

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

ERRATUM: EMMAUS HOSPITAL: Kindly note that the following 1 post was advertised in Public Service Vacancy Circular 19 dated 02 June 2023, The number of post to be advertised have been amended as follows: X1 Assistant Manager Nursing General (night duty): Centre: Emmaus Hospital with Ref No: EMS/20/2023, The closing date has been extended to 27 June 2023.

MANAGEMENT ECHELON

- POST 20/282** : **DIRECTOR REF NO: G33/2023**
Cluster: Infrastructure Development
- SALARY** : R1 162 200 per annum (Level 13)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : A degree in a Building Environment, 6-8 years post qualification experience, Five (5) years Middle /Senior Managerial experience in Built environment, Plus, Unendorsed valid Code EB driver's License (code 8), Computer literacy. 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. Knowledge, Skills, Training and Competence Required: The incumbent of this post will report to the Chief Director: To provide for the effective and efficient management of Capital Projects implemented by Health Department. To manage the maintenance of Healthcare Facilities, Laundries, Utilities, other Infrastructure and the related technical support services that sustain an enabling environment for healthcare delivery in an effective manner, PFMA/DORA/Treasury Regulations, Practice Notes ,Instructions, Circulars, Provincial/ Departmental Supply Chain Management Policies, Construction Industry Development Board Act of 2000 and Regulations, Hazardous Substances Act 15 of 1973, Board Based Black Empowerment Act of 2003, Preferential Procurement Act of 2000 and Regulations, Public Service Act of 19194 and Regulations of 2001, and as such the ideal candidate.
- DUTIES** : Manage the Capital Projects and Schedule Maintenance Projects, Manager the Implementation of the Annual Implementation Plan for Infrastructure Projects, Manager the Infrastructure Budget, Manager the maintenance of health facilities, utilities an Infrastructure, Manage the provision of professional engineering services and providing support to the Chief Directorate and Health Facilities, Manage the acquisition and deployment of maintenance resource, Compliance of the provisions of the occupational Health and Safety Act (ohs) related to equipment and effective waste management, Manage healthcare Infrastructure risk and quality improvement programme, Manage the day to day running of the Infrastructure HUB, Financial Management, Strategic Management, People Management.
- ENQUIRIES** : Mrs. G Masondo Tel No: (033) 39402556
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 Deliver to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower.
- FOR ATTENTION** : Mrs B C Shelembe
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 (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post.

CLOSING DATE : 28 June 2023

OTHER POSTS

POST 20/283 : **HEAD CLINICAL UNIT GRADE 1 REF NO: NGWE 69/2023**
Department: Radiology

SALARY : Grade 1: R1 887 363 – R2 001 927 per annum. Other Benefits: all-inclusive salary packages, (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted overtime which is determined by service delivery needs of the department.

CENTRE REQUIREMENTS : Ngwelezana Tertiary Hospital
: Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology. A minimum of 3 years appropriate experience as a Medical Specialist in Radiology after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist. Valid driver's license. Knowledge, Skills, Attributes and Abilities Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Appropriate specialist procedures and protocols within field of expertise. Understanding of basic Human Resource matters including Labour Relations. Control of budget, monitoring expenditure and project management. Assessment, diagnose and management of patients within the field of expertise. Managerial and financial management skills. Computer skills. Driving skills. Problem solving skills. Concern of excellence. Courtesy and interpersonal relation skills. Stress tolerance and innovation skills. Awareness of cross-cultural differences.

DUTIES : Co-ordinate specialist services for the discipline within Region 4 (King Cetshwayo, Zululand and Umkhanyakude Districts) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region. Provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Render specialist services to out-patient and in-patient and provide expert opinion where required and participate in provisioning of a 24 hour service. Provide vision, strategic direction and inspire employees to deliver excellent quality health services. Strengthen clinical governance. Manage the performance of allocated human resources. Develop and coordinate the on-going delivery of under and post graduate teaching in specialized fields. Ensure that the environment complies with Health and Safety Act, staff adheres to the safety precautions and that staff is maintained to attain optimal productivity. Formulate and manage protocols in accordance with departmental policies that will have a positive impact on staff and ensure that staff is aware of it. Compile medium and long term expenditure framework and implement fiscal measures on an ongoing basis. Provide measures and guidance on quality assurance to comply with set quality standards. Comply with National Core Standards.

<u>ENQUIRIES</u>	:	Dr. NA Shabalala Tel No: (035) 901 7000
<u>APPLICATIONS</u>	:	Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880
<u>FOR ATTENTION</u>	:	Mr MP Zungu
<u>NOTE</u>	:	Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
<u>CLOSING DATE</u>	:	30 June 2023
<u>POST 20/284</u>	:	<u>HEAD CLINICAL UNIT GRADE 1 REF NO: NGWE 70/2023</u> Department: Anaesthetic & Intensive Care Unit
<u>SALARY</u>	:	Grade 1: R1 887 363 – R2 001 927 per annum. Other Benefits: all-inclusive salary packages, (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted overtime which is determined by service delivery needs of the department.
<u>CENTRE</u>	:	Ngwelezana Tertiary Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthetic. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthetic. A minimum of 3 years appropriate experience as a Medical Specialist in Anaesthetic after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist. Valid driver's license Knowledge, Skills, Attributes and Abilities Appropriate specialist procedures and protocols within field of expertise. Understanding of basic Human Resource matters including Labour Relations. Control of budget, monitoring expenditure and project management. Assessment, diagnose and management of patients within the field of expertise. Managerial and financial management skills. Computer skills. Driving skills. Problem solving skills. Concern of excellence. Courtesy and interpersonal relation skills. Stress tolerance and innovation skills. Awareness of cross-cultural differences.
<u>DUTIES</u>	:	Participate in the coordination of anesthetic unit services for the discipline within Region 4 (King Cetshwayo, Zululand and Umkhanyakude) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of

tertiary services in the entire Region 4 and also to provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Participate in the provision of vision, strategic direction and inspire employees to deliver excellent, quality health services. Plan and partake in the planning of staff including registrars, medical officers, community services officers, interns and undergraduate medical students and also support relevant clinical research, clinical trials and CPD activities. Render efficient and cost-effective critical care services to patients managed by Ngwelezana Hospital. Strengthen clinical governance. Participate in the formulation and management of protocols in accordance with departmental policies that will have a positive impact on staff and ensure that staff is aware and comply with guidelines and procedures. Provide measures and guidance on quality assurance to comply with set quality standards. Manage the performance of allocated human resources. Ensure that the environment complies with Health and Safety Act, staff adhere to the safety precautions and make sure that staff is maintained to attain optimal productivity. Ensure equipment is maintained and functional at all times. Render affective administrative support. Provide after hour courage and ensure continuous clinical support to junior staff. Attend to meetings and workshops as directed. Comply with all legal prescripts, acts, legislative, policies, circulars, procedures, guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

ENQUIRIES
APPLICATIONS

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

FOR ATTENTION
NOTE

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

CLOSING DATE

: 30 June 2023

POST 20/285

: **HEAD CLINICAL UNIT GRADE 1 REF NO: NGWE 71/2023**
Department: Family Medicine

SALARY

: Grade 1: R1 887 363 – R2 001 927 per annum. Other Benefits: all-inclusive salary packages (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18%

**CENTRE
REQUIREMENTS**

Inhospitable Allowance Plus Commuted overtime which is determined by service delivery needs of the department.

: Ngwelezana Tertiary Hospital
: Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Family Medicine. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Family Medicine. A minimum of 3 years appropriate experience as a Medical Specialist in Family Medicine after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist. Valid driver's license Knowledge, Skills, Attributes and Abilities Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Appropriate specialist procedures and protocols within field of expertise. Understanding of basic Human Resource matters including Labour Relations. Control of budget, monitoring expenditure and project management. Assessment, diagnose and management of patients within the field of expertise. Managerial and financial management skills. Computer skills. Driving skills. Problem solving skills. Concern of excellence. Courtesy and interpersonal relation skills. Stress tolerance and innovation skills. Awareness of cross-cultural differences.

DUTIES

: Co-ordinate specialist services for the discipline within Region 4 (King Cetshwayo, Zululand and Umkhanyakude Districts) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of district services in the entire Region. Provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Render specialist services to out-patient and in-patient and provide expert opinion where required and participate in provisioning of a 24 hour service. Provide vision, strategic direction and inspire employees to deliver excellent quality health services. Strengthen clinical governance. Manage the performance of allocated human resources. Develop and coordinate the on-going delivery of under and post graduate teaching in specialized fields. Ensure that the environment complies with Health and Safety Act, staff adheres to the safety precautions and that staff is maintained to attain optimal productivity. Formulate and manage protocols in accordance with departmental policies that will have a positive impact on staff and ensure that staff is aware of it. Compile medium and long term expenditure framework and implement fiscal measures on an ongoing basis. Provide measures and guidance on quality assurance to comply with set quality standards. Comply with National Core Standards.

**ENQUIRIES
APPLICATIONS**

: Dr. OC Harbor at 082 7812879
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.

**FOR ATTENTION
NOTE**

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

Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

CLOSING DATE

:

30 June 2023

POST 20/286

:

MEDICAL MANAGER: MEDICAL SERVICES (NON-CLINICAL) TO SERVE BOTH AS MEDICAL MANAGER AND CHIEF EXECUTIVE OFFICER REF NO: G65/2023

Cluster: District Health Services

SALARY CENTRE REQUIREMENTS

:

R1 288 095 per annum, (an all-inclusive MMS salary package)

:

Inanda Community Health Centre

:

MBCHB qualification; Plus Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner Plus A minimum of five (5) years' experience in a Health Institution or Primary Health Care environment Plus Unendorsed valid Code B driving license (Code 08). 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. Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the District Manager, and will be responsible to manage the provision of district level one health service. The ideal candidates must: Possess knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PMF), Public Service Act and related regulations and policies. Possess knowledge of procurement, human resource management, work methods and procedures. Have strategic capability and leadership, programme and project management, financial management, change management people management and empowerment. Have service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES

:

Manage the day - to - day functioning of the Community Health Centre to ensure effectiveness and efficiency. Implement financial planning, monitoring and control of expenditure. Formulate and implement strategies and policies to promote efficiency inclusive of clinical practices. Develop and implement clinical practices planning for the Community Health Centre. Manage the provision of clinical services within the Community Health Centre and its Clinics. Provide effective leadership to motivate staff and promote team work. Ensure effective human resource management in line with department of health guidelines and prescripts. Ensure Sound Labour Relations Practices within the Community Health Centre and its clinics. Ensure effective stakeholder management internal and external (stakeholders). Ensure effective implementation of quality health standards including ideal clinic realization and maintenance. Oversee provision of quality and safe patient care at clinics and Community Health Centre. Ensure effective systems management in support of clinical services i.e. (Laundry, transport, maintenance, Grounds, Security, Cleaning and Switchboard).

ENQUIRIES APPLICATIONS

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MR J Mndebele Tel No: (033) 395 3274

:

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

:

Mr. A Memela

:

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 (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post.

- CLOSING DATE** : 26 June 2023
- POST 20/287** : **CLINICAL MANAGER HAST REF NO: EMS/ 23/2023**
- SALARY** : R1 288 095 per annum, inclusive (package), Plus Rural allowance (18%). Plus commuted overtime
- CENTRE** : Emmaus Hospital
- REQUIREMENTS** : Senior Certificate /Matric or Grade 12. MBCHB degree or equivalent qualification Current registration certificate with HPCSA as Medical Practitioner. At least (06) six years' experience as a Medical Officer after registration as Medical Practitioner with the HPCSA. Diploma in HIV Management or Equivalent/higher Qualification will added advantage. Valid driver's license code EB as minimum. Knowledge & Skills: Knowledge of health legislation and policies at public institution. Excellent human, communication and leadership skills. Sound knowledge and clinical skills. Ability to develop policies. Sound knowledge of clinical scope as applicable to district hospital Computer literacy. Sound negotiation, planning, decision making and conflict management skills. Good team building and problem solving skills. Knowledge of medical disciplines and management skills. Knowledge and experience in District Health System.
- DUTIES** : Provide management, support, mentorship and supervision of all medical staff, pharmacy services and allied health professional services. Provide expert advised of a professional management nature, particularly in the management of HIV, STI and TB for the population of the sub-district. Formulate protocols, policies and procedures for medical service and ensure that they are in accordance with current statutory regulations and guidelines. Ensure the provision of protocols and guidelines to doctors/multidisciplinary team members. Provision of quality care, assisting team members with quality assurance, quality improvement projects, mobility and mortality reviews, monthly audits, development of clinical guidelines and policies. Participate and lead quality improvement programmers and research services. Ensure ongoing training/teaching programmers for medical, nursing and allied health professionals. Assist and participate in ensuring that the hospital achieved the district level package of services for all general medical care, including HIV and TB, and the 90-90-90 goals. Ensure the provision and support of outreach/PHC service, particularly the HAST services. Drive the procurement process for the medical equipment. Formulate strategies plan in keeping with the HAST requirement of the hospital as guided by the national and provincial Department of Health.
- ENQUIRES APPLICATIONS** : Dr Nkuna Tel No: (036) 488 1570, EXT: 8205
: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340, Hand delivered applications may be submitted at Human Resource Registry - Emmaus Hospital.
- FOR ATTENTION** : Human Resource Manager

- NOTE** : Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling Allowance will be paid for interview attendance.
- CLOSING DATE** : 30 June 2023at 16:00
- POST 20/288** : **MEDICAL SPECIALIST GRADE 1,2 &3 REF NO: NGWE 72/2023**
Department: Radiology
- 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
Other Benefits: All-inclusive salary packages (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted overtime which is determined by service delivery needs of the department.
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
: Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology. Appropriate tertiary qualification in the Health Science (MBCbB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology. **Grade 1:** No experience required. **Grade 2:** A minimum of five (05) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Radiology. **Grade 3:** A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Radiology. Knowledge, Skills, Attributes and Abilities Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnose and management of patients within the field of expertise. Good verbal and written communication skills and interpersonal skills. Knowledge of all Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Concern of excellence.
- DUTIES** : The candidate will, under the direction of the Head of Department: conduct specialist ward rounds; provide after hour coverage in Radiology Department and clinical support to junior staff; provide advice to district / regional level hospitals; manage / supervise allocated human resources; ensure equipment is appropriately maintained. Training of undergraduate and post graduate medical students. Active participation in quality improvement programmes including clinical audits and CME activities. Attend to administrative matters within the unit. Assist with administration of the Radiology Department and have an input into the unit's administration at Ngwelezana Hospital. Assist protocol development and review for patient's management. Development and implement clinical audit and quality assurance programmes. Provide outreach services to surrounding district hospitals which refer to Ngwelezana Hospital. Attend to meetings and workshops directed. Comply with all legal prescripts acts, legislative, policies, circulars procedures, guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.
- ENQUIRIES APPLICATIONS** : Dr. NA Shabalala Tel No: (035) 901 7000
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.
- FOR ATTENTION** : Mr MP Zungu

NOTE

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

CLOSING DATE

: 30 June 2023

POST 20/289

: **MEDICAL SPECIALIST GRADE 1,2 &3 REF NO: NGWE 73/2023**
Department: Anaesthetic & ICU

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
Other Benefits: All-inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted overtime which is determined by service delivery needs of the department.

CENTRE

: Ngwelezana Tertiary Hospital

REQUIREMENTS

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

DUTIES

: Provide specialist care to patients requiring services within your specific domain. Provide specialist care in the outpatient clinics. Provide after-hours coverage in Anaesthetic and Intensive Care Unit and ensure continuous clinical support to junior staff. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities. Conduct specialist regular ward rounds and administer expert interventions that will expedite the management of patient care. Provide

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

**ENQUIRIES
APPLICATIONS**

: Dr. S Sewpersad Tel No: (035) 901 7000
 : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department -Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 30 June 2023

POST 20/290

: **MEDICAL SPECIALIST GRADE 1, 2 &3 REF NO: NGWE 74/2023**
 Department: Internal Medicine

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
 Other Benefits: All-inclusive salary packages (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted overtime which is determined by service delivery needs of the department.

**CENTRE
REQUIREMENTS**

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

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

DUTIES

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

ENQUIRIES

: Dr. M Hlophe Tel No: (035) 901 7000

APPLICATIONS

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

**FOR ATTENTION
NOTE**

: Mr MP Zungu

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

CLOSING DATE

: 30 June 2023

POST 20/291

: **CHIEF EXECUTIVE OFFICER REF NO: G61/2023**
Cluster: Hospital Management Services

SALARY
CENTRE
REQUIREMENTS

: R958 824 per annum (Level 12), (an all-inclusive salary package)
: Benedictine Hospital
: Matric Certificate (Grade 12), A degree/advanced diploma in a health related field, registration with relevant professional council; Plus A degree/diploma in health management OR degree/advanced in a management field. Plus At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's licence (Code 08). Knowledge, Skills, Training and Competencies Required: Knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capacity and leadership, Programme and Project Management, Financial management, Management of people and empowerment. Progress Competencies: Service delivery innovation, knowledge management, Problem solving and analysis, Communication, Client orientation and customer focus.

DUTIES

: To plan, direct, co-ordinate and manage the delivery of clinical and administrative support services in an effective an efficient manner, working with the key executive management team at the hospital and within the legal and regulatory framework, and government requirements, To represent the hospital authoritatively at provincial and public forums, To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans as well as the Department's strategies goals and Objectives. Financial Management: Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, financial planning, resource mobilization, including monitoring and evaluation; Ensure appropriate asset management and accountability of all assets of the institution; Identify strategic and operation risks and ensure that strategies are in place to address these, as well as monitor the progress; Maximize revenue through collection of all income due to the hospital. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources; Promote a safe and healthy working environment through compliance with the Occupational Health and Safety Act, including occupational health and safety committees; Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patients care, establish community networks and report to the Hospital Board and other relevant oversight committee/bodies; Ensure the establishment of the relevant governance structures linked to clinical and non- clinical functions and responsibilities; Manage all the institutions risks and implement strategies to ensure optimal achievement of health outcomes.

ENQUIRIES
APPLICATIONS

: Mr. VS Vilakazi Tel No: (035) 874 0600
: 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
NOTE

: Mr. B Zungu
: 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 (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. 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

: 30 June 2023

POST 20/292

: **CHIEF EXECUTIVE OFFICER REF NO: G62/2023**

SALARY CENTRE REQUIREMENTS

: R958 824 per annum (Level 12), (an all-inclusive salary package)
 : Hospital Management Services (Ceza Hospital)
 : Matric Certificate (Grade 12), A degree/advanced diploma in a health related field, registration with relevant professional council; Plus A degree/diploma in health management OR degree/advanced in a management field. Plus at least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's licence (Code 08). Knowledge, Skills, Training and Competencies Required: Knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capacity and leadership, Programme and Project Management, Financial management, Management of people and empowerment. Progress Competencies: Service delivery innovation, knowledge management, Problem solving and analysis, Communication, Client orientation and customer focus.

DUTIES

: To plan, direct, co-ordinate and manage the delivery of clinical and administrative support services in an effective and efficient manner, working with the key executive management team at the hospital and within the legal and regulatory framework, and government requirements, To represent the hospital authoritatively at provincial and public forums, To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans as well as the Department's strategies goals and Objectives. Financial Management: Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, financial planning, resource mobilization, including monitoring and evaluation; Ensure appropriate asset management and accountability of all assets of the institution; Identify strategic and operation risks and ensure that strategies are in place to address these, as well as monitor the progress; Maximize revenue through collection of all income due to the hospital. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources; Promote a safe and healthy working environment through compliance with the Occupational Health and Safety Act, including occupational health and safety committees; Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent,

competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patients care, establish community networks and report to the Hospital Board and other relevant oversight committee/bodies; Ensure the establishment of the relevant governance structures linked to clinical and non-clinical functions and responsibilities; Manage all the institutions risks and implement strategies to ensure optimal achievement of health outcomes.

**ENQUIRIES
APPLICATIONS**

: Mr. VS Vilakazi Tel No: (035) 874 0600
 : 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**

: Mr. B Zungu
 : 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 (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. 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

: 30 June 2023

POST 20/293

: **CHIEF EXECUTIVE OFFICER REF NO: G63/2023**

**SALARY
CENTRE
REQUIREMENTS**

: R958 824 per annum (Level 12), (an all-inclusive salary package)
 : Hospital Management Services (Vryheid Hospital)
 : Matric Certificate (Grade 12), A degree/advanced diploma in a health related field, registration with relevant professional council; Plus a degree/diploma in health management OR degree/advanced in a management field. Plus at least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's licence (Code 08). Knowledge, Skills, Training and Competencies Required: Knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capacity and leadership, Programme and Project Management, Financial management, Management of people and empowerment. Progress Competencies: Service delivery innovation, knowledge management, Problem solving and analysis, Communication, Client orientation and customer focus.

DUTIES

: To plan, direct, co-ordinate and manage the delivery of clinical and administrative support services in an effective and efficient manner, working with the key executive management team at the hospital and within the legal and regulatory framework, and government requirements, To represent the hospital authoritatively at provincial and public forums, To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional

and district plans as well as the Department's strategies goals and Objectives. Financial Management: Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, financial planning, resource mobilization, including monitoring and evaluation; Ensure appropriate asset management and accountability of all assets of the institution; Identify strategic and operation risks and ensure that strategies are in place to address these, as well as monitor the progress; Maximize revenue through collection of all income due to the hospital. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources; Promote a safe and healthy working environment through compliance with the Occupational Health and Safety Act, including occupational health and safety committees; Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patients care, establish community networks and report to the Hospital Board and other relevant oversight committee/bodies; Ensure the establishment of the relevant governance structures linked to clinical and non- clinical functions and responsibilities; Manage all the institutions risks and implement strategies to ensure optimal achievement of health outcomes.

**ENQUIRIES
APPLICATIONS**

: Mr. VS Vilakazi Tel No: (035) 874 0600
 : 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**

: Mr. B Zungu
 : 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 (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. 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

: 30 June 2023

POST 20/294

: **PHARMACY SUPERVISOR REF NO: NGWE 75/2023**
 Department: Pharmacy

SALARY

: Grade 1: R906 540 – R961 614 per annum. Other Benefits: All-inclusive salary packages per annum (this inclusive package consist of 70% basics and 30%

**CENTRE
REQUIREMENTS**

flexible portion that can be structured in terms of applicable rules) Plus 12% Inhospitable Allowance.

: Ngwelezana Tertiary Hospital
: Senior Certificate / Grade 12 or equivalent. Degree/Diploma in Pharmacy that lead to registration with Pharmacy Council as Pharmacist. Current registration with South African Pharmacy Council as Pharmacist (2023). Four years' experience after registration with SAPC as a Pharmacist. Initial and Current registration) with SAPC as a Pharmacist. Knowledge, Skills, Attributes and Abilities Knowledge of Acts, current Health and Public Service Legislation, regulations and policies and the ability to comply with applicable legislations. Understanding and knowledge of policies and procedures including Good Pharmacy Practice, National Drug Policy, Essential Drug List and Standard Treatment Guidelines. Excellent communication skills both written and verbal, computer skills, project and time management skill. Sound planning and organising and administrative skills. Ability to be part of a Multi-Disciplinary Team. Commitment to service excellence, good supervisory, analytical and team building skills. Appropriate clinical and theoretical knowledge. Computer literacy with a proficiency in MS Office Software applications. Strong interpersonal, communication and presentation skills.

DUTIES

: Provide accurate, efficient, comprehensive and cost-effective Pharmaceutical Services in line with the National, Provincial and District strategies and priorities. Assist with the formulation and implementation of Standard Operating Procedures for Pharmaceutical services and ensure they are in line with current statutory regulations and policy guidelines. Provide leadership, management and support to all staff under his/her supervision. Ensure rational use of all resources. Provide and supervise training programs (Pharmacist Interns and Pharmacy Support personnel). Assist in co-ordination of activities of Essential Medicines Program including Pharmacy and Therapeutics Committee and other hospital committees. Conduct services assessment and implement quality improvement programs. Liaise with other stakeholders within and outside the department of health such as other hospital management teams, Health District Office on Pharmaceutical and management issues. Assist with translation and operationalize current national, provincial and district strategic plans. Ensure that cost effective pharmaceutical service delivery is maintained within the hospital. Maintain discipline and deal with grievances and Labour Relations issues in terms of the laid down procedures and policies. Provide pharmaceutical advice to patients and professional colleagues. Assist in compilation of monthly financial and other reports as required by Pharmacy Manager or his delegate. Ensure compliance with policies and procedures relating to cost effective procurement, storage, control and distribution of pharmaceuticals. Act in a supervisory role for pharmacists, interns and pharmacist assistants and deputies for Pharmacy manager or Assistant manager as deemed necessary. Collate and analyze statistics and compile reports for Pharmacy management. Perform overtime duty when necessary and do calls (Standby duty). Ensure implementation, monitoring and evaluation of EPMDS in the operational area.

**ENQUIRIES
APPLICATIONS**

: Mr. DS Govender Tel No: (035) 901 7000
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.

**FOR ATTENTION
NOTE**

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

thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

- CLOSING DATE** : 30 June 2023
- POST 20/295** : **MEDICAL OFFICER (PAEDIATRICS) REF NO: HRM 35/2023 (X1 POST)**
- SALARY** : R906 540 – R975 738 per annum, (all-inclusive package), Plus commuted overtime.
- CENTRE** : King Edward VIII Hospital Complex
- REQUIREMENTS** : Degree (MBCHB) or equivalent, Registration with HPCSA as a Medical Practitioner, current registration with HPCSA (2023/2024). Knowledge, Skills, Training and Competencies Required: Provide clinical care for Paediatrics and neonatology and after hours care, Undertake procedures as well as supervising and assisting medical officers and interns, To train and guide fellow Medical officers, Internal and Students, Assist with the maintenance of the standard of care and implement of the Quality Improvement Program through clinical audits, clinical case presentation and attend clinical meetings, ability to ensure that the neonatal and provincial protocols are adhered to.
- DUTIES** : Diagnose and initiate management of Paediatrics patients and neonates, Provide care for inpatients and outpatients in Paediatrics, Diagnostic and therapeutic procedures, Supervise junior medical staff and assist in administrative tasks, Participate in representative meetings with the relevant unit, Participate in academic training programmes aligned to the Department of Paediatrics and Child health, University of KwaZulu Natal, perform after-hours service and be aware of the District referral systems.
- ENQUIRIES APPLICATIONS** : Dr K.L. Naidoo Tel No: (031) 360 4350
: 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. NB 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** : 26 June 2023

POST 20/296 : **DEPUTY DIRECTOR: STAKEHOLDER RELATIONS REF NO: G65/2023**
Cluster: Clinical Support Services
Re-advertising of post number: G48/2023 and applicants who previously applied for this post are welcome to re-apply as previous applications will not be considered.

SALARY : R811 560 per annum (an all-inclusive salary package)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Grade 12 Certificate, National Diploma/ Degree in Stakeholder relations, Communications, Public relations. A minimum of three (3) years' experience in Junior Management environment. Computer Literacy: Word, Excel and Power point. Valid Code 8 Driver's License. Knowledge, Skills, Training And Competencies Required: Job purpose: to ensure the provision of TB, PHC, HIV and AIDS stakeholder co-ordination services: Analyse national policy imperatives, published research results, disease profiles, health system information and best practices in the management of HIV, AIDS, STI's and TB with a view to determine departmental policy "gaps" for the fair and equitable distribution of NGO' to effectively and efficiently manage opportunistic diseases. Based on relevant disease profiles, facilitate processes for the allocation of external resources to Health Districts. Provide advice to the Chief Director for the enhancement of systems development. Ensure all partners dealing with the Directorate have duly signed Memoranda of Agreement before undertaking any service delivery intervention. Monitor and evaluate the performance of none-governmental organizations with a view to ensure absolute adherence to the requirements of signed Memoranda of Agreement.

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

ENQUIRIES : Mr AT Ndabandaba Tel No: (033) 940 2656
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 : Ms 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 (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. 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

: 30 June 2023

POST 20/297

: **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: G67/2023**
Cluster: Supply Chain Management Services

**SALARY
CENTRE
REQUIREMENTS**

: R811 560 per annum (Level 11), (an all-inclusive salary package)
: Head Office: Pietermaritzburg
: Matric Certificate (Grade 12), National Diploma /Degree in Accounting and Risk Management. At least 3 – 5 years' experience as junior level management level in a risk/internal audit environment. Unendorsed valid Code B driver's license (Code 08). Knowledge, Skills, Training and Competencies Required: Job Purpose: To manage the sub-directorate, develop, review and implement the Risk Management framework (strategy, policies and procedure). Knowledge Skills and Competencies: Extensive working knowledge of public sector and South African Constitution. Standards for the Professional Practice of Internal Auditing. General Recognised Accounting Principles and Generally Accepted Accounting Principles. MTEF budget compilation and analysis, Risk Analysis/management. Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations and Practice Notes and Batho Pele. Risk Management, Conflict management, Project Management, Information Management and Organisational. Analytical, Presentation, Computer skills, literacy e.g. MS Office suite, Relationship management, Facilitation, Language, Strategic, Planning, Operational Planning, Finance management. Have good Communication skills both written and oral, Report writing, change management and Decision Making.

DUTIES

: Manage, implement, review and improve the risk management framework. Undertake studies and analysis for identifying risks to establish the internal and external organisation context. Manage, facilitate and advice on the risk management assessment process. Manage, monitor and review the identified risk response activities. Compile risk profile (ensure that the risk register is maintained). Compile reports as required: Facilitate the institutionalization risk management: Ensure that risk management philosophy and culture is embedded in the organization. Manage and undertake capacity development (inform, guide and advise employees on risk management matters). Manage the Sub Directorate: Risk Management: Maintenance of discipline, Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transversal task teams as required. Procurement and asset management for the sub directorate. Planning and allocate work. Quality control of work delivered by employees. Functional technical advice and guidance. OR Ensure the effective, efficient and economical management of allocated resources of the Division: Manage the financial resources. Manage the human resources. Manage the allocated assets. Provide training, advice and guidance to staff. Manage EPMDS. Manage potential risks and mitigation strategies: Develop policies and strategies aimed at improving service delivery: Analyse and interpret legislation and existing frameworks in respect of services delivery imperatives. Ensure the review and development of effective policies and strategies. Develop best practices in respect of policy matters. Ensure implementation of policies and strategies. Provide advice and guidance to management regarding the interpretation and implementation of policies.

**ENQUIRIES
APPLICATIONS**

: Mr KE Mtshali Tel No: (033) 815 8302
: 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

: 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 (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. 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** : 30 June 2023
- POST 20/298** : **DEPUTY DIRECTOR: CHILD HEALTH REF NO: G68/2023**
Cluster: Maternal Child and Women's Health
- SALARY** : R811 560 per annum (Level 11), (an all-inclusive salary package)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Matric Certificate (Grade 12). An undergraduate qualification (NQF Level 7) or Diploma (NQF Level 6) in Nursing, Medicine (MBChB) Current registration with SANC or HPCSA. A minimum of 3-5 year's as an Assistant Director. Three (3) to five (5) year's experience after registration with Professional body with Maternal, Child and Woman's Health Programme. Unendorsed valid driver's license. Knowledge, Skills, Training and Competencies Required: Job Purpose: Facilitate, monitor and evaluate the development of evidence-based strategies to reduce child morbidity and mortality and improve the quality of maternal and child health through improving service delivery and developing in community an in hospital intervention strategies. Appropriate specialist procedures and protocols within field of expertise. Understanding of basic HR matters including Labour Relations. Control budget, monitoring expenditure and project management. Knowledge of Legislative prescripts governing the Public Service, Health Sector and Children. Knowledge of National and provincial strategic plans. Assessment, diagnosis Managerial Financial Management skills. Computer skills, Communication skills. Problem solving and project management.
- DUTIES** : Develop and review policies, strategic and operational plans relating the child survival at all level of care. Develop appropriate tools with the required indicators to monitor the progress in the implementation of the policy framework viz. Child mortality audit meetings, and facility monitoring and evaluation tools e.g. add register, chip, DHIS. Facilitate systems and process for the implementation of the programmes viz Emergency care of a critically ill child, WHO Guidelines on management of Severe Acute Malnutrition, Mom and Baby Friendly hospital initiatives, EPI, TH-HIV & AIDS programmes, Surveillance and Genetics services. Identify gapes and challenges in the implementation of the programmes, develop the necessary remedial actions; provide specialist knowledge were necessary and facilitate research to address the technical aspect relating to child health. Develop human resources and provide technical support to health workers in health districts and health facilities regarding child health issues. Facilitate interpectoral collaboration with all relevant stakeholders in child health including linking Level 1 child health programmes with district hospitals with aim of strengthening communication channels and referral systems.
- ENQUIRIES** : Mr DR. M Netshinombelo Tel No: (033) 395 2740
APPLICATIONS : All applications should be forwarded to: The Chief Director: Human Resource Management Services, KZN Department of Health, Private Bag X9051,

**FOR ATTENTION
NOTE**

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

: Mr. ZM Ndlovu
: 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, and 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

: 30 June 2023

POST 20/299

: **ASSISTANT MANAGER NURSING (OBSTETRICS AND GYNAECOLOGY)
REF NO: HLH16/2023**

SALARY

: R683 838 per annum. Other benefits: 13th cheque, 12% Rural Allowance, Home owners allowance (Employee must meet prescribed requirements) Medical Aid (Optional)

**CENTRE
REQUIREMENTS**

: Hlabisa Hospital
: Matric/Senior Certificate or equivalent qualifications. Degree/Diploma in General Nursing Science and Midwifery. Registration with SANC as a Professional nurse. A post basic nursing qualification in "Advanced Midwifery & Neonatal Nursing Science", with duration of at least 1 year, accredited with the SANC. Minimum of 10 years appropriate recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 6 years of the period referred to above must be appropriate recognizable experience in the specialty after obtaining the on year post basic qualification in "Advanced midwifery & Neonatal Nursing Science. At least 3 years of the period referred to above must be appropriate recognizable experience at a Management level. Proof of current registration with SANC for 2021. Only shortlisted candidates will attach /submit proof. Computer Literacy Diploma/degree in Nursing Management will be an added advantage Driver's License Cod EB (08). Only Shortlisted Candidates will attach/submit proof. Knowledge, Skills, Training & Competencies Required: Knowledge and insight into nursing processes and procedures. Knowledge and insight into nursing statuses and other relevant public service acts. Decision and problem-solving skills. Interpersonal skills and conflict management skills. Knowledge and implementation of Batho Pele principles. Good communication skills. Supervisory and analytical thinking skills. Ability to implement National core standards. Basic understanding of HR and financial policies and practices.

DUTIES

: Manage and co-ordinate the implementation of holistic, Comprehensive specialized nursing care in the Obstetrics & Gynaecology nursing Component, in conjunction with team members, within a professional and legal team Framework. Ensure the maintenance of quality care standards in the Obstetrics & Gynaecology services. Ensure adequate supervision of staff and provision of quality Patient care in an efficient and cost effective manner. Ensure effective utilization of all Infection control and prevention practices by all staff including support service and Cleaning staff Supervise implementation of health care delivery policies, procedures, Clinical guidelines and protocols, operational and strategic plans aimed at improving Service delivery Facilitate and ensure implementation of Department priorities and National core standards Monitor and evaluate the care and management of all patients and ensure the keeping

of accurate and complete patient's record. Demonstrate a concern for patient, promoting and advocating proper treatment and care Monitor and evaluate staff performance. Ensure effective data management. Coordinate clinical governance meetings relevant to the sub-component Ensure ethics and professionalism is maintained Demonstrate effective communication with staff, patients and multidisciplinary team. Exercise control over discipline grievance on all labour related issues Develop/establish and maintain constructive working relationship with nursing and other stakeholder.

ENQUIRES APPLICATIONS

: Mrs B.S.V Ndlovu Tel No: (035) 838 8610
 : The Human Resource Manager, Private Bag X5001, Hlabisa Hospital, 3937, Hand delivery applications may be submitted at Human Resource Office, Hlabisa Hospital, 60 Saunders Street, Hlabisa, 3937.

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, An updated detailed Curriculum Vitae (CV); and Z83 only shortlisted candidates will attach the documents. NB: It is the applicants' responsibility to have foreign Qualifications evaluated by South African Qualifications Authority (SAQA). Faxed or emailed applications will not be accepted. Contactable and verifiable References must be included in the C.V. The reference number of the Post must be included in the Z83. NB: Failure to comply with the above instructions may disqualify the applicants. Please note those applications will not be acknowledged. However, every Applicant will be advised of the Outcome of his or her application, in due course. [This Department is an equal opportunity, Affirmative action employer, whose aim is to promote representatively in allow occupational Categories in the Department. The Kwa-Zulu Natal is an equal opportunity, affirmative action employer it is intended to promote respectively through the filling of these posts. The candidates of person whose appointments/transfer/promotion will promote representatively will receive preference.

CLOSING DATE

: 26 June 2023

POST 20/300

: **OPERATIONAL MANAGER (PHC) REF NO: NSEL 20/2023 (X21 POSTS)**
 Re-advertisement, those who applied previously should feel free to re-apply

SALARY

: R627 474 per annum, 8% inhospitable allowance of basic salary, 13th cheque, Medical Aid subsidy (Optional), Housing Allowance (Employee must meet prescribed requirements)

CENTRE REQUIREMENTS

: Nseleni Community Health Centre (Umbonambi Clinic)
 : Grade 12/ Senior Certificate, Basic R425 qualification (i.e. Diploma /Degree in Nursing and midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care. Certificate of registration with SANC as a General Nurse, Midwifery and Primary Health Care. Current SANC receipt (2023). A minimum of 9 years appropriate/ recognizable nursing experience after registration with SANC in General Nursing, at least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in Primary Health Care. Computer literacy (Ms Word, PowerPoint, Excel etc.). NB: All shortlisted candidates will be required to submit proof of work experience signed and stamped by their employers prior to or on the date of interviews, those currently not in-service will be required to submit a certificate of service from their previous employer/s endorsed by HR. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as: Nursing Act, Health Act, OHS Act, Patient Rights Charter, Batho Pele principles, Public service regulations. Demonstrate in-depth understanding of nursing legislation, related legal and ethical nursing practices. Extensive knowledge of National and Provincial Clinical protocols to be followed as management of clients within a PHC setting. Knowledge of HR procedures in the Public Service and Service Conditions. Sound knowledge of norms and standards pertaining to quality service. Ability to lead a team, develop and revise community profile with Health risks prioritised. Leadership, supervisory, organising, decision making, problem solving, conflict management skills. Knowledge of disciplinary and grievance procedures.

DUTIES

: Facilitate provision of integrated comprehensive PHC package in the facility and implementation of quality improvement programmes to comply with NHI. Develop the clinic operational plan, monitor implementation thereof and submit progress reports. Ensure the facility attains the IDEAL CLINIC status. Ensure

implementation and monitoring of priority health programmes and ensure that the expected targets are met. Participate in clinical audits in the facility and ensure implementation of quality improvement plans supported by strong work ethics. Supervise and support the community outreach teams and ensure submission of reports. Manage effectively the utilisation and supervision of allocated resources. Co-ordination of the provision of effective training and research. Ensure Batho Pele principles, Norms and Standards and ideal Clinic priorities are implemented. Maintain professional growth/ ethical standards and self-development. Ensure staff development and monitor staff performance according to EPMDS. Analyse and interpret stats weekly and monthly and facilitate implementation of remedial action. Compile monthly stats and other reports. Advocate for resources at management level and have input into the budget for the clinic. Co-ordinate special projects and health promotion projects in line with the health calendar. Establish and maintain constructive working relation with staff and other stakeholders, maintain inter-sectoral collaboration with other government sectors and provide support to OSS activities. Exercise control over discipline, grievances and other labour issues. Strengthen Nursing ethics and professionalism amongst staff at the clinic. Strengthen Nursing ethics and professionalism amongst staff at the clinic. Evaluate and monitor compliance with clinical protocols, norms and standards at the clinic.

**ENQUIRIES
APPLICATIONS**

: Mr JM Sikhakhane Tel No: (035) 795 1027/ (035) 795 1468
 : All applications should be forwarded to: The Assistant Director: HRM Nseleni Community Health Centre, Private Bag X1031, Richards Bay, 3900 or Hand delivered to: 645 Ubhejane Road, Nseleni Township between (7H30-16H00)

**FOR ATTENTION
NOTE**

: The Assistant Director: HRM
 : Directions to candidates: The following documents must be submitted: Applications for employment form (the new amended Z.83 form must be used) which is obtainable from any government Department or from website – www.kznhealth.gov.za Applications must be submitted on the prescribed application for employment fully completed (Z83) form and accompanied by a detailed Curriculum Vitae (CV) Only, stating applicants training, qualifications, competencies, knowledge and experience. Documents as per minimum requirements of the post will be requested from shortlisted candidates Only on/before the date of interviews. The Reference Number must be indicated in column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance vetting) criminal clearance, credit records, citizenship) verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of foreign qualifications will be requested when shortlisted to submit a verification certificate from the South African Qualifications Authority (SAQA). Non-RSA Citizens/Permanent residents/ work permit holders must have documentary proof and submit it when shortlisted. Due to large number of applications anticipated receipt of applications will not be acknowledged. However correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to candidates that are invited for interviews. NB: People with disabilities are encouraged to apply.

CLOSING DATE

: 30 June 2023

POST 20/301

: **OPERATIONAL MANAGER – MATIWANESKOP CLINIC REF NO: LRH 37/2023 (X1 POST)**

SALARY

: R627 474 – R703 752 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 one year post basic qualification in Clinical Nursing Science ,Health Assessment, Treatment and care Registration certificates with SANC IN General Nursing and Midwifery and in Clinical Nursing Science, Health Assessment Treatment and Care. Current registration with SANC (2023). A

minimum of 9 years appropriate recognizable experience in nursing after registration as professional nurse with SANC in General Nursing, At least 5 years of the period mentioned above must be appropriate recognizable experience in Primary Health Care after obtaining (1) one year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. A Valid Driver's license. Certificate service endorsed by human resource department NB: only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR Recommendation: Degree / Diploma in Nursing Administration. Knowledge, Skills, Training, And Competencies: Good verbal and written communication and report writing skills. Leadership, organizational, decision making and problem solving skills. Knowledge of legal framework and prescripts within the Department of Health. Conflict management and negotiation skills. Knowledge of code of conduct and Labour Relations procedures / processes. Knowledge of Batho Pele principles and Patients' Rights Charter.

DUTIES

: Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution. Assist in planning, organizing and monitoring of objectives of the units and departments. Demonstrate understanding of Human Resource and Financial Management and practices and procedures. Supervise staff under your control. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho-Pele). Able to plan and organize own work and that of support personnel to ensure proper nursing care. Manage all resources within units effectively and efficiently to ensure optimal service delivery. Carry out PMDS evaluation of staff, formulate training programmes and participate in the training and development of staff. Ensure that all equipment in the nursing department is adequate, checked and is in working order. Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Oversee the functioning of units / wards and report to nursing management.

ENQUIRIES

: Mrs. N.G. Nkehli 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

: 30 June 2023

POST 20/302 : **OPERATIONAL MANAGER – OUTER WEST MOBILE CLINIC REF NO: LRH 38/2023 (X1 POST)**

SALARY : R627 474 – R703 752 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 one year post basic qualification in Clinical Nursing Science ,Health Assessment, Treatment and care Registration certificates with SANC IN General Nursing and Midwifery and in Clinical Nursing Science, Health Assessment Treatment and Care. Current registration with SANC (2023). A minimum of 9 years appropriate recognizable experience in nursing after registration as professional nurse with SANC in General Nursing, At least 5 years of the period mentioned above must be appropriate recognizable experience in Primary Health Care after obtaining (1) one year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. A Valid Driver's license. Certificate of service endorsed by human resource department: only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from HR. Recommendation: Degree/Diploma in Nursing Administration. Knowledge, Skills, Training, And Competencies: Good verbal and written communication and report writing skills. Leadership, organizational, decision making and problem solving skills. Knowledge of legal framework and prescripts within the Department of Health. Conflict management and negotiation skills. Knowledge of code of conduct and Labour Relations procedures / processes. Knowledge of Batho Pele principles and Patients' Rights Charter.

DUTIES : Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution. Assist in planning, organizing and monitoring of objectives of the units and departments. Demonstrate understanding of Human Resource and Financial Management and practices and procedures. Supervise staff under your control. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho-Pele). Able to plan and organize own work and that of support personnel to ensure proper nursing care. Manage all resources within units effectively and efficiently to ensure optimal service delivery. Carry out PMDS evaluation of staff, formulate training programmes and participate in the training and development of staff. Ensure that all equipment in the nursing department is adequate, checked and is in working order. Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Oversee the functioning of units / wards and report to nursing management.

ENQUIRIES APPLICATIONS : Mrs. N.G. Nkehli 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

:

30 June 2023

POST 20/303

:

OPERATIONAL MANAGER SPECIALTY REF NO: MBO 25/2023 (X1 POST)
Component: Theatre and CSSD

SALARY

:

R627 474 – R703 752 per annum. Other benefits: 13th Cheque, 8% Rural Allowance, Home Owners Allowance (employee must meet prescribed Requirements), Medical Aid (Optional)

CENTRE

:

Mbongolwane District Hospital

REQUIREMENTS

:

Senior certificate/Matric/Grade 12. 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. Only shortlisted candidates will be required to submit proof of current registration with SANC (2023). 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 Specialty. 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 the 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

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Applications should be forwarded to: Human Resource Manager, Private Bag X126, Kwa-Pett, 3820 or Hand delivered to: Mbongolwane Hospital

NOTE

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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** : 26 June 2023
- POST 20/304** : **OPERATIONAL MANAGER NURSING (PHC) NIGHT DUTY REF NO: EDU 14/2023**
Component: Nursing-Night Duty
- SALARY** : R627 474 - R703 752 per annum. Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13th Cheque and 12% rural allowance.
- CENTRE** : Edumbe Community Health Centre
- REQUIREMENTS** : Degree / Diploma in General Nursing and Midwifery, One year post basic qualification in Primary Health Care, Current registration with SANC as Professional Nurse and Midwifery, A minimum of (9) nine years recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing and Midwifery, of which seven (7) years must be recognizable experience after obtaining one(1) year post basic qualification in Primary Health Care, Certificate of service from current and previous employers stamped and signed by the Human Resource Department. Knowledge, Skills, Training & Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. 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. Computer skills in basic programmes.
- DUTIES** : Provide effective management and professional leadership ensuring that ward unit are organized and covered with Professional staff. To provide quality patient care. Provide effective supervision of wards ensuring implementation of nursing standard, policies and procedures. Provision of educational services. Provision of clinical services. Manage and direct efficient utilization of resources to enhance service delivery. Exercise control of discipline, grievance and any other Labour related issues in terms of laid down procedures. Maintain client satisfaction through monitoring and setting of service standards. Implement and monitor National Core Standards. Implement EPMDS. Advocate for patients in facilitating proper treatment care, and adherence to Patient Rights Charter and Batho Pele Principles. Usage of equipment and machinery. Ensure to keep accurate records. Compile unit statistics monthly. Plan and organise nursing components. Financial planning and indirect control of expenditure. Provision of administrative services.
- ENQUIRIES** : Ms BTN Kunene Tel No: (034) 995 8500/28, EXT 8567
- APPLICATIONS** : All applications should be forwarded to: Assistant Director: HRM, Edumbe Community Health Centre, Private Bag X322, Paulpietersburg, 3180 or be hand delivered at 463 eDumbe Main Street Location, Paulpietersburg, 3180, HR office No: 46
- 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 (Form Z83), which is obtainable at any Government Department OR from the website (www.kznhealth.gov.za) issued by Minister of DPSA in line with regulation 10 of the Public Service Regulations 2016. Applicant must utilize the most recent Z83 form. The Z83 must be fully completed: Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV) and Please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of the interview. The reference number must be indicated in the column provided on

the Z83 e.g. Ref EDU 23/2013. The post applied for must also be indicated clearly in the relevant section on the application form. People with disability should feel free to apply. Please note that due to large number of applications received, applications will not be acknowledged however only the shortlisted applicants will be advised with the outcome. Please note that no S&T will be paid to candidates that are invited for interviews. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) of the following: Security Clearance (Vetting), Criminal clearance, credit records, citizenship), and verification of Educational Qualifications by SAQA (Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representation in all occupational categories in the department). The post will be filled in terms of the Employment Equity Target. 30 June 2023

CLOSING DATE

:

POST 20/305

:

OPERATIONAL MANAGER SPECIALTY (PEADS) REF NO: EMS/22/2023

SALARY

:

Grade 1: R627 474 – R703 752 per annum. Other benefits: Medical Aid (Optional) 13th Cheque, Plus 8% rural allowance, Housing allowance (employee must meet prescribed requirements)

CENTRE

:

Emmaus Hospital

REQUIREMENTS

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Senior Certificate (Grade 12). Degree/ Diploma in General Nursing and Midwifery, A Minimum of 9 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC. A minimum of 5 years with diploma of child nursing science (specialty) appropriate / recognizable nursing experience after registration with SANC. NB: certificate of service from previous employers is compulsory when shortlisted. Please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management (only when shortlisted) Knowledge & Skills leadership, management, planning, organizing and co-ordination skill. knowledge of relevant acts, prescripts, policies and procedures governing health care service delivery. Sound knowledge of nursing care delivery approaches and scope of practice in the areas under their control. Sound knowledge of priority programs clinical guidelines, protocols, policies, and procedure and best practices in nursing care service delivery. good communication, interpersonal, negotiation, decision-making, problem solving, conflict management, counselling, teaching, mentorship and supervisory skill. Knowledge of code conduct, labour relations and related policies.

DUTIES

:

Ensure adherence to prescribed nursing policies and procedure. Co-ordinate all service within the hospital. Ensure that all quality and infection control initiative are adhered to i.e. OHSC/ ideal hospital. Manage compliance and PSI within the hospital. participate in ethical decision making within the multidisciplinary team. utilises a family centred approach in providing paediatric/ child nursing. Effective implementation of EPOC. Ensure implementation of all child health initiatives e.g CHIPP/SAM MDT. Ensure implementation of EPMDS and proper management of EPMDS.

ENQUIRES

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Ms. T.N Maphumulo Tel No: (036) 488 1570, EXT 8315

APPLICATIONS

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Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340, Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.

FOR ATTENTION

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Human Resource Manager

NOTE

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

CLOSING DATE

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30 June 2023 at 16:00

POST 20/306 : **CHIEF DIAGNOSTIC RADIOGRAPHER REF NO: HLH17/2023**

SALARY : R520 785 per annum, plus: Medical aid (optional) 13th cheque, Housing Allowance (Employee must meet prescribed requirements), 17% Rural allowance

CENTRE REQUIREMENTS : Hlabisa Hospital
: Matric Certificate. Diploma or Degree in Diagnostic Radiography. Current Registration with HPCSA as Diagnostic Radiographer. Registration certificate with the HPCSA as Diagnostic Radiographer. Minimum of 3-5 years relevant experience after registration with HPCSA As a diagnostic radiographer. Knowledge, Skills, Training & Competencies Required: Sound knowledge of Radiation control and safety measure. Sound knowledge of Diagnostic Radiography procedures and equipment. Knowledge of relevant Health and Safety Acts. Ability to communicate effectively and problem solving skills. Good interpersonal relations and ability to perform well within a team Ability to perform basic quality assurance tests. Sound knowledge of Public Serve Human Resource policies and procedures including EPMDs. Ability to supervise junior staff, support staff and student radiographers.

DUTIES : To provide a high quality diagnostic Radiography service, to promote good health Practices and ensure optimal care of the patient, to execute all criminal procedures competently to prevent complications, To provide a 24 hours radiographic service including weekends and Public holidays, to comply with safety radiation protection standard, to comply with and promote Batho-Pele principles in execution of all duties for effective service delivery, To participate in Departmental policies and procedure development, To participate in monthly departmental Meetings and other activities and when called upon, to participate and carry out EPMDs on Members of staff allocated under your supervision be actively involved in in-service training, Student training, Peer Review and CPD activities and supervision of support staff, Perform their Duties as per delegated by radiography management, to comply with and promote Batho-pele Principles in execution of all duties for effective service delivery, to insect and utilize equipment Professionally and thus ensure compliances with safety regulations, to participate in quality Assurance and quality improvement projects including the implementation of the National Core Standards.

ENQUIRES APPLICATIONS : Dr. M.K Tshipuk Tel No: (035) 838 8631
: The Human Resource Manager, Private Bag X5001, Hlabisa Hospital, 3937 Hand delivery applications may be submitted at Human Resource Office Hlabisa Hospital 60 Saunders Street, Hlabisa, 3937.

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, An updated detailed Curriculum Vitae (CV); and Z83 only shortlisted candidates will attach the documents. NB: It is the applicants' responsibility to have foreign Qualifications evaluated by South African Qualifications Authority (SAQA) Faxed or emailed applications will not be accepted. Contactable and verifiable References must be included in the C.V. The reference number of the Post must be included in the Z83.NB: Failure to comply with the above instructions may disqualify the applicants. Please note those applications will not be acknowledged. However, every Applicant will be advised of the Outcome of his or her application, in due course. [This Department Is an equal opportunity, Affirmative action employer, whose aim is to promote representatively in Allow occupational Categories in the Department. The Kwa-Zulu Natal is an equal opportunity, affirmative action employer it is intended to promote respectively through the filling of these posts. The candidates of person whose appointments/transfer/promotion will promote representatively will receive preference.

CLOSING DATE : 26 June 2023

POST 20/307 : **CHIEF OCCUPATIONAL THERAPIST REF NO: FNH 06/2023 (X1 POST)**

SALARY : R520 785 per annum. Other Benefits: 13th cheque, Medical Aid (optional), Housing Allowance (Employee must meet prescribed requirements)

CENTRE REQUIREMENTS : Fort Napier Hospital
: Senior Certificate or equivalent qualification Plus Degree/Bachelor of Occupational Therapy. Annual Registration with the Health Professional Council of South Africa (HPCSA). Current HPCSA receipt. A minimum of three years operational experience in Occupational Therapy post. Valid Driver's

license. Confirmation of current and previous experience (Certificate of service) stating the relevant experience endorsed and stamped by HR will be requested only to the shortlisted candidates. Knowledge, Skills, Training and Competencies Required: Good communication, leadership, interpersonal skills, conflict management and knowledge of labour relations and disciplinary process/procedures. Knowledge of Human Resource and financial management skills. Knowledge of the current Health and Public Service Legislation, Regulations and Polices. Knowledge of competency in high quality diagnostic and therapeutic Occupational Therapy service. Sound knowledge of the application of clinical Occupational Therapy theory, practices and ethics. Ability to function under pressure and provide psychosocial rehabilitation services to Mental Health Care Users. Computer literacy.

DUTIES

: Management of vocational rehabilitation areas which includes staff and MHCU supervision. Ensuring effective reintegration of the MHU's into the community and active involvement in the clinical team and clinical team meeting Management of financial resources within the department which includes planning for stock taken. Effectively manage the functionality and operations of all occupational therapists and support staff in the department. Effectively manage the functions and operations within the OT component and complete administrative duties within the department. Co-ordinate early assessment and placements of appropriate MHU's immediately after referral. Assessment and treatment of activities of a daily living for MHCU's in the vocational areas and wards. Plan and involve staff who will need to implement/support these plans. Attend all clinical team meetings, be actively involved in these and the efforts to establish functional clinical team. Actively engages in the planning and implementation of psychosocial-rehabilitation and relevant events. Assist OT Manager in coordination of monthly stock take in the department. Supervision and conduct performance reviews for sub-ordinates i.e. PMDS. Co-ordinate relevant reports. Assist with co-ordination of in-service training of OT staff and placement of undergraduate OT student. Assist with risk management of the component. Assist with the drawing up of work ideas and team cohesion for the OT clinical team.

**ENQUIRIES
APPLICATIONS**

: Dr. AL Mbhele Medical Manager Tel No: (033) 260 4357
 : All applications should be forwarded to: Hand delivery: The HR Manager, Fort Napier Hospital, 1 Devonshire Road, Napierville, Pietermaritzburg, 3201 Or Posted The Human Resource Manager, Fort Napier Hospital, PO Box 370, Pietermaritzburg, 3201.

NOTE

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

CLOSING DATE

: 26 June 2023

POST 20/308 : **CLINICAL PROGRAMME CO-ORDINATOR (QUALITY ASSURANCE MANAGEMENT) REF NO: HLH 20/2023**

SALARY : R507 540 per annum, plus medical aid (optional) 13th cheque, Housing Allowance (Employee must meet prescribed requirements), 12% Rural allowance

CENTRE REQUIREMENTS : Hlabisa Hospital
: National Senior Certificate / Equivalent. Diploma/ Degree in General Nursing and Midwifery. Registration with the SANC as a professional Nurse and Midwife. A minimum of 7 years appropriate or recognizable experience in nursing after registration As a Professional Nurse with the SANC in General Nursing. Experience in quality assurance and accreditation. Driver's license. Knowledge, Skills, Training & Competencies Required: In depth knowledge of nursing legislation, Occupational Health and safety Act. Knowledge of Quality management guidelines and protocols. Ability to formulate patient care related policies. Skills in team building, relationship and conflict management. Ability to coach, mentor, and facilitate. Analytical thinking. Good communication and leadership skills. Ability to conduct multidisciplinary meetings.

DUTIES : Promote a quality assurance culture within the institution. Ensure that patient and staff Satisfaction is mentored and action plans are developed to address identified shortcomings. Ensure availability, mentoring and evaluation of equality assurance and improvement plan Supporting hospital strategy. Conduct waiting times 7PEC surveys. Mentor and evaluate Compliance to Regulated Norms & Standards, Ideal Clinic and Hospital Realization. Ensure review of existing policies, standards and clinical guidelines, facilitate formulation of new policies, Standards and clinical guidelines and develop capacity within the facility. Ensure a safe treatment and work environment, facilitate and develop competencies regarding risk management, Prevention of injury n duties, multidisciplinary clinical audits, negative incident & complaint Management. Mentor and keep record of all identified service delivery shortcomings, facilitate the Development of action plans, ensure the skills development plan/ training initiatives address the Identified shortcomings and ensure co-ordination and availability of in-service training Programme Of all staff. Participate actively in researching the concept of Quality, benchmarking with District, Provincial and National Quality Leaders. Co-ordinate the development of appropriate intervention Programs which support the attainment of quality compassionate patient care. Conduct meeting on Quality improvement strategies. Prepare and submit monthly progress reports to the district Quality Manager. Provide ongoing feedback to management in order to ensure that the process of quality Assurance is on track and that policies are being implemented.

ENQUIRES APPLICATIONS : Mr. S.P.N Mkhwanazi Tel No: (035) 838 8611
: The Human Resource Manager, Private Bag X5001, Hlabisa Hospital, 3937 Hand delivery applications may be submitted at Human Resource Office Hlabisa Hospital 60 Saunders Street, Hlabisa, 3937.

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, An updated detailed Curriculum Vitae (CV); and Z83 only shortlisted candidates will attach the documents. NB: It is the applicants' responsibility to have foreign Qualifications evaluated by South African Qualifications Authority (SAQA) Faxed or emailed applications will not be accepted. Contactable and verifiable References must be included in the C.V. The reference number of the Post must be included in the Z83.NB: Failure to comply with the above instructions may disqualify the applicants. Please note those applications will not be acknowledged. However, every Applicant will be advised of the Outcome of his or her application, in due course. [This Department Is an equal opportunity, Affirmative action employer, whose aim is to promote representatively in Allow occupational Categories in the Department. The Kwa-Zulu Natal is an equal opportunity, affirmative action employer it is intended to promote respectively through the filling of these posts. The candidates of person whose appointments/transfer/promotion will promote representatively will receive preference.

CLOSING DATE : 26 June 2023

<u>POST 20/309</u>	:	<u>MEDICAL OFFICER GR 1,2, REF NO: GS 49/23 (X1 POST)</u> Component: Emergency Department
<u>SALARY</u>	:	Grade 1: R453 440 per annum Grade 2: R517 920 per annum Grade 3: R599 040 per annum (Sessional post – 20 hours per week
<u>CENTRE REQUIREMENTS</u>	:	Grey's Hospital- Pietermaritzburg Grade 1: Experience: Not Applicable Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: 5 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 6 years relevant experience after registration as Medical Practitioner with recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. Grade 3 Experience: 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not requires performing community service as required in South Senior Certificate (Grade 12) or equivalent MBCHB Degree Plus Registration with the Health Professions Council of South Africa as a Medical Practitioner (Only shortlisted candidates will be required to submit proof of all documents). Recommendations: ACLS, ATLS, PALS Dip. PEC Knowledge, Skills and Experience: Sound clinical and patient management skills; Possess High clinical acumen and resuscitation skills fitting for a Tertiary Hospital ED Ability to diagnose and manage all emergencies (Adult and Paediatric) in all disciplines; Knowledge and skills in emergency care, trauma, including emergency diagnostic and therapeutic procedures; Disaster, outbreak and risk management; Triaging and patient scheduling; Information management; ICD10 coding; death notification and certifications; RAF; WCA; J88; Quality assurance programs; Ability to work under stress and maintain a good working relationship at all times with all stakeholders, including public/private sector; Good time management skills, meeting tight deadlines, punctuality; Excellent communication skills (verbal and written); Knowledge of current health and public service legislation, regulations and policy, and medical ethics.
<u>DUTIES</u>	:	Clinical responsibility in Emergency Medicine and competence to run the ED floor. Processing of medical reports (including J88 forms, WCA, RAF, etc.) Management reports, e.g. statistics of patients managed, classification of cases, etc. Managing complaints effectively Compulsory attendance and participating in audits, M&M meetings, etc. Adhering to existing policies and procedures Participate actively in disaster management Participation in ED duties as rostered. Work as part of a team within the Pietermaritzburg Metropolitan Complex Hospitals.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr P Ramraj Tel No: (033) 897 3172/ 0826504864 Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200
<u>FOR ATTENTION NOTE</u>	:	Mrs M. Chandulal 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. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za . Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. Applicants are required to complete and sign Z83, and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. The Employment Equity Target for this post is: African Male, African Female or Coloured Male.

- CLOSING DATE** : 26 June 2023
- POST 20/310** : **ULTRASONOGRAPHER REF NO: HLH18/2023 (X1 POST)**
- SALARY** : Grade 1: R444 741 per annum, (all-inclusive package)
Grade 2: R520 785 per annum, (all-inclusive package)
Grade 3: R612 642 per annum, (all-inclusive package)
- CENTRE** : Hlabisa Hospital
- REQUIREMENTS** : National Senior Certificate, National Diploma / Degree in Radiography (Ultrasound) Registration certificate with HPCSA as independent Practitioner, Completion of Community service, Current HPCSA Registration 2023. No attachments on applicants, only Z83 and CV applicants will submit documents only when shortlisted. **Grade 1:** No experience required after registration with HPCSA in respect of RSA qualified employees who performed community service, as a required in South Africa, One (1) year relevant experience after registration with the Health Professional Council of South Africa in the Relevant profession (where applicable) 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 Ten (10) years relevant after registering with HPCSA in, the relevant profession employees who performed community service, as a required in South Africa, minimum of 11 year relevant experience after registration with the Health Professional Council of South Africa in the Relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform community service, as required In South Africa. **Grade 3:** minimum of Twenty (20) years relevant after registering with HPCSA in, the relevant profession employees who performed community service, as a required in South Africa, minimum of 21 year relevant experience after registration with the Health Professional Council of South Africa in the Relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform community service, as required In South Africa. NB: Certificate of Service from Previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates.
- DUTIES** : Provide high quality Ultrasound Service; Take a supervisory role in all aspects of the imaging department as delegated. Participation in shift and standby duties including nights, weekends and public holidays where necessary. Perform general administrative duties as required where necessary and appropriate. Provide guidance and supervision to junior staff and radiography/sonography students. Play an active role in the implementation of quality assurance and quality improvements programmes Give factual to patients, execute all clinical procedures competently to complications Inspects and use equipment to ensure Safety standard ,Compile reports and statistics, Provide an education on patient's conditions whilst upholding patients' rights Participate in Quality Assurance Programme, Participate in EPMDS, Promote Batho Pele Principle in the execution of duties for effective service delivery, Assist with ultrasound patient bookings, Provide training, guidance and supervision to junior staff, perform other duties as per delegation by radiography managements. Be actively involved in-serve training, peer review and CPD activities. Perform an emergency Ultrasound services when and as required.
- ENQUIRES** : Dr. M.K Tshipuk Tel No: (035) 838 8631
- APPLICATIONS** : The Human Resource Manager, Private Bag X5001, Hlabisa Hospital, 3937 Hand delivery applications may be submitted at Human Resource Office Hlabisa Hospital 60 Saunders Street, Hlabisa, 3937.
- 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, An updated detailed Curriculum Vitae (CV); and Z83 only shortlisted candidates will attach the documents. NB: It is the applicants' responsibility to have foreign Qualifications evaluated by South African Qualifications Authority (SAQA) Faxed or emailed applications will not be accepted. Contactable and verifiable References must be included in the C.V. The reference number of the Post must be included in the Z83.NB: Failure to comply with the above instructions may disqualify the applicants. Please note those applications will not be acknowledged. However, every Applicant will be advised of the Outcome of his or her application, in due course. [This Department Is an equal opportunity, Affirmative action employer, whose aim is

to promote representatively in Allow occupational Categories in the Department. The Kwa-Zulu Natal is an equal opportunity, affirmative action employer it is intended to promote respectively through the filling of these posts. The candidates of person whose appointments/transfer/promotion will promote representatively will receive preference.

- CLOSING DATE** : 26 June 2023
- POST 20/311** : **CLINICAL NURSE PRACTITIONER (HAST) REF NO: NMH/CNP/HAST/2023 (X3 POSTS)**
- SALARY** : Grade 1: R431 265 – R497 193 per annum, Rural allowance 8%
Grade 2: R528 696 – R645 720 per annum, Rural allowance 8%
Other Benefits: 13th Cheque/ Service Bonus Medical Aid: Optional Homeowners Allowance: Employee must meet prescribed requirements.
- CENTRE** : Niemeyer Memorial Hospital (Gateway Clinic)
- REQUIREMENTS** : **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC on general nursing. Plus 01 year post basic certificate **Grade 2:** Experience minimum of 14 years appropriate /recognizable experience in nursing after registration as professional nurse with SANC on general nursing of which at least 10 years must be appropriate /recognizable experience after obtaining the post basic qualification in primary health care. Standard 10 or Grade 12. Degree/Diploma in General Nursing, midwifery Community Health Nursing Science and Diploma in Health Assessment, Care and Treatment Plus 4years appropriate recognizable as general nurse. Registration with SANC as General Nurse and Primary Health Care Nurse. Current SANC receipt (2023). Previous and current work experience /certificate of Service endorsed by your Human resource department. Knowledge, Skills, Training and Competencies Require Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programme nursing care processes and procedures nursing statutes and other related legal framework Knowledge and understanding of human right charter, Batho Pele principle and labour relations act. Knowledge Nursing act, health act occupational health and safety act, mental health act. Communication skills.
- DUTIES** : Provision of quality comprehensive PHC Package of service in line with NHI initiatives. Health Promotion, Disease prevention, curative and rehabilitation services. Provision of administration services Participate in the clinic arrangement and sustainability in the implementation Integrated Clinical Service management (ICSM). Provide support to CSO in the implementation of Health Patient Appointment System and pre-retrieval of patient files (HPRS). Provide quality and complete patient information in the Health Patient records. Manage patients according to standard treatment guidelines and EML. Perform all activities within HAST programme implement provider counseling and testing and Universal testing and treat as per guideline. Implement and achieve individual targets linked to 95-95-95 strategy increase positive case finding through implementation of Index Testing and linkage to care. Work integrative with Ward Based Outreach teams towards achieving recession in care. Participate in the Maternal, Child Women's health programme to achieve targets linked to the programme indicators. Participate in the achievement of maternal and child health programme indicators. Perform cervical cancer screening as per cervical cancer screening policy. Participate in the implementation of Youth Friendly Services. Stakeholder participation in the Operation Sukuma Sakhe and present health challenges for outputs for the facility catchment area. Participate in the community outreach services, campaigns and Izimbizo. Participate in the implementation of non-pharmaceutical intervention for epidemic response. Implement covid-19 resgeuce plan within PHC programme. Provision of administrative services ensures proper, cost effective use of material resources. Identify needs of financial planning and indirect control of expenditure. Provide Clinical teaching and continuous training to other staff categories during in-service training programme. Participate in quality, monitoring and evaluation of PHC programme. Conduct clinical audits for priority programme, Analyze and develop quality improvement plans. Participate in the Quality programme that

provide quality of care: Patient complaints, Safety incidence and Patient Experience of care and Waiting times. Participating in the production of facility quality data, ensuring complete patient record, correct entries of data elements in the tick register and other relevant registers, compiling of daily, weekly and monthly statistics. Timeous submission of complete, reliable statistic. Act on the Generated line list reports from Tier.net and action them.

**ENQUIRIES
APPLICATIONS**

: Mrs. GN Nkosi Tel No: (034) 331 3011

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

NOTE

: Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/PHC2/2023) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). NB: Equity Target 1st Male African 2nd Male Indian 3rd Female Indian

CLOSING DATE

: 30 June 2023

POST 20/312

: **CLINICAL NURSE PRACTITIONER REF NO: NMH/CNP/MOBILE/2023 (X1 POST)**

SALARY

: Grade 1: R431 265 – R497 193 per annum, Rural allowance 8%
Grade 2: R528 696 – R645 720 per annum, Rural allowance 8%
Other Benefits: 13th Cheque/ Service Bonus Medical Aid: Optional Homeowners Allowance: Employee must meet prescribed requirements.

**CENTRE
REQUIREMENTS**

: Niemeyer Memorial Hospital (Mobile Clinic)
: **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC on general nursing. Plus 01 year post basic certificate **Grade 2:** Experience minimum of 14 years appropriate /recognizable experience in nursing after registration as professional nurse with SANC on general nursing of which at least 10 years must be appropriate /recognizable experience after obtaining the post basic qualification in primary health care. Standard 10 or Grade 12. Degree/Diploma in General Nursing, midwifery Community Health Nursing Science and Diploma in Health Assessment, Care and Treatment Plus 4years appropriate recognizable as general nurse. Registration with SANC as General Nurse and Primary Health Care Nurse. Current SANC receipt (2023). Previous and current work experience /certificate of Service endorsed by your Human resource department. Knowledge, Skills, Training and Competencies Require Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programme nursing care processes and procedures nursing statutes and other related legal framework Knowledge and understanding of human right charter, Batho Pele principle and labour relations act. Knowledge Nursing act, health act occupational health and safety act, mental health act. Communication skills.

DUTIES

: Provision of quality comprehensive PHC Package of service in line with NHI initiatives. Health Promotion, Disease prevention, curative and rehabilitation services. Provision of administration services Participate in the clinic arrangement and sustainability in the implementation Integrated Clinical Service management (ICSM). Provide support to CSO in the implementation of Health Patient Appointment System and pre-retrieval of patient files (HPRS). Provide quality and complete patient information in the Health Patient records. Manage patients according to standard treatment guidelines and EML. Perform all activities within HAST programme implement provider counseling and testing and Universal testing and treat as per guideline. Implement and achieve individual targets linked to 95-95-95 strategy increase positive case finding through implementation of Index Testing and linkage to care. Work integrative with Ward Based Outreach teams towards achieving recession in care. Participate in the Maternal, Child Women's health programme to achieve targets linked to the programme indicators. Participate in the achievement of maternal and child health programme indicators. Perform cervical cancer screening as per cervical cancer screening policy. Participate in the implementation of Youth Friendly Services. Stakeholder participation in the Operation Sukuma Sakhe and present health challenges for outputs for the facility catchment area. Participate in the community outreach services, campaigns and Izimbizo. Participate in the implementation of non-pharmaceutical intervention for epidemic response. Implement covid-19 resgeuce plan within PHC programme. Provision of administrative services ensures proper, cost effective use of material resources. Identify needs of financial planning and indirect control of expenditure. Provide Clinical teaching and continuous training to other staff categories during in-service training programme. Participate in quality, monitoring and evaluation of PHC programme. Conduct clinical audits for priority programme, Analyze and develop quality improvement plans. Participate in the Quality programme that provide quality of care: Patient complaints, Safety incidence and Patient Experience of care and Waiting times. Participating in the production of facility quality data, ensuring complete patient record, correct entries of data elements in the tick register and other relevant registers, compiling of daily, weekly and monthly statistics. Timeous submission of complete, reliable statistic. Act on the Generated line list reports from Tier.net and action them.

ENQUIRIES

: Mrs. GN Nkosi Tel No: 034 331 3011

APPLICATIONS

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

NOTE

: Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/PHC2/2023) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview.(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). NB: Equity Target 1st Male African 2nd Male Indian 3rd Female Indian.

CLOSING DATE

: 30 June 2023

POST 20/313 : **CLINICAL NURSE PRACTITIONER GRADE 1&2 – DRIEFONTEIN MOBILE
2 CLINIC REF NO: LRH 39/2023 (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. Certificate of service endorsed by human resource department. 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 skill. 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 skill.

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 visit. Coordinate 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: (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	
<u>CLOSING DATE</u>	:	30 June 2023	
<u>POST 20/314</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1&2 – ACACCIAVILLE CLINIC REF NO: LRH 40/2023 (X1 POST)</u>	
<u>SALARY</u>	:	Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum Other Benefits 13 TH Cheque, Housing Allowance (employees must meet the Prescribed requirements), (Medical Aid Optional), 8% Inhospitable rural allowance.	
<u>CENTRE REQUIREMENTS</u>	:	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. certificate of service endorsed by human resource department. NB: only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. 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.	
<u>DUTIES</u>	:	Ensure the provision 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.	
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. N Nkehli, Tel No: (036) 637 2111 All applications should be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag x 9928, Ladysmith, 3370.	
<u>FOR ATTENTION NOTE</u>	:	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** : 30 June 2023
- POST 20/315** : **PROFESSIONAL NURSE SPECIALTY (ORTHOPAEDIC) REF NO: HLH21/2023**
Re -Advertisement
- SALARY** : Grade 1: R431 265 per annum, (all -inclusive package)
Grade 2: R528 696 per annum, (all –inclusive package)
- CENTRE** : Hlabisa Hospital
- REQUIREMENTS** : National Senior certificate (Grade 12) or equivalent qualification An Appropriate National Diploma / Degree in Nursing, Minimum of 4 years as Professional Nurse, One (1) year Post basic qualification in Orthopedic Nursing Science, **Grade 1:** A minimum of Four (4) years Appropriate Recognizable working experience in nursing after registration as Professional Nurse with SANC in General Nursing. Plus (1) one year Post Basic qualification in Orthopedic Nursing Science. **Grade 2:** A minimum of fourteen (14) years appropriate / Recognizable working Experience in nursing after registration as Professional Nurse with SANC in General Nursing. At Least Ten (10) years of the period referred above must be appropriate / Recognizable working Experience in the specialty after obtaining the (01) one year Post Basic qualification in Orthopedic Nursing Science. Only shortlisted candidates will attach /submit proof Knowledge, Skills, Training & Competencies Required: Knowledge of Nursing Care, Process and Procedures, Nursing statutes and other relevant Legal frameworks, such As Nursing Acts , Patient Right Charter, Batho Pele Principles , Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving, Co –ordination, Liaisons and interpersonal Skills within the limits of the Public Sector. Personnel Attitudes, Responsiveness, Professionalism, Supportive, assertive and must be a team player.
- DUTIES** : Demonstrate an in depth understanding of Provide a therapeutic environment for staff, patients and public. Manage utilization of all resources efficiently and effectively. Maintain competence in the execution of her/ his duties, while managing High standards of performance including for others. Assist in the coordination and implementation of the National Core Standard in A&E and in the whole institution for better quality patient care. Manage the unit in the absence of the Supervisor, Ensure adherence to principle of IPC practices in the unit. Assist with the allocation/ change list, day and night duty rosters and inputs for leave. Assist in orientation, and monitoring of all Nursing staff. To complete patient related data and partake in research. Demonstrate effective communication with patients and families with the multi- disciplinary team and other Department within the Hospital. Ensure accurate record keeping for static purposes. Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the health facility.
- ENQUIRES APPLICATIONS** : Mrs B.S.V Ndlovu Tel No: (035) 838 8610
The Human Resource Manager, Private Bag X5001, Hlabisa Hospital, 3937 Hand delivery applications may be submitted at Human Resource Office Hlabisa Hospital 60 Saunders Street, Hlabisa, 3937.
- 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, An updated detailed Curriculum Vitae (CV); and Z83 only shortlisted candidates will attach the documents. NB: It is the applicants' responsibility to have foreign Qualifications evaluated by South African Qualifications Authority (SAQA) Faxed or emailed applications will not be accepted. Contactable and verifiable References must be included in the C.V. The reference number of the Post must be included in the Z83.NB: Failure to comply with the above instructions may disqualify the applicants. Please note those applications will not be acknowledged. However, every Applicant will be advised of the Outcome of his or her application, in due course. [This Department Is an equal opportunity, Affirmative action employer, whose aim is

to promote representatively in Allow occupational Categories in the Department. The Kwa-Zulu Natal is an equal opportunity, affirmative action employer it is intended to promote respectively through the filling of these posts. The candidates of person whose appointments/transfer/promotion will promote representatively will receive preference.

- CLOSING DATE** : 26 June 2023
- POST 20/316** : **PROFESSIONAL NURSE – SPECIALTY (ICU) REF NO: HLH22/2023 (X1 POST)**
Re -Advertisement
- SALARY** : Grade 1: R431 265 per annum, (all-inclusive package)
Grade 2: R528 696 per annum, (all –inclusive package)
- CENTRE** : Madwaleni Clinic
- REQUIREMENTS** : National Senior certificate (Grade 12) or equivalent qualification, An Appropriate National Diploma / Degree in General Nursing and Midwifery, Plus one (1) year Post Basic Qualification in Medical and Surgical Nursing Science (Critical Care Nursing- General). Critical Care Nursing Minimum of 4 years Working Experience in General Nursing after Registration as Professional Nurse. **Grade1**: A minimum of Four (4) years appropriate / Recognizable Working experience in nursing after registration as Professional Nurse with SANC in General Nursing. Plus one (1) year Post Basic qualification in Medical and Surgical Nursing Science (Critical Care Nursing- General). **Grade 2**: A minimum of fourteen (14) years appropriate / Recognizable working experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least Ten (10) years of the period referred above must be appropriate / Recognizable working experience in the specialty after obtaining the (01) one year Post Basic Qualification in Medical and Surgical Nursing Science (Critical Care Nursing- General). Only Shortlisted candidates will attach /submit proof. Knowledge, Skills, Training & Competencies Required: Knowledge of Public Service Acts, regulations and policies. Knowledge of SANC rules and regulations. Knowledge of Nursing care processes and procedures, nursing statues and other relevant legal frameworks. Good communication skills, verbal written. Co-ordination and liaison skills. Problem solving skills.
- DUTIES** : Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide a therapeutic environment for staff, patients and public. Provide comprehensive, quality Nursing care. Provide direct and indirect supervision of all Nursing Staff/Housing keeping 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 allocating /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 Valuation of staff and implement EAP. Assist in orientation induction and monitoring of all nursing Staff. To complete patient related data 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. Liaise with professional Nurse in change in surgical high care / renal Unit. Allocation of staff on day and night duty within the Directorate in rotational basic. To nurse a Critically ill patient who is ventilated, on hemodialysis and continuous-venous hemodialysis. To Nurse all types of patients regardless of diagnoses according to disease profile within the Directorate. To nurse pediatric ventilated /high care patient in ICU within directorate. Maintain Professional growth /ethical standard and self-development.
- ENQUIRES** : Mrs B.S.V Ndlovu Tel No: (035) 838 8610
- APPLICATIONS** : The Human Resource Manager, Private Bag X5001, Hlabisa Hospital, 3937 Hand delivery applications may be submitted at Human Resource Office Hlabisa Hospital 60 Saunders Street, Hlabisa, 3937.
- 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, An updated detailed Curriculum Vitae (CV); and Z83 only shortlisted candidates will attach the documents. NB: It is the applicants' responsibility to have foreign Qualifications evaluated by South African Qualifications Authority (SAQA) Faxed or emailed applications will not be

accepted. Contactable and verifiable References must be included in the C.V. The reference number of the Post must be included in the Z83.NB: Failure to comply with the above instructions may disqualify the applicants. Please note those applications will not be acknowledged. However, every Applicant will be advised of the Outcome of his or her application, in due course. [This Department Is an equal opportunity, Affirmative action employer, whose aim is to promote representatively in Allow occupational Categories in the Department. The Kwa-Zulu Natal is an equal opportunity, affirmative action employer it is intended to promote respectively through the filling of these posts. The candidates of person whose appointments/transfer/promotion will promote representatively will receive preference.

- CLOSING DATE** : 26 June 2023
- POST 20/317** : **CLINICAL NURSE PRACTITIONER REF NO: HLH23/2023 (X1 POST)**
- SALARY** : Grade1: R431 265 per annum, (all- inclusive package)
Grade 2: R528 696 per annum, (all-inclusive package)
- CENTRE** : Kwamsane Clinic
- REQUIREMENTS** : National Senior certificate (Grade 12) or equivalent qualification, an with Midwifery, Plus one (1) year Post Basic Qualification in Curative skills in primary Health Care Accredited with the SANC. Minimum of 4 years recognizable experience in Nursing after Registration as a Professional Nurse with SANC in General Nursing **Grade 1:** A minimum of Four (4) years Appropriate / Recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Post Basic qualification with duration of at least one (1) year in Curative Skills in Primary Health care accredited with the SANC. **Grade2:** A minimum of fourteen (14) years Appropriate / Recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least Ten (10) years of the period referred to above must be Recognizable experience after obtaining the (01) one year Post Basic qualification in the relevant Specialty. Only shortlisted candidates will attach /submit proof Knowledge, Skills, Training & Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks, such as Nursing Acts, Health Act, Patients' Rights Charter, Batho-Pele Principles in Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Report writing, leadership, organization, decision making and problems solving abilities. Empathy and counseling skills and knowledge. Financial management skills and budgeting knowledge. Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the Public Health Sector. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames.
- DUTIES** : Ensure the provision of Nursing Care through adequate supervision. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deals with grievances and labour relations issues in terms of laid down procedures/ policies. Ensure the supervision and provision and basic patient's needs. Promote preventive and promote Health for clients. Evaluate and follow up patients during clinic visits. Initiate treatment, Implementation of programs and evaluation of patient" clinical conditions. Attend and participate in Doctor's visits. Health education of patient, staff and public. Assessing in-service training needs, Planning and implementation training programs. Assist patients and families to develop a sense of Care.
- ENQUIRES APPLICATIONS** : Mrs G.P Mngomezulu Tel No: (035) 838 8664
The Human Resource Manager, Private Bag X5001, Hlabisa Hospital, 3937 Hand delivery applications may be submitted at Human Resource Office Hlabisa Hospital 60 Saunders Street, Hlabisa, 3937.
- 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, An updated detailed Curriculum Vitae (CV); and Z83 only shortlisted candidates will attach the documents. NB: It is the applicants' responsibility to have foreign Qualifications evaluated by South African Qualifications Authority (SAQA) Faxed or emailed applications will not be accepted. Contactable and verifiable References must be included in the C.V. The reference number of the Post must be included in the Z83.NB: Failure to comply with the above instructions may disqualify the applicants. Please note

those applications will not be acknowledged. However, every Applicant will be advised of the Outcome of his or her application, in due course. [This Department Is an equal opportunity, Affirmative action employer, whose aim is to promote representatively in Allow occupational Categories in the Department. The Kwa-Zulu Natal is an equal opportunity, affirmative action employer it is intended to promote respectively through the filling of these posts. The candidates of person whose appointments/transfer/promotion will promote representatively will receive preference.

- CLOSING DATE** : 26 June 2023
- POST 20/318** : **CLINICAL NURSE PRACTITIONER REF NO: HLH24/2023 (X1 POST)**
- SALARY** : Grade1: R431 265 per annum, (all-inclusive package)
Grade 2: R528 696 per annum, (all-inclusive package)
- CENTRE** : Mtuba Mobile
- REQUIREMENTS** : National Senior certificate (Grade 12) or equivalent qualification, An Appropriate National Diploma / Degree in General Nursing with Midwifery, Plus one (1) year Post Basic Qualification in Curative skills in primary Health Care accredited with the SANC. Minimum Of 4 years recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 1:** A minimum of Four (4) years appropriate / Recognizable experience in nursing After registration as Professional Nurse with SANC in General Nursing. Post Basic qualification with duration of at least one (1) year in Curative Skills in Primary Health care accredited with the SANC. **Grade 2:** A minimum of fourteen (14) years appropriate / Recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. At least Ten (10) Years of the period referred to above must be Recognizable experience after obtaining the (01) One year Post Basic qualification in the relevant specialty. Only shortlisted candidate's will Attach/submit proof. knowledge, skills, training & competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks, such as Nursing Acts, Health Act, Patients' Rights Charter, Batho-Pele Principles in Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Report writing, leadership, organization, decision making and problems solving abilities. Empathy and counseling skills and knowledge. Financial management skills and budgeting knowledge. Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the Public Health Sector. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames.
- DUTIES** : Ensure the provision of Nursing Care through adequate supervision. Ensure the Efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous Stores. Deals with grievances and labour relations issues in terms of laid down procedures/ Policies. Ensure the supervision and provision and basic patient's needs. Promote preventive and Promote health for clients. Evaluate and follow up patients during clinic visits. Initiate treatment, Implementation of programs and evaluation of patient" clinical conditions. Attend and participate in Doctor's visits. Health education of patient, staff and public. Assessing in-service training needs, Planning and implementation training programs. Assist patients and families to develop a sense of Care.
- ENQUIRES APPLICATIONS** : Mrs. .G.P Mngomezulu Tel No: (035) 838 8664
The Human Resource Manager, Private Bag X5001, Hlabisa Hospital, 3937 Hand delivery applications may be submitted at Human Resource Office Hlabisa Hospital 60 Saunders Street, Hlabisa, 3937.
- 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, An updated detailed Curriculum Vitae (CV); and Z83 only shortlisted candidates will attach the documents. NB: It is the applicants' responsibility to have foreign Qualifications evaluated by South African Qualifications Authority (SAQA) Faxed or emailed applications will not be accepted. Contactable and verifiable References must be included in the C.V. The reference number of the Post must be included in the Z83.NB: Failure to comply with the above instructions may disqualify the applicants. Please note those applications will not be acknowledged. However, every Applicant will be advised of the Outcome of his or her application, in due course. [This

Department Is an equal opportunity, Affirmative action employer, whose aim is to promote representatively in Allow occupational Categories in the Department. The Kwa-Zulu Natal is an equal opportunity, affirmative action employer it is intended to promote respectively through the filling of these posts. The candidates of person whose appointments/transfer/promotion will promote representatively will receive preference.

- CLOSING DATE** : 26 June 2023
- POST 20/319** : **CLINICAL NURSE PRACTITIONER REFNOHLH25/2023 (X1 POST)**
- SALARY** : Grade1: R431 265 per annum, (all- inclusive package)
Grade 2: R528 696 per annum, (all-inclusive package)
- CENTRE** : Madwaleni Clinic
- REQUIREMENTS** : National Senior certificate (Grade 12) or equivalent qualification, an Appropriate National Diploma / Degree in General Nursing with Midwifery, Plus one (1) year Post Basic Qualification in Curative skills in primary Health Care accredited with the SANC. Minimum Of 4 years recognizable experience in Nursing after registration as a Professional Nurse With SANC in General Nursing). **Grade 1:** A minimum of Four (4) years appropriate / Recognizable Experience in Nursing After registration as Professional Nurse with SANC in General Nursing. Post Basic Qualification with duration of at least one (1) year in Curative Skills in Primary Health care Accredited with the SANC. **Grade 2:** A minimum of fourteen (14) years appropriate / Recognizable Experience in Nursing after registration as Professional Nurse with SANC in General Nursing. At Least Ten (10) Years of the period referred to above must be Recognizable experience after Obtaining the (01) One year Post Basic qualification in the relevant specialty. Only shortlisted Candidates will Attach/submit proof. Knowledge, Skills, Training & Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks, such as Nursing Acts, Health Act, Patients' Rights Charter, Batho-Pele Principles in Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Report writing, leadership, organization, decision making and problems solving abilities. Empathy and counseling skills and knowledge. Financial management skills and budgeting knowledge. Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the Public Health Sector. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames.
- DUTIES** : Ensure the provision of Nursing Care through adequate supervision. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deals with grievances and labour relations issues in terms of laid down procedures/ policies. Ensure the supervision and provision and basic patient's needs. Promote preventive and promote Health for clients. Evaluate and follow up patients during clinic visits. Initiate treatment, Implementation of programs and evaluation of patient" clinical conditions. Attend and participate in Doctor's visits. Health education of patient, staff and public. Assessing in-service training needs, Planning and implementation training programs. Assist patients and families to develop a sense of Care.
- ENQUIRES** : Mrs G.P Mngomezulu Tel No: (035) 838 8664
- APPLICATIONS** : The Human Resource Manager, Private Bag X5001, Hlabisa Hospital, 3937 Hand delivery applications may be submitted at Human Resource Office Hlabisa Hospital 60 Saunders Street, Hlabisa, 3937.
- 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, An updated detailed Curriculum Vitae (CV); and Z83 only shortlisted candidates will attach the documents. NB: It is the applicants' responsibility to have foreign Qualifications evaluated by South African Qualifications Authority (SAQA) Faxed or emailed applications will not be accepted. Contactable and verifiable References must be included in the C.V. The reference number of the Post must be included in the Z83.NB: Failure to comply with the above instructions may disqualify the applicants. Please note those applications will not be acknowledged. However, every Applicant will be advised of the Outcome of his or her application, in due course. [This Department Is an equal opportunity, Affirmative action employer, whose aim is to promote representatively in Allow occupational Categories in the

Department The Kwa-Zulu Natal is an equal opportunity, affirmative action employer it is intended to promote respectively through the filling of these posts. The candidates of person whose appointments/transfer/promotion will promote representatively will receive preference.

- CLOSING DATE** : 26 June 2023
- POST 20/320** : **PROFESSIONAL NURSE SPECIALITY- ACCIDENT & EMERGENCY UNIT REF NO: LRH 41/2023 (X3 POSTS)**
- 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. appropriate/recognizable 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.
- CENTRE REQUIREMENTS** : Ladysmith Regional Hospital
: **Grade1:** Senior Certificate (Grade 12) or equivalent qualification Diploma/Degree in General Nursing and Midwifery. post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Emergency & Trauma Nursing Science or Intensive/Critical Care nursing science A minimum of 4/four years appropriate/recognizable experience after registration with SANC as a General Nurse and Midwifery Certificate of service endorsed by Human Resource Department. **Grade 2:** Senior certificate/Grade 12 or equivalent qualification Degree/Diploma in General Nursing and Midwifery. Current registration with SANC (2023). Post Basic qualification with a duration of at least one year in Emergency & Trauma Nursing Science or intensive/Critical care nursing science accredited with SANCA minimum of 14 years actual service and/or appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period must be appropriate/recognizable experience in Emergency & Trauma Unit after obtaining the relevant 1 year post basic qualification required for the relevant specialty. certificate of Service endorsed by Human Resource Department. NB: only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. Knowledge, Skills and Experience .Knowledge of nursing care processes, procedures, nursing statuses and other relevant framework such as Nursing Act, Health Act, Public Service regulations, Disciplinary Code and Procedures in the Public Service Knowledge of Code of Conduct, Labour Relations, Conflict Management and Negotiation Skills Ability to function within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele Principles and Patients' Rights Charter Personal attributes, responsiveness, professionalism, supportive, and assertive
- DUTIES** : Provision of quality emergency nursing care through the implementation of standards and protocols. To develop and ensure implementation of nursing care plans. Identify patients for emergency medical and nursing interventions and initiation of resuscitation measures Provide comprehensive emergency care inclusive of womens health and other priority programs. Participate in disaster preparedness programs within the institution Manage and supervise effective utilization of all resources e.g. human, financial, material Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures. To uphold the Batho Pele and Patients' Rights Charter Principles Implement Norms and standards to improve the quality of care Participate in staff, student and patient teaching. Evaluate patient care programmes from time to time and make proposals for improvement.
- ENQUIRIES APPLICATIONS** : Mrs. T. M Buthelezi 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** : 30 June 2023
- POST 20/321** : **CLINICAL NURSE PRACTITIONER REF NO: NMH/CNP/GRO/2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 – R497 193 per annum, Rural allowance 8%
Grade 2: R528 696 – R645 720 per annum, Rural allowance 8%
Other Benefits: 13th Cheque/ Service Bonus Medical Aid: Optional Homeowners Allowance: Employee must meet prescribed requirements.
- CENTRE REQUIREMENTS** : Groenvlei Clinic
: **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC on general nursing. Plus 01 year post basic certificate **Grade 2:** Experience minimum of 14 years appropriate /recognizable experience in nursing after registration as professional nurse with SANC on general nursing of which at least 10 years must be appropriate /recognizable experience after obtaining the post basic qualification in primary health care. Standard 10 or Grade 12. Degree/Diploma in General Nursing, midwifery Community Health Nursing Science and Diploma in Health Assessment, Care and Treatment Plus 4years appropriate recognizable as general nurse. Registration with SANC as General Nurse and Primary Health Care Nurse. Current SANC receipt (2023). Previous and current work experience /certificate of Service endorsed by your Human resource department. Knowledge, Skills, Training and Competencies Require Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programme nursing care processes and procedures nursing statutes and other related legal framework Knowledge and understanding of human right charter, Batho Pele principle and labour relations act. Knowledge Nursing act, health act occupational health and safety act, mental health act. Communication skills.
- DUTIES** : Provision of quality comprehensive PHC Package of service in line with NHI initiatives. Health Promotion, Disease prevention, curative and rehabilitation services. Provision of administration services Participate in the clinic arrangement and sustainability in the implementation Integrated Clinical Service management (ICSM). Provide support to CSO in the implementation of Health Patient Appointment System and pre-retrieval of patient files (HPRS). Provide quality and complete patient information in the Health Patient records. Manage patients according to standard treatment guidelines and EML. Perform all activities within HAST programme implement provider counseling and testing and Universal testing and treat as per guideline. Implement and achieve individual targets linked to 95-95-95 strategy increase positive case finding through implementation of Index Testing and linkage to care. Work integrative with Ward Based Outreach teams towards achieving

recession in care .Participate in the Maternal, Child Women's health programme to achieve targets linked to the programme indicators. Participate in the achievement of maternal and child health programme indicators. Perform cervical cancer screening as per cervical cancer screening policy. Participate in the implementation of Youth Friendly Services. Stakeholder participation in the Operation Sukuma Sakhe and present health challenges for outputs for the facility catchment area. Participate in the community outreach services, campaigns and Izimbizo. Participate in the implementation of non-pharmaceutical intervention for epidemic response. Implement covid-19 rescue plan within PHC programme. Provision of administrative services ensures proper, cost effective use of material resources. Identify needs of financial planning and indirect control of expenditure. Provide Clinical teaching and continuous training to other staff categories during in-service training programme. Participate in quality, monitoring and evaluation of PHC programme. Conduct clinical audits for priority programme, Analyze and develop quality improvement plans. Participate in the Quality programme that provide quality of care: Patient complaints, Safety incidence and Patient Experience of care and Waiting times.Participating in the production of facility quality data, ensuring complete patient record, correct entries of data elements in the tick register and other relevant registers, compiling of daily, weekly and monthly statistics. Timeous submission of complete, reliable statistic. Act on the Generated line list reports from Tier.net and action them.

- ENQUIRIES** : Mrs GN Nkosi Tel No: (034) 331 3011
- APPLICATIONS** : Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private BAG X1004, Utrecht, 2980.
- NOTE** : Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/PHC2/2023) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). NB: Equity Target 1st Male African 2nd Male Indian 3rd Female Indian.
- CLOSING DATE** : 30 June 2023
- POST 20/322** : **CLINICAL NURSE PRACTITIONER REF NO: EDU 15/2023**
Component: Out-Patient Department
- 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, 13th Cheque and 12% rural allowance.
- CENTRE** : Edumbe Community Health Centre
- REQUIREMENTS** : An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Current registration

with SANC for 2023. Certificate of service from current and previous employers stamped and signed by the Human Resource Department. **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. Knowledge, Skills, Training and Competences Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill.

DUTIES : Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of diverse intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery.

ENQUIRIES : Ms BTN Kunene Tel No: (034) 995 8500/28 EXT 8567
APPLICATIONS : All applications should be forwarded to: Assistant Director: HRM, Edumbe Community Health Centre, Private Bag X322, Paulpietersburg, 3180 or be hand delivered at 463 eDumbe Main Street Location, Paulpietersburg, 3180, HR office No: 46

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 (Form Z83), which is obtainable at any Government Department or from the website (www.kznhealth.gov.za) issued by Minister of DPSA in line with regulation 10 of the Public Service Regulations 2016. Applicant must utilize the most recent Z83 form. The Z83 must be fully completed: Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV) and Please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of the interview. The reference number must be indicated in the column provided on the Z83 e.g. Ref EDU 23/2013. The post applied for must also be indicated clearly in the relevant section on the application form. People with disability should feel free to apply. Please note that due to large number of applications received, applications will not be acknowledged however only the shortlisted applicants will be advised with the outcome. Please note that no S&T will be paid to candidates that are invited for interviews. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) of the following: Security Clearance (Vetting), Criminal clearance, credit records, citizenship), and verification of Educational Qualifications by SAQA (Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representation in all occupational categories in the department). The post will be filled in terms of the Employment Equity Target. 30 June 2023

CLOSING DATE :

POST 20/323 : **CLINICAL NURSE PRACTITIONER REF NO: EDU 16/2023**
 Component: Mobile 3 Clinic

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, 13th Cheque and 12% rural allowance.

CENTRE : Edumbe Community Health Centre

REQUIREMENTS

: An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Current registration with SANC for 2023. Certificate of service from current and previous employers stamped and signed by the Human Resource Department. **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. Knowledge, Skills, Training and Competences Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health, and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill.

DUTIES

: Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of diverse intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery.

ENQUIRIES

: Ms LT Msibi Tel No: (034) 995 8500/28 EXT 8528

APPLICATIONS

: All applications should be forwarded to: Assistant Director: HRM, Edumbe Community Health Centre, Private Bag X322, Paulpietersburg, 3180 or be hand delivered at 463 eDumbe Main Street Location, Paulpietersburg, 3180, HR office No: 46

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 (Form Z83), which is obtainable at any Government Department Or from the website (www.kznhealth.gov.za) issued by Minister of DPSA in line with regulation 10 of the Public Service Regulations 2016. Applicant must utilize the most recent Z83 form. The Z83 must be fully completed: Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV) and Please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of the interview. The reference number must be indicated in the column provided on the Z83 e.g. Ref EDU 23/2013. The post applied for must also be indicated clearly in the relevant section on the application form. People with disability should feel free to apply. Please note that due to large number of applications received, applications will not be acknowledged however only the shortlisted applicants will be advised with the outcome. Please note that no S&T will be paid to candidates that are invited for interviews. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) of the following: Security Clearance (Vetting), Criminal clearance, credit records, citizenship), and verification of Educational Qualifications by SAQA (Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representation in all occupational categories in the department). The post will be filled in terms of the Employment Equity Target.

CLOSING DATE

: 30 June 2023

POST 20/324 : **PROFESSIONAL NURSE SPECIALTY GRADE 1, 2 REF NO: NGWE 76/2023**
 Department: Emergency Medicine

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

CENTRE REQUIREMENTS : Ngwelezana Tertiary Hospital
 : Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with the SANC as Professional Nurse. Registration with the SANC as a Professional Nurse. A one year post basic qualification in Emergency Nursing Science. Current SANC receipt. **Grade 1:** A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate or recognizable experience in nursing 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 in a specific field after obtaining post basic qualification in that specialized field. Current SANC receipt. Knowledge, Skills, Attributes and Abilities Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work-related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.

DUTIES : Render an optimal holistic quality specialized nursing care as directed by the scope of practice and standards determined by relevant specialty. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs. Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital programmes. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Participate in staff development using EPMDS System and other work related programmes and training. Ensure effective and efficient management of resources and availability of essential equipment. Attend to meetings, and assist with relief duties of supervision as assigned by the supervisor.

ENQUIRIES APPLICATIONS : Ms. RM Sithole Tel No: (035) 901 7258
 : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.

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

Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

- CLOSING DATE** : 30 June 2023
- POST 20/325** : **PROFESSIONAL NURSE SPECIALTY – ICU REF GJGM25/2023 (X1 POST)**
Component: Nursing Management Services
(Re-advertisement)
- SALARY** : Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
- CENTRE** : General Justice Gizenga Mpanza Regional Hospital
- REQUIREMENTS** : **Grade 1:** Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse plus post basic diploma in Nursing Qualification in the relevant specialty (Trauma or Intensive Care Nursing) with its duration on one (1) year accredited with SANC. A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse. Current registration with the S.A.N.C for 2023 **Grade 2:** Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse plus post basic diploma in Nursing Qualification in the relevant specialty (Trauma or Intensive Care Nursing) with its duration on one (1) year accredited with SANC. A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to the above must be appropriate/recognizable experience in the specific specialty after obtaining the one (1) year post-basic qualification in Maternity. Current registration with the S.A.N.C. for 2023. Recommendations: Knowledge of Nursing Care, Processes and Procedures, Nursing Statues and other relevant legal frameworks such as Nursing Acts, Health Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Codes and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and Interpersonal Skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a team player.
- DUTIES** : Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Plan management according to identified problems. Ensure accurate record keeping for statistic purposes. Ensure adherence to the principles of IPC practices in the unit. Manage the unit in the absence of the supervisor. Manage the utilization of all the resources efficiently and effectively. Promote quality nursing care of the patients and ensuring that a healthy and safe environment is maintained. Assist in the co-ordination and implementation of the National Care Standards, Ideal Hospital Programmes in ICU and the Institution for better quality patient care. Maintain competence in the execution of his/her duties, while managing a high standard of performance including for others. Provision of optimal, holistic specialised critical nursing care with set standards within professional/legal framework. Be able to manage ventilated patients when necessary. Participate in formulation, analysis, implementation and monitoring of the unit objectives, policies and procedures.
- ENQUIRIES** : Matron TH Mthembu (Assistant Nurse Manager) Tel No: (032) 437 6111
- APPLICATIONS** : Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger,4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450
- FOR ATTENTION** : Mr. T Latha
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated.

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

- CLOSING DATE** : 30 June 2023
- POST 20/326** : **PROFESSIONAL NURSE SPECIALTY- ADVANCED MIDWIFERY REF NO: MKU 01/2023**
- SALARY** : Grade 1: R431 265 per annum, (all-inclusive package)
Grade 2: R528 696 per annum, (all-inclusive package)
13th Cheque, 12% rural allowance, Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements).
- CENTRE REQUIREMENTS** : Bethesda District Hospital - (Kwa Zulu - Natal)
: **Grade 2:** Grade 12 (Senior Certificate) Standard 10/or (Vocational National Certificate) plus, Degree / Diploma in General Nursing Science plus, (1) year post basic qualification in Midwifery and Neonatal Nursing Science(Advanced midwifery), Current registration with SANC as General Nurse and Advanced midwifery, A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. **Grade 1:** Grade 12 (Senior Certificate) Standard 10/or (Vocational National Certificate) plus, Degree/Diploma in General Nursing Science plus, (1) year post basic qualification in Midwifery and Neonatal Nursing Science(Advanced midwifery),Current registration with SANC as General Nurse with Midwifery and Neonatal Nursing Science (Advanced midwifery) plus, A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable Advanced midwifery experience after obtaining a one year post basic qualification in Midwifery and Neonatal Nursing Science(Advanced midwifery), Knowledge Skills Training And Competencies Required Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.
- DUTIES** : Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined for obstetric unit. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Able to plan and organize own work and that of support personnel to ensure proper nursing. Demonstrate effective communication with patients, supervisors and other

clinicians, including report writing when required. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles. Diagnose and manage obstetric emergencies in the absence of a Doctor e.g. Eclampsia, APH etc. Identify high risk clients during ante-partum and post-partum periods manage them or refer them according to policy. Develop mission and vision and objectives for obstetric unit. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Facilitate facility perinatal Mortality review or meetings. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net Assist with capturing patients on patient registration (HPRS) system. Support the realization and maintenance of Ideal Clinic Programme in the facility. Coordinate and manage the provision of the services to manage COVID 19 pandemic.

**ENQUIRIES
APPLICATIONS**

: Ms KB Mabika Tel No: (035) 595 3103
 : 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).

CLOSING DATE

: 26 June 2023

POST 20/327

: **PROFESSIONAL NURSE –SPECIALTY (PMTCT) REF NO: OTH CHC 17/2023 (X1 POST)**

SALARY

: Grade 1: R431 265 per annum. Other Benefits: 13th Cheque, 12 % rural allowance, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements)

**CENTRE
REQUIREMENTS**

: Othobothini Community Health Centre
 : Senior Certificate / STD 10/ Grade12. (Diploma/ Degree in Nursing and Midwifery. A Minimum of 4 years appropriate/recognizable experience after registration as a Professional nurse with SANC 2023. 1 year post basic qualification in advance Midwifery and Neonatal Nursing Science/Primary health Care accredited with SANC. Knowledge, Skills, Attributes And Abilities: Knowledge of legal prescripts regulating nursing practice, health services and public service at large. Ability to think critically in difficult situations and ability to make independent decisions. Strong communication of and presentation skills. An understanding of the challenge facing the public health sector. Ability to plan and prioritize work related matters and comply with time frames.

DUTIES

: Ensure that clinical strategies to manage health conditions contained under the PMTCT are implemented in all Institutions/facilities. Work closely with the stakeholders to facilitate the integration of the PMTCT activities into the MCWHN program. Primary prevention of HIV among women of reproductive

age during antenatal care, intrapartum, postpartum/natal care and other health service delivery points, including working with community structures. Mentor and support clinicians on matters pertaining to HIV in women and children. Integration of HIV care. Treatment and support of mothers and women affected by and infected with HIV conditions. Working with other stakeholders to deal to implement HIV/AIDS strategic plan at all levels of patient care. Participate in institution and perinatal review meetings. Assist the facility to develop quality improvement plans for the PMTCT and ensure their implementation. Ensure availability of PMTCT guidelines in all arrears of service. Participate in quality improvement programmes reviews e.g. Ideal Clinic, Mother Baby Friendly initiative with and the facility. Ensure highly motivated and well developed health care force by conducting trainings. Advocate for PMTCT and Nutrition issues in all health platforms. Plan, Organise and conduct community rallies and events that convey health messages and practises which support elimination of vertical transmission of HIV. Network with other district department and NGO's to provide support to the PMTCT Programme.

- ENQUIRIES** : Ms. N.I Mthethwa Tel No: (035) 572 5590 or 083 204 3264
- 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** : 26 June 2023
- POST 20/328** : **ASSISTANT DIRECTOR: DISTRICT INFORMATION OFFICER REF NO: UTHUK 20/2023**
- SALARY** : R424 104 per annum (Level 09), Plus 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements).
- CENTRE** : Uthukela District Office
- REQUIREMENTS** : Matric (National /Senior Certificate). Bachelor's Degree/National Diploma in Information Management or Information Technology. A minimum of 3 years appropriate/recognizable working experience in Technical / Scientific Health Data Management at a supervisory level. Valid Drivers' Licence Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department. Knowledge, Skills, Training and Competencies Required: Knowledge of legal prescripts regulating Public Service, Health Management and Information Management. Advance computer literacy: MS Office Software Applications. Working knowledge of PHC data analysis, compilation, collection, coordination and interpretation including 3 TIER.NET. Working knowledge and understanding of Web DHIS as well as the ability to manage the decentralized data process. Working knowledge and management of the HPRS, Synch, EVDS and Datacom programmes. Working knowledge of how to conduct health data surveys, sampling methods, interview techniques and scientific report writing. Ability to work in team and provide health professionals with data support system relevant to service delivery. Good communication skills, both verbal and written. Ability to think critically in difficult situations, plan, prioritise, make independent decisions and comply with timeframes. Sound project management and report writing skills. Managerial and facilitation skills.
- DUTIES** : Coordinate the total collection of quality health data as well as update; maintain the district health system and management information system databases. Coordinate, collect, compile analyse and interpret health data towards the improvement of health service delivery at the district level. Develops enabling models of data collection to deal with non-submission of important health data. Compile both summary and comprehensive health data and information reports on the status of health service delivery. Contribute. Oversee the

security of information and data by adhering to information storage and safeguarding policies. Provide technical and information advice and guidance to users to maximize available computer, equipment and information. Provide support and capacity building to various teams of health workers. Participate in district, sub district and institutional information management or performance review meetings. Participate in quality improvement programmes initiatives and reviews. Assist facilities with development of quality improvement plans for information management and ensure their implementation. Conduct facility data audits. Conduct on site in- service training and support visits to facilities under UThukela District. Perform other duties assigned by immediate supervision or other senior managers.

**ENQUIRIES
APPLICATIONS**

: Mr. M.A.C Asvat Tel No: (036) 631 2202 Ext. 101
 : All Applications Should Be Forwarded To: The Human Resource Manager:
 UThukela Health District Office, Private Bag X9958, Ladysmith 3370 or Hand
 Deliver to: 32 Lyell Street, Ladysmith 3370.

**FOR ATTENTION
NOTE**

: Deputy Director: HRM
 : 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 completed in full and 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. African Males are encouraged to apply due to employment equity target. Please note that due to financial constraint no resettlement fees will be considered for payment to the candidates who are offered the positions.

CLOSING DATE

: 26 June 2023

POST 20/329

: **SENIOR HUMAN RESOURCE PRACTITIONER (HRD AND PLANNING)**
REF NO: ILE 09/2023 (X1 POST)
 Component: ILE: DIV: District HR Plan & Organ Improvement Coord

SALARY

: R359 517 per annum. Benefit:13thCheque, homeowner's allowance, and Medical aid optional (Employee must meet prescribed conditions)

CENTRE

: Ilembe Health District Office

REQUIREMENTS

: Grade 12(senior certificate) Standard 10/or (Vocational National Certificate) National Diploma / Degree in Human Resource Management/Public Management or Public Administration or relevant equivalent qualifications. At least 3-5 years appropriate experience in Human Resource Development. Computer Literacy certificate e.g. Ms. Office Software. Driver's license code 8 (B) or 10 (C1) previous and current work experience (certificate/s of service) endorsed and stamped by HR office (will be requested only if shortlisted) N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted) recommendation PERSAL certificate/s, but not to be attached on application. Knowledge and understanding of Human Resource Management with emphasis on Human Resource Development and Planning. In depth knowledge of all relevant legislations, prescripts and white papers in Human Resource Management. Adequate communication (verbal and written). Interpersonal and problem solving Skills. Ability to maintain high level of confidentiality. Ability to plan and prioritize in the execution of daily tasks. Knowledge of PERSAL, Computer Literacy, MS Software Applications.

- DUTIES** : Develop, Implement and evaluate Human Resource Plan, Employment Equity Plan and Workplace Skills Plan for the district. Coordinate and monitor the implementation of the Human Resource Development (HRD). Strategies and conduct projects within the district: Internships, Bursaries, Work Integrated Learning, learnerships. Coordinate Trainings and manage training needs analysis for the district. Develop and maintain a database for HRD Training Programmes. Facilitate the development, implementation, monitoring and reviewing of skills development and leadership programmes for the district. Ensure compliance of EPMDS by institution within the district. Manage the implementation of Induction & orientation of staff for the district. Prepare and submit monthly, quarterly and annual training reports. Ensure the District Health Education Training and Development Committee is functional.
- ENQUIRIES** : Mr SB Mabika: Deputy Director: HRM Tel No: (032) 4373500
- APPLICATIONS** : All applications should be forwarded to: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620, KwaDukuza, 4450 or Hand delivered to: 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza, 4450.
- FOR ATTENTION** : Human Resources Management Department
- NOTE** : Directions to Candidates: The following documents must be submitted, The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. ILE/03/2022. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents on application, only Z83 and CV required. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s).Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)
- CLOSING DATE** : 26 June 2023
- POST 20/330** : **ENVIRONMENTAL HEALTH PRACTITIONER (WASTE MANAGEMENT OFFICER) REF NO: NDH08/2023 (X1 POST)**
- SALARY** : R359 622 per annum, Plus 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee Must Meet Prescribed Requirements)
- CENTRE** : Northdale Hospital
- REQUIREMENTS** : Grade 12/Standard 10 Certificate, An appropriate Degree/National Diploma in Environmental Health, Current registration with HPCSA as an Environmental Health Practitioner/ or any relative regulatory body. A Valid code EB Driver's License. Recommendation: The employment equity target is an African Male/PWD. Knowledge, Skills and Competencies Required for the post: Bill of Rights, Occupational Health and Safety Act KwaZulu-Natal Health Act, National Health Act, Batho Pele, Problem Solving and Analysing and conflict management. Computer skills, Communication and Customer Focus and Responsiveness. Planning and Organizing and inter-relations skills. Possess technical and practical knowledge on Environmental Health, Possess in-depth knowledge on healthcare waste management. Possess in-depth Knowledge of legislative and policy framework informing the area of operation, Possess good analytical, negotiation, listening, planning and organizing. Possess good verbal and written communication skills, Possess good training skills.

- DUTIES** : Manage health care waste (including its budget) for the entire catchment of the facility including clinics, Ensure that all HCRW is weighed and recorded before removal and ensure that all HCRW has a tracking system, Keep proper records and a waste manifest for all HCRW streams, Establish and coordinate all activities of all institutional waste management committee including implementing committee resolutions and liaise with the institutional management and district office on all such activities, Report to institution la Management and District Management on the status of HRCW management, Ensure the implementation of all waste management principal, policies, legislation and standards and enforce compliance to all HCRW norms and standards. Develop and ensure the implementation of institutional waste management plan and monitor and evaluate its implementation. Submit waste management plans to institutional/District Management for approval. Identify training needs and conduct trainings/in-service training as required and oversee the training of all staff involved in waste management activities.
- ENQUIRES APPLICATIONS** : Mr. WL Malevu Tel No: (033)-387 9020
: All applications to be posted to: Attention Human Resource Department, Northdale Hospital Private Bag X9006, Pietermaritzburg, 3201 Or Hand Deliver To: 1389 Chota Motala Road, Pietermaritzburg,3201
- NOTE** : For Attention Note: The applicants must include only completed and signed new Z83, Obtained from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of identity Documents, Senior Certificate, and the highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.
- CLOSING DATE** : 26 June 2023
- POST 20/331** : **SENIOR SUPPORT MANAGEMENT OFFICER REF NO: NGWE 77/2023**
Department: Admission & Discharge
- SALARY** : R359 517 – R420 402 per annum (Level 8). Other Benefits 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
: Senior Certificate / Grade 12. National Diploma in Public Management / Administration/ Office Management. 3-5 years recognizable experience in Patient Administration of which one year must be at a supervisory level. Knowledge, Skills, Attributes and Abilities Knowledge of the functions and regulations applicable to the area of operation. Applicable public service policies, legislation and procedures. Knowledge of office procedures, practices. Report writing. Staff supervision. Planning and organizing skills. Decision making skills. Communication skills. Problem solving skills. Computer skills.
- DUTIES** : Develop, implement and maintain Patient Administration Systems and Services for the Hospital to ensure quality standards are met. Ensure that patient information is maintained, stored and properly managed to enable the efficient retrieval and filing thereof. Application of risk management system in adherence with policies and procedures tabled by the Department. Assist with the collection and verification of patient related information/statistics and the development of reports in support of accurate and timeous management reporting processes. Conduct employee's performance reviews and compile reports. Ensure efficient, effective and economical utilization of resources allocated to the component including the development of staff.
- ENQUIRIES APPLICATIONS** : Mr PEZ Zulu Tel No: (035) 901 7060
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.
- FOR ATTENTION NOTE** : Mr MP Zungu
: Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's

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

CLOSING DATE : 30 June 2023

POST 20/332 : **FINANCE CLERK SUPERVISOR REF NO: EB12/2023 (X1 POST)**

SALARY : R294 321 – R334 194 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), home owners allowance (employees must meet prescribed requirements)

CENTRE : East Boom CHC

REQUIREMENTS : Senior Certificate (Grade 12, 3 to 5 years' experience in Budget and Expenditure Control Proof of previous and current work experience in Budget and Expenditure Control endorsed by your Human Resource Department will be required only from shortlisted candidates. Knowledge, Skills, Trainings And Competencies Required For The Post: Knowledge Of Public Finance Service prescripts, In-depth Knowledge of budgeting and expenditure control, Knowledge of MS office Software applications (MS Word, MS Excel, Power Point, Microsoft Outlook), Knowledge of Departmental and transversal systems e.g. (BAS and Vulindlela), Have report writing skills, Interpersonal and problem solving skills, Good Verbal and written communication skills, Good organizational and planning skills as well as ability to make independent decisions, Supervisory and Leadership skills, Ability to work under pressure.

DUTIES : Perform supervisory functions to budgetary and expenditure control, Authorize commitments, payments, debts and journals on BAS, Ensure that payments are processed within 30 days of receipt of invoice, Draw, analyse and report on expenditure trend within the CHC and clinics, Monitor spending trends and institute corrective measures e.g. journaling process and virements, Manage suspense account and maintain debt files, Manage petty cash, Enhance and Monitor the collection of Revenue, Consolidate monthly, quarterly and annual financial reports, Ensure compliance to internal control prescripts and policies, Ensure proper filing system and safekeeping of financial records, Assist with provision of responses to financial audit queries, Prepare and verify all finalised financial batches and forward to H/O voucher control, Monitor, train and develop staff under your supervision, Carry Out all responsibilities delegated by A.D Finance.

ENQUIRIES : Ms NF Cele Tel No: (033) 264 4938

APPLICATIONS : Applications to be submitted, East Boom CHC Private Bag X4018, Willowton, Pietermaritzburg 3201 or hand delivered to 541 Boom Street, Pietermaritzburg 3201.

FOR ATTENTION : Human Resource Practices

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

CLOSING DATE : 26 June 2023

POST 20/333 : **LAUNDRY MANAGER REF NO: NGWE 80/2023**
 Department: Laundry

SALARY : R241 485 – R281 559 per annum. Other Benefits 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional).

CENTRE REQUIREMENTS : Ngwelezana Hospital
 : Senior Certificate/Grade12/Standard 10. 1-2 years administrative experience preferably laundry experience Knowledge, Skills, Attributes and Abilities Good communication and interpersonal relations. Labour relations practices. Basic computer literacy. Report writing. Basic hygiene principles. Ability to operate machinery. Batho Pele principles.

DUTIES : Oversee day-to-day smooth running of the laundry services. Implement and monitor laundry services guidelines compliance. Ensuring availability of adequate clean linen and clothing. Required to draw and implement plans for effective utilization of resources. Assess linen and patients clothing needs, identify items to be condemned and replacement of those items. Conduct stock take and compile monthly reports and report missing items. Communicate challenges with other heads of section and regional laundry services. Responsible to compile EPMDS documents and submit timeous including staff performance assessment. Identify staff training needs and close gaps. Ensuring IPC guidelines are practiced at all times together with Quality Improvement Plans. Ensuring servicing of all equipment. Implement strategies to improve service delivery. Order, monitor and reconcile stock consumables. Conduct audits/ assessment and draw/ implement improvement plans. Compile and review SOP. Communicate with inter/intra- government stakeholders. Ensuring functionality of equipment leasing with maintenance department for repairs and other jobs to be rendered. Participate effectively on all departmental programmes. Actively participate at laundry committee meetings.

ENQUIRIES APPLICATIONS : Mr. PEZ Zulu Tel No: (035) 901 7060
 : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.

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

CLOSING DATE : 30 June 2023

<u>POST 20/334</u>	:	<u>ARTISAN PRODUCTION GRADE A, B (MECHANICAL) REF NO: NGWE 78/2023</u> Department: Maintenance
<u>SALARY</u>	:	Grade A: R220 533 – R244 737 per annum Grade B: R258 753 – R285 396 per annum Other Benefits: 13 th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional).
<u>CENTRE REQUIREMENTS</u>	:	Ngwelezana Tertiary Hospital Grade 10. Appropriate Trade Test Certificate in Mechanical in terms of section 13(2) (h) of the Manpower Act of 1981 as amended. Artisan Grade A: At least 0-2 years appropriate / recognisable experience in an area after obtaining the relevant trade certificate. Artisan Grade B: At least 14 years appropriate / recognizable experience in an area after obtaining the relevant trade certificate. Valid driver's license. Knowledge, Skills, Attributes and Abilities 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 condition, 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.
<u>DUTIES</u>	:	Installation of HVAC and Refrigeration units, including electronic and mechanical components. Installation of HVAC ductwork including flexible tubing and sheet metal construction. Troubleshoot and repair HVAC units including electronic and mechanical components. Install or repair electrical connections to HVAC components. Install, inspect, maintain, modify, and repair a wide variety of heating, ventilating, refrigeration, and air conditioning systems, equipment, and controls. Diagnose electronic, electro-mechanical, electrical, and mechanical malfunctions. Make complex emergency repairs. Read, interpret, and work from blueprints, drawings, schematics, diagrams, sketches, and specifications. Learn characteristics of new systems and equipment of the heating and air conditioning trade and update skills to adapt to changing technology. Follow oral and written instructions. Work effectively and cooperatively with other personnel. Keep accurate records. Inspects, maintains, repairs and modifies hot water, high and low-pressure steam, and direct gas-fired heating, chilled water and direct expansion refrigeration and air conditioning, and ventilating systems, equipment, and controls, including pilots. Installs heating, ventilating, refrigeration, and air conditioning systems, equipment, and controls on new construction, alteration, improvement and rehabilitation projects. Read meters and gauges and records data such as temperature of equipment, hours of operation, fuel consumption, and temperature and analysis of fuel gases relays, coils, heating and condensate piping, controls, valves, compressors, fans, dampers, vents, blowers, pumps, burners, gauges, and traps. Calibrates and adjusts thermostats, valves, and controls to specified levels of operation. Reviews plans, blueprints, and specifications for heating and air conditioning projects to understand scope of projects and to recommend potential changes to supervisor. Answers trouble calls for emergency repairs to heating units, refrigeration, and air conditioning equipment. Maintains heating and air conditioning hand and power tools and equipment to ensure their safe and efficient operation. May assist in preparing material lists, estimating job costs, preparing job records, and maintaining an inventory of supplies and tools for assigned area/projects. May assist in planning and developing modifications to existing heating and air conditioning systems. May assign, review the work of, and provide training to personnel assigned to the unit in heating and air conditioning work. Effectively use test equipment Duties include performing skilled work in several of the mechanical or building trades which may include work in the mechanical, and electrical, trades. Repairs and maintains testing equipment and instruments. Performs related work as required. Considerable knowledge of the tools, equipment, materials, methods, and practices of several of the mechanical or related trades. Considerable knowledge of the hazards and safety precautions of the trades. Ability to locate and identify malfunctions or defections in equipment or apparatus and to make repairs. Ability to plan and supervise the work and instruct subordinate technicians and subordinates. Ability to establish and

maintain effective working relationships with client and maintenance personnel. Check equipment and operating systems and correct wherever necessary. Ensure mechanical operations, standards and controls are maintained at high quality.

**ENQUIRIES
APPLICATIONS**

: Mr. PEZ Zulu Tel No: (035) 901 7060
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni 3880.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 30 June 2023

POST 20/335

: **ARTISAN PRODUCTION GRADE A, B REF NO: NGWE 79/2023**
Department: Maintenance

SALARY

: Grade A: R220 533 – R244 737 per annum
Grade B: R258 753 – R285 396 per annum
Other Benefits 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional).

**CENTRE
REQUIREMENTS**

: Ngwelezana Tertiary Hospital
: Grade 10. Appropriate Trade Test Certificate in Mechanical in terms of section 13(2) (h) of the Manpower Act of 1981 as amended. Artisan Grade A: At least 0-2 years appropriate / recognisable experience in an area after obtaining the relevant trade certificate. Artisan Grade B: At least 14 years appropriate / recognisable experience in an area after obtaining the relevant trade certificate. Valid driver's license. Knowledge, Skills, Attributes and Abilities Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Analytical skills. Customer focus and responsiveness Communication. Computer skills. Planning and organizing.

DUTIES

: Perform operational and maintenance functions within the institution and designated clinics. Assume overall responsibility for ensuring that unplanned maintenance and repairs is carried out timeously. Compile reports and motivations for new work, personnel, services etc. and for the improvement of existing service. Undertake technical and other such investigations as required by the Artisan Foreman / Maintenance Manager. Assume overall control and

responsibility for the supervision and guidance of all subordinates in the Electrical Division. Be responsible to ensure cleaning of workplace/workshop is carried out properly. Exercise control of Tradesman Aid and Handyman. Exercise control over equipment/tools and keep them in good working. Keep up to date and current equipment register. Be responsible for materials issued and completing of jobs. Always adhere to safe working practice (in according to the O.H & S Act 85/1993). Attend safety and practical orientated training courses and lectures. To perform standby duties and after hours calls outs, these duties at times can include the duties associated with other trades such as the fitter, plumber and carpenter. Working overtime with remuneration when considered and with the approval of the Maintenance Supervisor. Be prepared to visit primary health care clinic to perform maintenance duties when required.

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