker, service, and team oriented.

DUTIES : Define and design the web infrastructure. Develop guidelines for styles and content on the corporate website. Design database in terms of user requirements. Maintain easy access control to internet and intranet to users. Provide the development and design for websites. Administer the Departmental Internet and Intranet Portal websites. Monitor and report on all websites matters. Provide advice and guidance and input to policy.

ENQUIRIES : Mr TST Mofokeng Tel No: (033) 897 9400

POST 17/294 : **SUPPLY CHAIN PRACTITIONER- DEMAND AND ACQUISITION MANAGEMENT REF NO: DSAC19/2023**

SALARY : R294 321 per annum (Level 07)
CENTRE : Pietermaritzburg
REQUIREMENTS : A Grade 12 certificate plus an appropriate three (3) year tertiary qualification in Finance/ Supply Chain Management/ Commerce or equivalent relevant qualification, coupled with three- five (3-5) years relevant experience in the Public Service. Knowledge: Public Service Act and Regulations, PFMA, Departmental policies, and business processes, Management reporting, SCM procedures, Human Resource Management. Skills: Communication (verbal and written), Ability to multi-task, Ability to work independently. Problem solving, Tact and Diplomacy, Project Management, Policy analysis and

		development, Motivational, Negotiation, Conflict Management, Strategy management and policy formulation, Labour Relations, Programme management, Report writing, Financial Management.
<u>DUTIES</u>	:	Ensure the timeous procurement of goods and services, assist with the consolidation and capturing of Procurement plan, authorizing commitments on BAS, assist with the development of subordinate staff, attend bid/quotations briefing sessions, Provide secretariat functions for BSC Committee.
<u>ENQUIRIES</u>	:	Mr M Mazibuko Tel No: (033) 264 3400
<u>POST 17/295</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR: RISK AND INTERGRITY MANAGEMENT REF NO: DSAC20/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07)
	:	Pietermaritzburg
	:	A Grade 12 certificate plus an appropriate three (3) year tertiary qualification in Public Management/ Public Administration or equivalent relevant qualification, coupled with a minimum of three to five (3-5) years relevant experience. Good interpersonal relations. Ability to work under pressure. Knowledge of the relevant prescript governing the Government. Clean criminal records. Skills: Good communication [written & verbal] skills. Good office administration, planning and organizational skills. Computer literacy (Ms Word, Excel, Power Point, etc.) Valid code 8 /EB driver's license.
<u>DUTIES</u>	:	Provide effective and efficient office management to the Directorate, which includes systems in receiving and distributing of correspondence. Render effective administration support for the Directorate which includes HR, Finance and Transport etc. Render effective and efficient records management within the Directorate. Provide support regarding all logistics requirements within the Directorate. Coordination and analysis of monthly reports.
<u>ENQUIRIES</u>	:	Mr FB Mabika Tel No: (033) 897 9400
<u>POST 17/296</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR: FINANCIAL MANAGEMENT: ADMIN SUPPORT REF NO: DSAC21/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07)
	:	Pietermaritzburg
	:	A Grade 12 certificate plus an appropriate three (3) year tertiary qualification in Public Management/ Public Administration or equivalent relevant qualification, coupled with a minimum of three to five (3-5) years relevant experience. Good interpersonal relations. Ability to work under pressure. Knowledge of the relevant prescript governing the Government. Clean criminal records. Skills: Good communication [written & verbal] skills. Good office administration, planning and organizational skills. Computer literacy [Ms Word, Excel, PowerPoint, etc]. Valid code 8 /EB driver's license.
<u>DUTIES</u>	:	Provide effective and efficient office management to the Directorate, which includes systems in receiving and distributing of correspondence. Render effective administration support for the Directorate which includes HR, Finance and Transport etc. Render effective and efficient records management within the Directorate. Provide support regarding all logistics requirements within the Directorate. Coordination and analysis of monthly reports.
<u>ENQUIRIES</u>	:	Ms ZK Buthelezi Tel No: (031) 242 1745
<u>POST 17/297</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR: STRATEGY GOVERNANCE DIVISION: ADMIN SUPPORT REF NO: DSAC22/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07)
	:	Pietermaritzburg
	:	A Grade 12 certificate plus an appropriate three (3) year tertiary qualification in Public Management/ Public Administration or equivalent relevant qualification, coupled with a minimum of three to five (3-5) years relevant experience. Good interpersonal relations. Ability to work under pressure. Knowledge of the relevant prescript governing the Government. Clean criminal records. Skills: Good communication [written & verbal] skills. Good office administration, planning and organizational skills. Computer literacy [Ms Word, Excel, PowerPoint, etc]. Valid code 8 /EB driver's license.
<u>DUTIES</u>	:	Provide effective and efficient office management to the Directorate, which includes systems in receiving and distributing of correspondence. Render effective administration support for the Directorate which includes HR, Finance

and Transport etc. Render effective and efficient records management within the Directorate. Provide support regarding all logistics requirements within the Directorate. Coordination and analysis of monthly reports.
ENQUIRIES : Ms S Hassim Tel No: (033) 264 3400

POST 17/298 : **ADMINISTRATION CLERK SUPERVISOR: CULTURE DEVELOPMENT: ADMIN SUPPORT REF NO: DSAC23/2023**

SALARY : R294 321 per annum (Level 07)
CENTRE : Pietermaritzburg
REQUIREMENT : A Grade 12 certificate plus an appropriate three (3) year tertiary qualification in Public Management/Public Administration or equivalent relevant qualification, coupled with a minimum of three to five (3-5) years relevant experience. Good interpersonal relations. Ability to work under pressure. Knowledge of the relevant prescript governing the Government. Clean criminal records. Skills: Good communication [written & verbal] skills. Good office administration, planning and organizational skills. Computer literacy [Ms Word, Excel, PowerPoint, etc]. Valid code 8 /EB driver's license.

DUTIES : Provide effective and efficient office management to the Directorate, which includes systems in receiving and distributing of correspondence. Render effective administration support for the Directorate which includes HR, Finance and Transport etc. Render effective and efficient records management within the Directorate. Provide support regarding all logistics requirements within the Directorate. Coordination and analysis of monthly reports.

ENQUIRIES : Mr N Nhlapho Tel No: (033) 341 3634

POST 17/299 : **REGISTRY CLERK SUPERVISOR: PERSONNEL RECORDS REF NO: DSAC24/2023**

SALARY : R294 321 per annum (Level 07)
CENTRE : Pietermaritzburg
REQUIREMENTS : A Grade 12 certificate plus an appropriate three (3) year tertiary qualification in Records Management or equivalent relevant qualification, coupled with three to five (3-5) years' experience in the Public Service. Valid code 08/EB driver's license. Knowledge: Public Service Act and Regulations, PFMA, Computer operation/office automation, Management reporting, Departmental objectives and business processes, Service Delivery and Service Level Agreements, Departmental Polices, Procurement/SCM Procedures, Records Management. Skills: Project management. Communication (verbal and written), Ability to multi-task, good organizing abilities, Ability to work independently. Problem solving, Tact and Diplomacy, Facilitation, Management, Administration, and coordination, Motivational, Negotiation, Computer (info extraction, presentation, and data capturing) Conflict Management, Strategy management and policy formulation. Labour Relations, Human resource management, Good interpersonal relations, Report writing, financial management. Supervisory Skills.

DUTIES : Monitor registry counter services. Oversee the maintenance of all personnel files. Oversee an effective filing and record management service. Safeguard registers of Human Resource. Provide technical and administration of personnel records management services. Implement and maintain personnel records management prescripts. Provide the records registry and records disposal. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES : Ms NIS Mbhele Tel No: (033) 341 3634

POST 17/300 : **ADMINISTRATION ASSISTANT: REPOSITORY MANAGEMENT: ORAL HISTORY**

SALARY : R202 233 per annum (Level 05)
CENTRE : Pietermaritzburg
REQUIREMENTS : PMB Districts Ref No: DAC25/2023 (X1 Post)
Head Office Ref No: DSAC26/2023 (X1 Post)
Grade 12 certificate or equivalent certificate. Knowledge: Relevant legislation, policies, and regulations in the public service. Skills: Numeracy and literacy skills. Good interpersonal relations. Ability to work under pressure and handle

conflict situations. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc).

DUTIES : Render general clerical and records management support services. Provide supply chain clerical support services within the component. Coordinate a personnel administration support services within the component. Provide financial administration support services within the component. Provide financial administration support services in the component.

ENQUIRIES : Mr MM Hadebe at (078) 099 3162

POST 17/301 : **ADMINISTRATION CLERK: STRONG ROOM: REPOSITORY ARCHIVES MANAGEMENT - EASTERN DISTRICTS CLUSTER REF NO: DSACS27/2023**

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Durban Archives
: Grade 12 certificate or equivalent certificate. Knowledge: Relevant legislation, policies, and regulations in the public service. Skills: Numeracy and literacy skills. Good interpersonal relations. Ability to work under pressure and handle conflict situations. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint).

DUTIES : Render general clerical and records management support services. Provide supply chain clerical support services within the component. Coordinate a personnel administration support services within the component. Provide financial administration support services within the component. Provide financial administration support services in the component.

ENQUIRIES : Mr RB Singh Tel No: (031) 309 5681/2

POST 17/302 : **ADMINISTRATION CLERK: LIBRARY ADMINISTRATION SUPPORT SERVICES REF NO: DSAC28/2023**

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Pietermaritzburg
: Grade 12 certificate or equivalent certificate. Knowledge: Relevant legislation, policies, and regulations in the public service. Skills: Numeracy and literacy skills. Good interpersonal relations. Ability to work under pressure and handle conflict situations. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc).

DUTIES : Render general clerical and records management support services. Provide supply chain clerical support services within the component. Coordinate a personnel administration support services within the component. Provide financial administration support services within the component. Provide financial administration support services in the component.

ENQUIRIES : Ms NP Masuku Tel No: (033) 341 3000

POST 17/303 : **SUPPLY CHAIN CLERK: DEMAND AND ACQUISITION REF NO: DSAC29/2023**

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Pietermaritzburg
: Grade 12 certificate or equivalent certificate. Knowledge: Relevant legislation, policies, and regulations in the public service. Skills: Numeracy and literacy skills. Good interpersonal relations. Ability to work under pressure and handle conflict situations. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc).

DUTIES : Check, received quotations for compliance and follow evaluation and awarding processes. Process requisitions of items and maintain a sound filing system for all source documents. Capture entities and commitments on Basic Accounting System and Hard-Cat Asset Management System. Prepare payments for invoices certified by Cost Centers and forward complete documentation to Finance for final processing. Verify, interpret and understand specifications to ensure that the correct items are procured.

ENQUIRIES : Mr M Mazibuko Tel No: 033 264 3400

POST 17/304 : **ADMINISTRATIVE CLERKS (X3 POSTS)**

SALARY CENTRE : R202 233 per annum (Level 05)
: Durban – Office Services Division Ref No: DSAC30/2023

<u>REQUIREMENTS</u>	: uMkhanyakude Districts Cluster Ref No: DSAC31/2023 (X2 Posts) Grade 12 certificate or equivalent certificate. Willingness to work under pressure and beyond normal hours/weekends. Knowledge: Public Service Act and Regulations, PFMA, Departmental policies, objectives and business processes, Management reporting, SCM Procedures, Human Resource Management. Skills: Communication (verbal and written), Ability to multi-task, Ability to work independently, Problem solving, Tact and Diplomacy, Project Management, Policy analysis and development, Motivational, Negotiation, Conflict Management, Strategy management and policy formulation, Labour Relations.
<u>DUTIES</u>	: Assist with coordination of security services. Provide office services, perform records management function, Coordinate and process financial matters, Coordinate HR matters, Render reception functions.
<u>ENQUIRIES</u>	: Mr LS Langa: DSAC27/2023) – Tel No: (033) 341 3614 Mr SM Ngema (uMkhanyakude: DSAC28/2023 – Tel No: (035) 780 9300
<u>POST 17/305</u>	: <u>REGISTRY CLERK: PERSONNEL RECORDS REF NO: DSAC32/2023</u>
<u>SALARY</u>	: R202 233 per annum (Level 05)
<u>CENTRE</u>	: Pietermaritzburg
<u>REQUIREMENTS</u>	: Grade 12 certificate or equivalent certificate, Computer literacy, willingness to work under pressure and beyond normal hours/weekends. Knowledge: Knowledge of basic PERSAL system. Computer literacy. Registry filing system Archives filing system. Relevant legislation, policies and regulations in the public service. Departmental delegations. Skills: Ability to maintain confidentiality. Team player. Good interpersonal skills. Ability to work under pressure and meet deadlines. Good office administration, planning & organizational skills. Communication (verbal and written), Ability to multi-task, Ability to work independently, Problem solving, Tact and Diplomacy.
<u>DUTIES</u>	: Provide registry counter services. Maintain all files, i.e. replace unraveled and worn out files. Store personnel records and files. Dispatch incoming and outgoing files. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and/disposal. Open files according to approved filing system. Safeguard register of Human Resources circulars and coordinate distribution.
<u>ENQUIRIES</u>	: Ms NIS Mbhele Tel No: (033) 341 3634
<u>POST 17/306</u>	: <u>DRIVER: FLEET MANAGEMENT REF NO: DSAC33/2023</u>
<u>SALARY</u>	: R171 537 per annum (Level 04)
<u>CENTRE</u>	: Pietermaritzburg
<u>REQUIREMENTS</u>	: Grade 12 certificate or equivalent certificate, coupled with a minimum of two (2) year driving experience. Valid code 8/EB driver's license. Willingness to travel overnight trips and working extra hours. Knowledge: General understanding of the business environment. Postal procedures Departmental delegations. Skills: Numeracy and literacy. Good driving. Good communication (written and verbal).
<u>DUTIES</u>	: Collect and send mail bag to and from the post office. Distribute mail and documents within and outside the Department. Provide driving duties within the directorate and attending to ad hoc requests. Ensure that the vehicle allocated to the Directorate is kept in good condition. Assist in recording of face value forms and documents for distribution.
<u>ENQUIRIES</u>	: Mr LS Langa Tel No: (033) 341 3614
<u>POST 17/307</u>	: <u>GENERAL ASSISTANT: COASTAL LIBRARY DEPOT: NORTHERN DISTRICT CLUSTER REF NO: DSAC34/2023</u>
<u>SALARY</u>	: R125 373 per annum (Level 02)
<u>CENTRE</u>	: Northern District Cluster Pinetown Library
<u>REQUIREMENTS</u>	: Grade 12 certificate or equivalent certificate. Willingness to travel overnight trips. Ability to perform physically demanding duties. Skills: Numeracy and literacy.
<u>DUTIES</u>	: Provide support for library/depot material. Provide support with the dispatch and collection of library material. Maintain library material for loan by affiliated libraries/ library users. Provide labour movement of library material and equipment.
<u>ENQUIRIES</u>	: Ms N Nkosi Tel No: (031) 701 7480

DEPARTMENT OF TREASURY

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

- APPLICATIONS** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road Pietermaritzburg, 3200.
- FOR ATTENTION** : Ms SP Dumisa
- CLOSING DATE** : 09 June 2023
- NOTE** : The new Z83 application form must be used effective 1st January 2023 and can be downloaded at www.dpsa.gov.za-vacancies. The Z83 must be accompanied by a comprehensive Curriculum Vitae. The department will conduct reference checks with the HR of current and/or previous employer(s) apart from the referees listed. Shortlisted applicants with foreign qualifications will be requested to submit an evaluation certificate from the South African Qualification Authority (SAQA). Non-South African citizens who are permanent residency holders will be requested to submit documentary proof if shortlisted. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Successful candidates will be subjected to security screening prior to employment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. The KwaZulu-Natal Provincial Treasury is an equal opportunity, affirmative action employer. As such, it is our intention to promote and uphold representivity in the Department in terms of race, gender and disability. It is regretted that due to the large volumes of applications received, it is not possible for the Department to acknowledge receipt of same and that only those applicants that participate in the final selection processes (interviews) are notified of the outcome. ONLY Shortlisted candidates will be requested to submit the supporting documents (certified copies of qualifications, driver's license etc.). Preferences: African Males, African Females and people with disabilities who meet the requirements.

OTHER POSTS

- POST 17/308** : **ASSISTANT DIRECTOR: PROVINCIAL FINANCIAL SYSTEMS SUPPORT REF NO: KZNPT 23/30**
- SALARY** : R424 104 per annum, (a remuneration package)
- CENTRE** : KZN Provincial Treasury, Pietermaritzburg
- REQUIREMENTS** : NQF Level 6 or Higher qualification in Accounting of Financial Information Systems or related. A minimum of three (3) years' supervisory experience in a government financial systems environment. A valid driver's license. People with disabilities without valid driver's license will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: Working knowledge of Financial Systems such as HARDCAT, BAS, LOGIS etc. and relevant prescripts. National Treasury circulars. Knowledge of Treasury Regulations. Knowledge of Financial Regulations. Knowledge of the Public Finance Management Act. Basic knowledge of the integrated systems used by Departments in the Province. Knowledge of project management methodologies. Knowledge of Information Security, Regulation of Interception of Communications and Provision of Communication-related information Act (Information Act). Skills: Project management skills. Good inter-personal relations skills. Problem solving skills. Risk management skills. Change management skills. Presentation skills. Policy analysis and development. Self-disciplined and able to work under pressure with minimum supervision. People management. Ability to interpret written requirements and technical specification documents. Ability to work well within a team.
- DUTIES** : Facilitate the provision and guidance of functional support rendered to Provincial financial system users. Facilitate the provision of financial systems training. Develop financial systems policies, procedure manuals and best practices. Facilitate and conduct information sessions on Financial systems. Manage resources of the Unit.

ENQUIRIES : Mr. K Mqadi Tel No: (033) 897 4585

POST 17/309 : **ASSISTANT DIRECTOR: BIOMETRIC SYSTEMS PROCESSES SUPPORT**
REF NO: KZNPT 23/31

SALARY : R424 104 per annum, (a remuneration package)
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A NQF level 7 qualification or higher in Information Systems, Computer science or Information Technology or related. A minimum of three (3) years' supervisory experience in Business analysis and IT governance environment, Project Management, Disaster Recovery Program. A valid driver's license. People with disabilities without valid driver's license will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: Extensive knowledge of the BAS, PERSAL, Biometric System (BACS) and other financial Systems. Extensive knowledge of BAS, PERSAL, BACS and other policies and procedures. Working knowledge of the BAS, PERSAL, BACS and other financial system. Knowledge of Treasury Regulations. Knowledge of Financial Regulations. Knowledge of the Public Finance Management Act. A thorough understanding of the strategic vision for the service desk. Computer literacy (Minimum requirements: Excel, Word, Power Point, email & internet). Communication, Strong leadership, Change Management, Project management, Inter-personal relation, Problem solving, Presentation, Diagramming, Analytical, Policy analysis and development, Self-disciplined and able to work under pressure with minimum supervision. Organizational Change Techniques.

DUTIES : Coordinate the effective and efficient implementation operational process of all transversal systems. Coordinate integration and utilization of all transversal systems in the province. Manage the facilitation of the enhancement on all Transversal Financial Systems through a formal change control procedure. Coordinate Service level agreement on all transversal financial systems. Coordinate the helpdesk services to transversal financial systems. Oversee and compile management reports pertaining to all transversal financial systems. Manage resources of the Unit.

ENQUIRIES : Mr. K Mqadi Tel No: (033) 897 4585