

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

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

ERRATUM: Kindly note that the position of Physiotherapist Grade 1/2/3 with Ref No: GJGM38/2023 (**for General Gizenga Mpanza Regional hospital**) that was advertised on Public Service Vacancy circular 25 dated 21 July 2023 is hereby amended as two (X2) posts. Kindly note that the following post were advertised in Public Service Vacancy Circular 28 dated 11 August 2023, The Senior Finance Management Officer: (X1 Post) with Ref No: MURCH 31/2023 under **UGU Health District {Murchison Hospital}** have been amended. Please note that rural allowance is not applicable to Senior Finance Management Officer position. Therefore the clause 12% rural allowance is hereby withdrawn.

OTHER POSTS

<u>POST 29/523</u>	:	<u>HEAD CLINICAL DEPARTMENT GRAD 1 REF NO: NGWE 101/2023</u> Department: Internal Medicine
<u>SALARY</u>	:	Grade 1: R2 254 559 – R2 497 788 per annum. Other Benefits: All-inclusive salary packages per annum (this inclusive package consists 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 REQUIREMENTS</u>	:	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. A minimum of 7 years appropriate experience as a Medical Specialist in Internal Medicine after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist. 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. Valid driver's license.
<u>DUTIES</u>	:	Overall management of internal medicine specialist services 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. Render efficient and cost-effective internal medicine services to patients managed by Ngwelezana Hospital, Queen Nandi Regional Hospital, and District Health Care Services in Region 4 and Primary Health Care Services in Umhlathuze Sub-District. Strengthen and ensure continuous clinical governance for internal medicine services within the area of jurisdiction. Ensure rational use of resources including laboratory investigations, medication, consumables and equipment. Deliver effective and efficient administration of the internal medicine department. Plan and partake in the training of staff including registrars, medical officers. Community service officers. Interns and undergraduate medical students and also support relevant clinical research, clinical trials and other activities. Develop tertiary services within the field of internal medicine. Provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Conduct out-patient specialist clinics and in-patient and provide expert opinion where required. Monitor services rendered to hospital patients in this discipline, undergraduate and postgraduate teaching and training, development and supervision of research projects and academic outreach. Ensure provisioning of a 24-hour service in internal medicine. Provide vision, strategic direction and inspire employees to deliver excellent, quality health services. Manage the

performance of allocated human resources. Ensure that working environment complies with Health and Safety Act, staffs adhere to the safety precautions and that staff is maintained to attain optimal productivity. Formulate and manage protocols in accordance with Department of Health policies that will have a positive impact on staff and ensure that staff is aware and adhere to protocols. Compile medium and long term expenditure framework and implement fiscal control measures on an ongoing basis. Provide measures and guidance on quality assurance to comply with the set quality standards. Generate reports, plans, presentations and perform other administrative duties attached to this position. Strengthen partnership with relevant stakeholders i.e. Medical School, Referral Hospitals, Research Council, etc. Maintain clinical, professional and ethical standards.

**ENQUIRIES
APPLICATIONS**

: Dr. RS Moeketsi Tel No: (035) 901 7260
 : 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

: 01 September 2023

POST 29/524

: **PHARMACY MANAGER REF NO: SAHP 18/20203 (X1 POST)**

SALARY

: R1 129 116 per annum, (all-inclusive package). Package consists of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules. Other Benefits: A non-pensionable In-hospitable Area Allowance -17% of basic salary.

**CENTRE
REQUIREMENTS**

: ST Andrews Hospital
 : Grade 1: Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) plus, Appropriate qualification and registration with the South African Pharmacy Council (SAPC) as a Pharmacist plus, Current registration with the SAPC as a Pharmacist plus, drivers license plus experience: a minimum of 3 years appropriate/ recognisable experience after registration as a pharmacist with the SAPC. Inherent Requirement for the job: A Valid driver's license. Able to perform after-hour duties e.g. On-call pharmacist and working on Saturdays/ Public Holidays as per service needs of the pharmacy component. NB: previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlist N.B All the

above mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge, Skills and Competencies: Bill of Rights, Labour Relations Act, Public Service Regulations, Knowledge on Security Management Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Treasury Regulations and Practice Notes, Medicines and Related Sciences Act, Preferential Procurement Policy Framework Act, Pharmacy Act, Batho Pele, Human Resource Management, Financial Management, Risk Management, Project Management, Information Management, Organisational, Influencing, Analytical, Motivational, Presentation, Computer literacy e.g. MS Office suite, Relationship management, Facilitation, Self-discipline and ability to work under pressure with minimum supervision, Independent, Patience, Commitment, Trustworthiness, Honesty, Accountability.

DUTIES

: Manage the maintenance of essential drug list and develop user friendly mechanisms to deal with requests to purchase non EDL medicine, Provide technical assistance to other health policy and system development units, Provide technical input during national pharmaceutical system design phases with development of a well-defined departmental mandates, Provide technical advisory services during the design phases of physical facilities and the integrated health information system, Manage the financial resources, Manage the human resources e.g. attendance, leave management, performance management and development etc. Manage the allocated assets, Manage potential risks and mitigation strategies, Provide strategic management, planning, leadership and direction, Manage the implementation of National, Provincial and Departmental Clinical Medical-legal Services frameworks, Monitor and evaluate compliance with implemented Clinical Medical-legal Services policies, Report on any deviations on compliance, Review and amend policies as and when required, Manage the coordination processes to investigate complaints by clinicians regarding the effectiveness of medicine/adversary action, interface with stakeholders, Ensure the facilitation, development and implementation of intervention strategies to unblock service delivery barriers on request, Manage demand, logistics and warehouse, transactions, facilities and acquisition management services.

ENQUIRIES APPLICATIONS

: Dr SK Lumeya, ST Andrews Hospital Tel No: (039) 4331955
 : Please forward all applications to: the Chief Executive Officer, ST Andrew's Hospital, Private Bag X1010, Harding, 4680 (attention: Human Resource Manager) or hand delivered applications to human resources at ST Andrew's Hospital or Email to standrewshospitalHRJobapplication@kznhealth.gov.za.

FOR ATTENTION NOTE

: Human Resources Management
 : 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. SAH/03/2023. 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 only Z83 and CV on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)

CLOSING DATE

: 01 September 2023

POST 29/525 : **MEDICAL SPECIALIST GRADE 1,2,3 REF NO: NGWE 102/2023**
 Department: Psychiatry

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

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

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

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

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

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

CLOSING DATE

: 01 September 2023

POST 29/526

: **MEDICAL SPECIALIST (GR 1,2,3) REF NO: GS 61/23 (X1 POST)**
Component: ENT Surgery

SALARY

: Grade 1: R1 214 805 per annum, all-inclusive package
Grade 2: R1 386 069 per annum, all-inclusive package
Grade 3: R1 605 330 per annum, all-inclusive package
consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.

CENTRE REQUIREMENTS

: Pietermaritzburg Metropolitan Hospitals Complex
: **Grade 1:** Experience: Not Applicable. Registration with HPCSA as a Medical Specialist **Grade 2:** Experience: 5 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant Discipline. **Grade 3:** Experience: 10 years' experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant Discipline. Senior Certificate (Grade 12) or equivalent MBCHB Degree or equivalent qualification Plus FCORL Qualification or equivalent Registration with the Health Professions Council of South Africa as a Medical Specialist in the relevant Discipline Current registration with Health Professions Council of South Africa as a Specialist ENT Surgeon. (Only shortlisted candidates will be required to submit proof of all documents). Knowledge, Skills and Experience: Knowledge of appropriate specialist level procedures and protocols within the field of ENT surgery. Sound knowledge of Human Resource management. Financial Management - monitoring of expenditure. Essential Drug List. Management functions - policy analysis and implementation. strategic management, project management, information management, total quality management and improvement. legal aspects, patient care and service delivery, applicable mandatory requirements and Acts, Regulations, Protocols and Guidelines used in Health Services.

DUTIES

: Participate in the delivery of an in-patient and out-patient ENT surgery service within the Pietermaritzburg Metropolitan Hospitals Complex inter disciplinary coordination of the management of ENT patients Supervision of the medical officers In rotating through the unit Ensuring the highest standards of clinical, professional, and ethical behaviour Undertake teaching of undergraduate medical students, medical officers, and allied healthcare personnel Conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act Develop management protocols for ENT service in accordance with Provincial, Hospital and Departmental policies; Provide appropriate surgical care to ENT surgery patients, Maintain the effective and efficient utilisation of human resources in respect of :overseeing and supervising ENT surgery staff in the execution of their duties, training staff and promoting ongoing staff development in accordance with their individual and departmental development needs, recruiting and selecting staff in accordance with government prescripts; Assessing performance of ENT surgery staff; Allocating ENT surgery personnel to respective wards and call roster Provide measures and guidance on quality assurance to comply with set quality standards, Foster collaboration with other hospitals within and outside the district; Exercise cost control over the activities of the department in line with the allocated budget; Participate in and co-ordinate all academic and clinical meetings of the ENT Surgery department Participate in the departmental outreach program Participate in and co-ordinate departmental research activities Accept responsibility for continuous professional development to

		keep up to date with New developments in the field of expertise and related fields Any other duties as assigned by the Head of Department.
<u>ENQUIRIES</u>	:	Dr V Govindasamy Tel No: (033) 897 3379 or Dr Senast Van Wyk Tel No: (033) 8973064
<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, 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. The Employment Equity Target for this post is: African Male, African Female or Coloured Male.
<u>CLOSING DATE</u>	:	01 September 2023
<u>POST 29/527</u>	:	<u>SPECIALIST: GRADE 1, 2 OR 3 – (ANAESTHESIA AND ICU) REF NO: PSH 58/2023 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 214 805 per annum Grade 2: R1 386 069 per annum Grade 3: R1 605 330 per annum Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions apply)
<u>CENTRE REQUIREMENTS</u>	:	Port Shepstone Hospital
	:	Grade 1: No Experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist Grade 2: Minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist Grade 3: Minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Senior certificate, MBChB degree. An appropriate qualification that allow registration with HPCSA as a Medical Specialist. Current HPCSA Registration card 2022 /2023. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist in Anaesthesia. In the event that a candidate who is eligible for subspecialist registration has not received their registration and is successful in his/her application for the post, the appointment will be as a specialist at their current salary level. Knowledge, Skills and Competencies Required Sound clinical knowledge and experience of procedures and protocols in ICU. Good verbal and written communication skills, leadership and interpersonal skills. Cross cultural awareness. Sound teaching and supervisory abilities. A concern for excellence, ethics and quality care. The ability to function in a multi-disciplinary team. Knowledge of current Health and Public Service Legislation, regulations and Policies. Sound supervisory and leadership skills. Ability to function as a part of multi-disciplinary team. Ability in Program planning, implementation and evaluation. Specialist knowledge of the clinical principles and procedures relating to Anaesthesia. Broad clinical experience, including good knowledge of Intensive Care Good communication and interpersonal skills.
<u>DUTIES</u>	:	Ensure an optimal Anaesthesia and ICU service. Assist the Head: Clinical Unit in the development of management protocols / policies for the department. Provide Anaesthesia and ICU clinical care and oversight as expected of a specialist in the field. Assist with quality improvement imperatives including clinical audits (morbidity and mortality reporting and reviewing, clinical documentation audits etc.) and continuous professional development activities. Training of registrars, junior doctors, interns, nurses and colleagues and promote on-going staff development in accordance with individual and departmental needs. Maintain satisfactory clinical, professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes of the district. Supervise, teach and assess interns and medical students. Performance of overtime duties (including a shift work roster) is a requirement.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr VL Moses or Dr P B Dlamini Tel No: (039) 688 6000
	:	Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone, 4240 or 11 – 17 Bazley Street, Port Shepstone, 4240. NB: Applicants are encouraged to utilise courier services

<u>FOR ATTENTION NOTE</u>	:	Mr. ZM Zulu
	:	Detailed application for employment (Z83) and Curriculum Vitae. (Only short listed candidates will be requested to submit proof of qualifications and other related documents). Due to financial constraints, there will be no payment of S&T Claims. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.
<u>CLOSING DATE</u>	:	01 September 2023
<u>POST 29/528</u>	:	<u>MEDICAL SPECIALIST GRADE 1/2/3: PSYCHIATRY DEPARTMENT REF NO: MED 52/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R1 214 805 - R1 228 092 per annum, (all-inclusive remuneration package) Grade 2: R1 386 069 - R1 469 883 per annum, (all-inclusive remuneration package) Grade 3: R1 605 330 - R2 001 927 per annum, (all-inclusive remuneration package) Plus 18% Inhospitable Area Allowance, Commuted Overtime, Medical Aid: Optional (Employee must meet Prescribed Requirements)
<u>CENTRE REQUIREMENTS</u>	:	Harry Gwala Regional Hospital Senior Certificate/Grade 12 Certificate, An appropriate tertiary qualification (MBChB) or equivalent, Registration as a Medical Specialist in Psychiatry with the HPCSA, FC Psych (SA) and/or MMed (Psychiatry). Leadership and decision-making abilities as well as problem-solving and conflict management. Participate in outreach activities for the delivery, supervision, and support of mental health services in the drainage area of Harry Gwala Regional Hospital. Participate in development and ongoing provision of under / postgraduate teaching and Clinical Research participation and supervision in Psychiatry. Basic knowledge of Human Resource matters including Labour Relations. Supply Chain Management / Procurement and budget control practice and management. Information management. Managerial ability regarding communication, negotiation, planning, organization, leadership and decision making. Assessment and management of patients. Interpersonal skills. Competence in undergraduate and postgraduate training. Ability to perform research and supervise/teach Junior staff. Experience: Grade1: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Foreign candidates require 1 year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. Grade2: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. Grade3: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service.
<u>DUTIES</u>	:	To efficiently execute duties and functions relating to specialist mental health care, including consultation liaison Knowledge of current Health and Public Service legislation, regulation and policy, including Medical Ethics, Epidemiology and Statistics. Responsible for the administration and management of outpatient and inpatient mental health services at Harry Gwala Regional Hospital. Coordinate maintenance of standards of care and implementation of quality improvement programmes at Harry Gwala Regional Hospital and its referral clinics. Participate in development guidelines, protocols, and referral pathways for the management of mental health care users.
<u>ENQUIRIES</u>	:	Dr. N.M. Sibiyi Tel No: (033) 395 4362

APPLICATIONS : All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X509, Plessislaer, 3216 or hand delivered to the box main gate behind the security office.

FOR ATTENTION : Mr. T.C. Manyoni

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

CLOSING DATE : 08 September 2023

POST 29/529 : **MEDICAL OFFICERS GR 1.2 &3(O&G, RADIOLOGY & FAMILY MEDICINE)**
REF NO: LRH 54/2023 (X3 POSTS)

SALARY : Grade 1: R906 540 per annum, all- inclusive package
Grade 2: R1034 373 per annum, all- inclusive package
Grade 3: R1 197 150 per annum, all- inclusive package
(Consist of 70% Basic salary and 30% Flexible portion that May be structured in terms of applicable Rules. 18% inhospitable. Rural allowance. Plus fixed Commuted overtime). Other Benefits: 13TH Cheque, Medical Aid (Optional).

CENTRE : Ladysmith Regional Hospital

REQUIREMENTS : Degree in MBCHB. registration certificate as Independent Medical Practitioner with the HPCSA. Current registration with HPCSA. **Grade 1:** Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** 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 required performing community service as required in South Africa. 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 Training And Competencies Required: Sound knowledge of principles of public service and health services management. Ability to plan effectively and efficiently. Ability to plan and manage projects. Ability to monitor and evaluate execution of plans. Demonstration of leadership qualities through motivation and control of subordinates. Ability to take a lead role in team projects. To be able to communicate in a logical manner both verbally and in writing.

DUTIES : Participation in patient care Outpatient care Peri-operative care the Clinical Procedures. Programmes Examination Procedures Holistic care integrated care Health systems and Socioeconomic. Support for colleagues Supervision of junior Mentoring of juniors. Punctuality, Absenteeism, Conflict management. Intra disciplinary Multidisciplinary Management structure Inter-sectoral Civil society. Relationships Conduct Duty of care Confidentiality. Governance and Admin / Management. Ability to perform on night duty due to service delivery.

ENQUIRIES : Dr M.E.Pule Medical Manager Tel No: (036) 637 2111

APPLICATIONS : All applications should be emailed to LadysmithHospitalJob@kznhealth.gov.za or 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 : 01 September 2023

POST 29/530 : **MEDICAL OFFICER GRADE 1,2,3 REF NO: NGWE 103/2023**
Department: Internal Medicine

SALARY : Grade 1: R906 540 – R975 738 per annum
Grade 2: R1 034 373 – R1 112 730 per annum
Grade 2: R1 197 150 – R1 491 627 per annum
Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the 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 Hospital

REQUIREMENTS : Senior Certificate / Grade 12. Appropriate medical qualification in Health science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. **Grade 1:** No experience required in respect of South African citizen of whom it is required to perform community service. A minimum of one (01) year experience after registration as Medical Practitioner with recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 2:** A minimum of five (05) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of six (06) years relevant experience after registration as Medical Practitioner with recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of eleven (11) years relevant

experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Current ATLS/BLS/ACLS/AMLS/HIV Diploma an advantage to candidates. Higher Diploma in Internal Medicine/FCP (Part 1) and Clinical Experience in Internal Medicine is additionally an advantage. Knowledge, Skills, Attributes and Abilities Appropriate medical knowledge and sound clinical skills. Knowledge of health care system and medical ethics. Knowledge of relevant acts, policies and regulations of the department of health. Good team building and problem solving skills. Excellent human, communication and leadership skills required. Awareness of cross-cultural differences. Concern of excellence.

DUTIES

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

**ENQUIRIES
APPLICATIONS**

: Dr. N Zibi Tel No: (035) 901 7000
 : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag 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

: 01 September 2023

POST 29/531 : **MEDICAL OFFICER GRADE 1,2,3 REF NO: NGWE 104/2023**
 Department: Ophthalmology

SALARY : Grade 1: R906 540 – R975 738 per annum
 Grade 2: R1 034 373 – R1 112 730 per annum
 Grade 3: R1 197 150 – R1 491 627 per annum
 Other Benefits:13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the 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 REQUIREMENTS : Ngwelezana Hospital
 : Senior Certificate / Grade 12. Appropriate medical qualification in Health science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. **Grade 1:** No experience required in respect of South African citizen of whom it is required to perform community service. A minimum of one (01) year experience after registration as Medical Practitioner with recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 2:** A minimum of five (05) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of six (06) years relevant experience after registration as Medical Practitioner with recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of eleven (11) years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Primaries in ophthalmology exam is an added advantage Diploma in ophthalmology is also advantageous. Experience in ophthalmology is an added advantage. Knowledge, Skills, Attributes and Abilities Appropriate medical knowledge and sound clinical skills. Knowledge of health care system and medical ethics. Knowledge of relevant acts, policies and regulations of the department of health. Good team building and problem solving skills. Excellent human, communication and leadership skills required. Awareness of cross-cultural differences. Concern of excellence.

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

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

FOR ATTENTION NOTE : Mr MP Zungu
 : Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification,

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

- CLOSING DATE** : 01 September 2023
- POST 29/532** : **DEPUTY DIRECTOR: PLANNING MONITORING AND EVALUATION REF NO: AMAJ15/2023**
Component: Planning, Monitoring and Evaluation
- SALARY** : R811 560 per annum (MMS package), (an all- inclusive salary package). Other Benefits: Medical Aid Optional, Home Allowance – Employee must meet prescribed requirements and 13th Cheque.
- CENTRE REQUIREMENTS** : Amajuba Health District Office
: Appropriate B/Degree or National Diploma Human or Health Sciences. A valid Grade 12 / Senior Certificate. At least 3-5 years management experience in health service delivery planning, monitoring and evaluation. Valid code EB drivers license (code 08). Computer literacy (MS Office Software Applications) Recommendations: Monitoring and Evaluation Certificate will be an added advantage. Knowledge, Skills, Behavioural Attributes and Competencies Required: The incumbent of this post should have strong project management and workshop facilitation skills to manage the consolidation of strategic planning interventions. Expert knowledge of the legislative and policy framework informing the area of operation. Ability to analyses complex information and to accurately transform that into effective planning inputs. Ability to capture in writing the essence of recommendations in concise clear language. An understanding of the challenges facing the public sector. Ability to prioritize issues and other work related matters and to comply with time frames. Advance computer skills.
- DUTIES** : Develop and implement the monitoring and evaluation strategy of the district and coordinate Monitoring and Evaluation activities. Support the review of indicators for monitoring of the District Plan and Operational Plan. Monitor the performance of the District by preparing progress reports for District Health Plan and District Operational Plan. Support preparation of quarterly performance reports. Oversee the implementation of the quarterly reporting system and communicate with Programme Managers to address non-compliance to reporting requirements. Oversee and support the NIDS/PIDS trainings for District level implementation. Ensure the development of District infrastructure Development Plan, the implementation and monitoring thereof and provision of technical support to institutions. Provide monitoring and evaluation technical support to institutions and other clusters (HR, Finance and SCM). Coordinate and support management of risks and audit queries. Manage utilization of resources allocated to the section including the development of staff. Consolidate planning, monitoring and evaluation inputs in the prescribed format plan activities inclusive of administering processes to determine the cost implications of planned activities. Analyze and critique the planning inputs of components and provide technical advice ensuring that the

stated goals, objectives and targets are realistic measurement and attainable. Extract data from the HIS, monitoring, evaluation and research reports with a view to develop reliable base line information documents information planning processes. Monitor and evaluate the performance of institutions to comply with public health service delivery planning imperative and develop innovative solutions to overcome the identified barriers. Coordinate District health information to ensure that monitoring and evaluation activities correlate with planning targets.

- ENQUIRIES** : Dr. A.M.E.T. Tshabalala Tel No: (034) 328 7000
- APPLICATIONS** : All applications should be forwarded to: Mrs T.N.B Dube: KZN Department of Health, Amajuba Health District Office, Private Bag X6661, Newcastle, 2940 or Hand delivered to: 38 Voortrekker Street, Newcastle
- FOR ATTENTION** : Dr. A.M.E.T. Tshabalala
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Application form (Z83) must be accompanied by detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other documents on application but must submit the Z83 and a detailed Curriculum, Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendation of the advert. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note due to financial constraints, there will be no payment for S&T claims. African Males are encouraged to apply and people with disability also should feel free to apply. Employment Equity Target for this post is African Male, and people with disability may feel free to apply.
- CLOSING DATE** : 12 September 2023
- POST 29/533** : **ENGINEER REF NO: PSH 57/ 2023 (X1 POST)**
- SALARY** : R795 147 per annum. Other Benefits: Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)
- CENTRE** : Port Shepstone Regional Hospital
- REQUIREMENTS** : Matric / Senior Certificate. Diploma/Degree in Engineering qualification Registered with ECSA as a Professional Engineer. Minimum of 3 years' experience post qualification. Computer Literacy Certificate of service endorsed by HR. Valid unendorsed driver's license Knowledge, Skills and Competencies Required: Knowledge of construction contracts / ISO standards/ Construction Industry Development/ Project management / OHS/ SCM / Finance management / Engineering Profession. Good verbal and written communication, problem solving, conflict resolutions skills and good interpersonal relations. Computer literacy - proficient in the MS package (Word/ Excel/ Outlook/ PowerPoint) Skills in: Applying Expertise and Technology/Adhering to Principles and Values /Delivering Results and Meeting Customer Expectations /Writing and Reporting/.Formulating Strategies and Concepts/Presenting and communicating Information. /Creating and Innovation. Ability to plan, organize and negotiate and work as a team. Knowledge of relevant acts and regulations for engineering, maintenance, and health facilities Communication with stakeholders Head Office Components / District Offices and Health Facilities/Implementing Agent (s)/ Provincial Public Works/ Communities /National Department of Health/ Professional Service Providers.
- DUTIES** : Implement and monitor effective hospital policies, protocols, practices within the day-to-day operational areas. Contribute as a member of a multi-disciplinary management team towards the effective management of the

hospital. Oversee compliance with all non-negotiables requirements. Oversee and provide support on infrastructural engineering and maintenance services. Effective and efficient resources management. Review infrastructure projects and programs in line with the built environment norms, standards and legislative requirements. Manage and participate in post Project and Occupancy Evaluation exercises. Provide feedback to Directorate Infrastructure Planning on function and technical norms and standards that should be from a space and design perspective. Infrastructure Program and Project Evaluation. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Infrastructure Project Commissioning. Infrastructure Program and Project Planning in line with IDMS. Infrastructure Program and Project Implementation and Monitoring.

- ENQUIRIES** : Mr DG Gounden Tel No: (039) 688 6111
- APPLICATIONS** : Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone, 4240 or 11 – 17 Bazley Street, Port Shepstone, 4240
- FOR ATTENTION** : Mr. ZM Zulu
- NOTE** : Detailed application for employment (Z83) and Curriculum Vitae. Certified copies – must not be submitted when applying for employment. NB: Applicants are encouraged to utilise courier services (Only short listed candidates will be requested to submit proof of qualifications and other related documents). Due to financial constraints, there will be no payment of S&T Claims. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.
- CLOSING DATE** : 01 September 2023
- POST 29/534** : **ASSISTANT MANAGER NURSING (SPECIALITY) (OBSTETRICS, GYNAECOLOGY & PAEDIATRICS) REF NO: SAP 24/2023**
- SALARY** : R683 838 – R767 184 per annum. Other Benefits: 13th Cheque, rural allowance medical aid (optional); housing allowance (Prescribed Requirements must be met)
- CENTRE** : St Apollinaris Hospital
- REQUIREMENTS** : Senior Certificate (Grade 12) or equivalent qualification. Basic R425 Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and midwifery. A post basic nursing qualification, with duration of at least one year accredited with the SANC i.e. advanced midwifery. Minimum of 10 years appropriate experience in nursing after registration as a Professional Nurse, with SANC in General Nursing. At least 6 years of period referred to above must be appropriate / recognizable in Maternity Section after obtaining the 1 year post-basic qualification in Advanced midwifery. At least 3 years of the period referred to above must be appropriate / recognizable experience at Management Level. Educational qualifications, certificates of service and registration certificates need not be submitted as only shortlisted candidates will be requested to supply certified copies and proof of registration. Knowledge, Skills and Competencies Required: Knowledge of Nursing care processes and procedures, nursing statutes and other relevant legal framework such as: Nursing Act, Occupational Health and Safety Act, Patient Right Act, Batho Pele Principles etc. Sound knowledge and skills in implementing 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. Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management. Insight into the public health sector strategies and priorities including the nursing strategy,

		standards procedures and policies pertaining to nursing care computer skills in basic programs.
<u>DUTIES</u>	:	Provide effective management and professional leadership in the specialized units. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required. Effective management utilization and supervision of all resources. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele. Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Exercise control of discipline, grievance and any Labour related issues in terms of laid down Procedures. Provide supportive supervision and comply with EPMDS evaluation of staff, formulate training. Programs and participate in training and development of staff and nursing students. Monitor implementation of EPMDS. Disaster Management, Monitor implementation of OHS and interpret its impact on service delivery. Co-ordinate and participate in health promotion activities and Monitor and evaluation of data. Demonstrate basic computer literacy as a support tool to enhance service delivery.
<u>ENQUIRIES</u>	:	Mr T.S. Zuma Tel No: (039) 833 9001-8
<u>APPLICATIONS</u>	:	Direct your application quoting the relevant reference number to: The Assistant Director, St. Apollinaris Hospital, thulani.dlamini@kznhealth .gov.za or or to be Hand delivered to Human Resource Section (St Apollinaris Hospital) Creighton on or before the closing date before 16:00.
<u>FOR ATTENTION</u>	:	Human Resources Section
<u>NOTE</u>	:	Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualifications and other relevant documents on application, certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application only when a candidate is shortlisted. Failure to comply will result in the application not being considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC. "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.
<u>CLOSING DATE</u>	:	01 September 2023
<u>POST 29/535</u>	:	<u>HEAD OF DEPARTMENT: COMMUNITY NURSING SCIENCE (PN-D3) REF NO: HGNC 51/2023 (X1 POST)</u>
<u>SALARY</u>	:	R645 720 – R745 425 per annum. Other Benefits: 13 th Cheque, 8% Inhospitable Area Allowance, Medical Aid: Optional, Housing Allowance (Employee must meet Prescribed Requirements)
<u>CENTRE</u>	:	Harry Gwala Regional Hospital – Harry Gwala Nursing Campus
<u>REQUIREMENTS</u>	:	Senior Certificate /Grade 12, Diploma/Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post Basic Qualification in Nursing Education and Nursing Administration registered with the SANC, Plus A minimum of Nine Years appropriate/recognizable Nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least Four Years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining a one year Post Basic Qualification in Nursing Education. Post Basic Qualification registration in Primary Care. An

unendorsed valid RSA driver's license (code EB). In depth knowledge of Community Nursing. Possess knowledge of the relevant legislation, Acts, Prescripts and Policy Frameworks within the area of operation. Has excellent communication skills (written and verbal) and presentation skills. In depth knowledge of Nursing Education Programmes and Curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation, monitoring and evaluation. Sound conflict management and decision making/problem solving skills. Computer literacy. Recommendations: Master's Degree.

DUTIES

: Co-ordinate provision of education and training of Student Nurses in R171, R425 and R635. Manage clinical learning exposure to students between college and clinical area. Oversee supervision of Students. Collaborate with other stake holders and build a sound relationship within the Department. Supervise staff with the Psychiatric Department. Develop and ensure implementation of quality improvement programs. Implement employee management and development systems. Maintain all clinical records and reports of students. Develop and review of nursing curricula for all categories of training. Implement the new nursing programmes in line with the SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the College.

**ENQUIRIES
APPLICATIONS**

: Mrs. R.T. Zondi Tel No: (033) 395 4427
 : All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X 509, Plessislaer, 3216 or hand delivered to the box main gate behind the security office.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 08 September 2023

POST 29/536

: **OPERATIONAL MANAGER NURSING (PHC) REF NO: PHO 20/2023**

SALARY

: Grade 1: R627 474 - R703 752 per annum. Other Benefits: 13th Cheque, Inhospitable Area Allowance of 8%, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

**CENTRE
REQUIREMENTS**

: Pholela CHC (Underberg Clinic)
 : Senior Certificate/ Grade 12 or equivalent certificate. Basic R425 qualifications i.e. Degree/Diploma in Nursing that allows registration with the South African Nursing Council as Professional Nurse plus; A post basic nursing qualification

in Primary Health Care with a duration of at least one year, accredited with the South African Nursing Council in PHC plus; Minimum of 09 years appropriate experience after registration as a professional nurse with South African Nursing Council in General Nursing; At least 05 years of the period referred to above must be recognizable experience in PHC specialty after obtaining 01 year post basic qualifications in PHC. Current registration with SANC-2023 SANC receipt. Knowledge, Skills and Competences: In depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery, eg Nursing Act, Health Act, Occupational Health and Safety Act, Patients Right Charter, Batho-Pele Principles, Public Service Regulations, Disciplinary Code and Procedure and Grievance Procedure. Basic understanding of Human Resource and Financial policies and practices. Effective communication skills with all stakeholders. Teamwork and report writing skills. Leadership, organizational, decision making and problem solving abilities. Diversity Management, Change management. Interpersonal Relations, Basic Computer skills.

DUTIES : Monitor and evaluate the performance of Primary Health Care service within the designated service area in line with the public health indicators. Analyze health policies and programs with a view to develop customized implementation strategies to guide the Primary Health Care service providers in the service area towards complying with stated norms, standard and targets. Ensure an integrated approach with implementation of various Primary Health Care Programs to provide a comprehensive service delivery package including the prioritizing of needs within the service area. Ensure the effective and efficient allocation of resource including the development of staff, budgetary planning and procurement management. Supervise and monitor clinical competence of staff and ensure that scientific principles of nursing care are implemented. Ensure that disciplinary measures are implemented according to Labour Relations Act. Ensure proper and efficient data management at all levels of care and is timeously submitted to Facility Information Officer. Ensure provision of quality comprehensive Primary Health Care through promotion, preventive curative and rehabilitative services.

ENQUIRIES : Mrs. N Willie Tel No: (039) 832 9491
APPLICATIONS : Direct your application quoting the relevant reference number to: The Assistant Director: HRM, Pholela CHC, Private Bag X502, Bulwer, 3244 or hand deliver application at Human Resource Department on or before the closing date 16:00.

NOTE : The following documents must be submitted: An Application for Employment form (Z83) NEW_form effective from 1 January 2021 must be completed and signed. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za/Comprehensive CV (with detailed experience).Copies of qualifications, Registration certificate/s, ID and Driver's license, proof of experience must not be submitted when applying for employment. These will be requested only from shortlisted candidates. The Reference Number must be indicated in the column provided on the form Z83, e.g. PHO 08/2022.Failure to comply with the above instructions will lead to disqualification of applicants. Please note that due to large number of applications we anticipate to receive, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Applicants in possession of foreign qualifications to bring evaluation certificate from the South African Qualifications Authority (SAQA) if shortlisted. On-RSA Citizens/Permanent Residents/Work Permit holders will be required to bring the proof during interview process. The appointments are subjected to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company intellectual Property Commission (CIPC) and proof of experience. Please note that due to financial constraints no S&T will be considered for payment to candidates that are invited for interviews. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively in all level of all occupational categories in the department. People with disabilities are encouraged to apply.

CLOSING DATE : 01 September 2023

POST 29/537 : **ASSISTANT MANAGER NURSING: GENERAL STREAM REF NO: SAHP 17/20203 (X1 POST)**

SALARY : R627 474 - R724 278 per annum. Benefit: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE : ST Andrew's Hospital

REQUIREMENTS : Grade 12/ Senior certificate, standard 10 plus, Degree/Diploma in General Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse plus, Current registration with South African Nursing(SANC)plus, A minimum of 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing plus, At least 3 years of the period referred above must be appropriate/ recognizable experience at management level or as a clinical Programme Coordinator. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge, Skills, Training, and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant frameworks such as: Nursing ACY, Health Act, Occupational Health and safety Act, Patients' Rights Charter Batho Pele principles etc., Knowledge and understanding of legislative framework governing the public service, Knowledge of HR and Financial policies and practices such as: Skills Development Act, Public Service Regulations, Labour relations Act. Good communication skills, Report writing skills, Facilitation and Coordination skills, Liaison skills, Leadership skills, Problem solving skills, Negotiation skills, Planning and Organising skills, Change Management skills, People Management skills.

DUTIES : Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care ,Participate in the analysis, formulation and implementation of nursing guidelines, practices and standard procedures ,Manage human resources ,Monitor and ensure proper utilization of financial and material resources, Initiate and participation health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care ,Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, intersect oral and multidisciplinary team work) ,Provide effective support to Nursing Services , Maintain professional growth/ethical standards and self-development , Coordinate provision of effective training and research.

ENQUIRIES : Ms MR Singh, ST Andrews Hospital Tel No: (039) 433 1955

APPLICATIONS : Please forward all applications to: the Chief Executive Officer, ST Andrew's Hospital, Private Bag X1010, Harding, 4680 or hand delivered applications to human resources at ST Andrew's Hospital or Email to standrewhospitalHRJobapplication@kznhealth.gov.za.

FOR ATTENTION : Human Resources Management

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. SAH/03/2023. 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 only Z83 and CV on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate

supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s).
01 September 2023

CLOSING DATE

:

POST 29/538

:

ASSISTANT MANAGER NURSING (PNA-7) REF NO: MBO 51/2023 (X1 POST)

Component: Male (Medical and Surgical)

SALARY

:

R627 474 – R693 645 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/Grade12 or equivalent qualification. Degree / Diploma in General Nursing and Midwifery. A minimum of 08 years appropriate recognisable experience in Nursing after registration as a Professional Nurse. At least three years of the period above must be appropriate/recognisable experience at management level. Only shortlisted candidates will be required to provide proof of current registration with SANC (2023 Receipt). Only shortlisted candidates will be required to provide certificate of service from previous and current employer endorsed and stamped by HR. Recommendations: Diploma/ degree in Nursing Administration Knowledge, Skills and Competencies: Leadership, Management, planning, organising and co-ordination skills. Clinical competencies and policy formulation skills. Knowledge of Nursing care delivery approaches. Knowledge of relevant legislative framework governing public service as well as. Nursing acts and regulations. Good verbal and written communication skills. Conflict management, mentorship and supervisory skills. Basic financial management skills and computer literacy and information management.

DUTIES

:

Provide support to Nurse Manager's office. Facilitate and monitor the implementation of orientation and induction programme for the nursing division. Control and monitor activities in the nursing control office. Participate in the recruitment process for nurses. Facilitate and monitor the implementation of in-service training and continuous professional development. Liaise with colleges and Universities regarding student placement. Co-ordinate the allocation and efficient utilization of nurses and management of leave of absence. Ensure nursing standards, ethics and practice is observed as stipulated by SANC. Monitor and report performance indicators vital to good patient outcomes. Participate in the Institutional Human Resource. Development, Statistics, Resuscitation and clinical governance committees. Facilitate and ensure that internal and external disaster management policies and procedures are adhered to. Facilitate and participates in formulation and review of nursing policies and protocols.

ENQUIRIES

:

Mrs. SI Mkhwanazi Tel No: (035) 476 6242 Ext 1011/
siphesihle.mkhwanazi@kznhealth.gov.za

APPLICATIONS

:

should be forwarded to: Human Resource Manager, Private Bag X126, and Kwa-Pett, 3820 or Hand delivered to: Mbongolwane Hospital or Online (E-Services) www.e-services.gov.za

NOTE

:

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will

be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered. 08 September 2023

CLOSING DATE

:

POST 29/539

:

ASSISTANT DIRECTOR: RADIOGRAHY: GRADE 1 REF NO: HRM 58/2023 (X1 POST)

Directorate: Radiology

SALARY

:

R578 367 – R639744.per annum

CENTRE

:

King Edward VIII Hospital

REQUIREMENTS

:

An appropriate three year National Diploma/ Degree in Diagnostic radiography, B. Tech: Radiography would be preferable, current registration with the Health Professions Council of South African as Diagnostic Radiographer (Independent practice), a minimum of 10 year's experience as Diagnostic radiographer after registration with HPCSA of which 5 year's must be preferably be in a managerial/ supervisory capacity in radiology department with certified proof. Recommendation: Experience in in MRI, mammography and BONE Mineral Densitometer, experience with internal audit, Experience with picture archiving and communication systems (PACS), hospital information systems (HIS) and Radiology information systems (RIS), Experience with finance and budget management. Knowledge, Skills, Training And Competencies Required: Strategic managerial skills including, sound knowledge of radiation safety regulations, financial management skills, Policy formulation and analysis skills, human resource management and empowerment skills, sound knowledge of radiology imaging equipment and protocols, excellent communication and leadership skills, computer literacy, knowledge of radiography training requirements, ability to solve complex radiation problems, research skills, internal audit skill, knowledge and experience of relevant public service policies, act and regulations, sound human and interpersonal skills including negotiation skills, professional ethics.

DUTIES

:

Participate on strategic and operational plans of tertiary imaging services, ensure the effective, efficient and cost effective management of allocated resources of the Department, Ensure the department is compliant to NCS, IPC, OHS acts, be part of relevant committees at KEH, Ensure compliance to quality improvement projects within the hospital, maintain the operational reliability of the department, perform administrative and clinical duties needed. provide a clinical radiographic service whilst adhering to radiography protocols, practices and techniques in a 24 hour diagnostic imaging department, participate in the radiation protection and quality assurance program, create and review existing SOP and operation imaging guidelines, participate in QIP in your department, ensure that operational clinical areas comply to IPC, OHS and NCS, be able to manage conflict in your surroundings and resolve it, perform delegated management tasks independently with limited supervision when need arise, participate or be member of relevant committees to your profession within your facility.

ENQUIRIES

:

Ms N.N.P. Dlamini Tel No: (031) 360 3410

APPLICATIONS

:

applications must be addressed to the Human Resources Manager, and all hand delivered applications should be placed in the red application box situated next to the ATM in the Admin. Building or email. twiggy.garib@kznhealth.gov.za

NOTE

:

The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all

levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)

- CLOSING DATE** : 01 September 2023
- POST 29/540** : **ASSISTANT DIRECTOR: CLINICAL TECHNOLOGIST REF NO: ADCLINTECH PULMO /2/2023**
Department: Pulmonology Function Laboratory
- SALARY** : Grade 1: R578 367 per annum. Plus 13th cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements.
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
: B.Tech Degree plus registration with HPCSA as a clinical technologist in pulmonary function. Current registration with HPCSA 2023-2024. Minimum of 8 years' experience as an independently practicing clinical technologist At least 5 (five) years' of this experience must be in a managerial position/duties. Recommendations: Inclusive of five years teaching experience affiliated to an accredited institution. This experience is for both undergraduate clinical technology students as well as other relevant health care professionals. Interest or participation in clinical trials will be an advantage. Knowledge, skills training and competencies required: To be well versed in the current health and public service legislation with respect to policies and regulations.
- DUTIES** : Ensure integrity of the recording systems and confirm that high quality and technically sound recordings of tests are performed. Promote Batho Pele principles in order to promote effective service delivery. Maintain and check equipment regularly in order to comply with safety requirements. Ensuring staff punctuality, attendance and accountability. Ensure patients are treated with care and courtesy and to maintain patient integrity and confidentiality. To be competent in managing time and resources and be confident in prioritising procedures. To guarantee appropriate supervision and train subordinates, students and other health care professionals within the department. To participate in and supervise clinical research projects of clinical technologist students. To participate and contribute to research projects within the department.
- ENQUIRIES** : Prof. K Nyamande Tel No: (031) 240 1353 / Dr. D Fakey Khan Tel No: (031) 240 1376
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 01 September 2023

POST 29/541 : **CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: HRM 57/2023 (X1 POST)**
 Directorate: Radiology

SALARY : R520 785 – R578 367 per annum
CENTRE : King Edward VIII Hospital
REQUIREMENTS : 3 Year National Diploma/Degree in Diagnostic Radiography, Registration with HPCSA as a Diagnostic Radiographer, current registration with HPCSA as a Diagnostic Radiographer (Independent practice) and in possession of registered CT scan certificate with HPCSA. Recommendation: Computer literacy and Experience in mammography is a preferred additional requirement. Knowledge, Skills, Training and Competencies Required: working knowledge and experience in radiography modalities, systems and procedures performed within the radiology department which include CT scan and mammography, sound supervisory skills, sound knowledge of radiation safety regulations, sound knowledge of diagnostic radiography equipment and protocols, ability to train junior radiography staff. Knowledge of relevant public service policies, acts and regulations, knowledge of HR related policies and procedures, knowledge of employee performance management and development system. Knowledge and experience in quality assurance policies, Good verbal and written communication skills and sound interpersonal skills and human resource management skills.

DUTIES : Provide a clinical radiographic service whilst adhering to radiography protocols, practices and techniques in a 24 hour diagnostic imaging department, participate in the radiation protection and quality assurance program, create and review existing SOP and operation imaging guidelines, participate in QIP in your department, ensure that operational clinical areas comply to IPC, OHS and NCS, be able to manage conflict in your surroundings and resolve it, perform delegated management tasks independently with limited supervision when need arise, participate or be member of relevant committees to your profession within your facility.

ENQUIRIES : Ms N.N.P. Dlamini Tel No: (031) 360 3410
APPLICATIONS : applications must be addressed to the Human Resources Manager, and all hand delivered applications should be placed in the red application box situated next to the ATM in the Admin. Building or email. twiggy.garib@kznhealth.gov.za

NOTE : (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. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)

CLOSING DATE : 01 September 2023

POST 29/542 : **EMS SUB DISTRICT MANAGER REF NO: AMS AMAJ 01/2023**
 Component: Emergency Medical Services

SALARY : Grade 2: R508 896 – R549 165 per annum
 Grade 3: R565 179 – R607 329 per annum
 Grade 4: R625 089 – R662 229 per annum
 Other Benefits: 13thCheque plus Medical aid (Optional) and housing allowance:
 Employee must meet prescribed requirements

CENTRE : EMS Amajuba Communication Centre
REQUIREMENTS : **Grade 2:** Grade 12 or equivalent qualification plus. Emergency Care Technician Qualification plus. Qualification of registration with HPCSA as a ECT plus. A minimum of 3 years experience after registration as a ECT plus. Valid drivers license code C1 (code 10) with PrDP (GP) or **Grade 3:** Grade 12 or equivalent qualification plus. Critical Care Assistant (CCA) or National Diploma in Emergency Medical Care. Qualification of registration with HPCSA as a Paramedic. A minimum of 3 years experience after registration as a Paramedic. Valid drivers license code C1 (code 10) with PrDP (GP) or **Grade 4:** Grade 12 or equivalent qualification plus. B Tech degree in Emergency Medical Care plus. Qualification of registration with HPCSA as a ECP plus. A minimum of 3 years' experience after registration as an ECP. Valid driver's license code C1 (code 10) with PrDP (GP) Knowledge, Skills, Behavioural Attributes and Competencies Required: The incumbent of this post will report to EMS District Manager and will be responsible to render Emergency Medical Services in the Sub District. The ideal candidate must possess the Knowledge of Advance Life Support. Health related acts, General relevant Public Service

		legislation. Management principles. Emergency Medical Rescue Service Operating procedures. Labour Relations Act. EMS current trends. HPCSA Protocols .Presentation Skills, Leadership Strategic Planning, Good verbal and written skill .Financial Management .Problem Solving. Human Relations. Conflict Resolution. Computer literacy in MS Office package.
<u>DUTIES</u>	:	Ensure effective and efficient functioning of Communication Centre and Planned Patient Transport Service. Provide ongoing management function in respect of all operational issues in terms of HPCSA policies by ensuring compliance and reporting thereon. Supervise and monitor implementation of operational plans and service delivery improvement plans. Manage all resources allocated to Communication Centre and PTS effectively and efficiently by ensuring control, monitoring of usage, reporting deviations and deficiencies. Ensure financial control and proper HR Management including Occupational Health and Safety, Conflict resolution and HRD. Liaise with PHC and Hospital Service within the District to ensure that EMS as an effective role player is accessible. Coordinate disaster management within the District. Manage complaints from internal and external sources. Compile reports and conduct investigations when required to do so. Ensure compliance with service protocols and procedures and meet the deadlines. Supervision to staff including performance management and discipline. Provide relevant in-service training for the staff. Monitor and manage movement of Operational Fleet. Monitor and manage outstanding ambulance calls in Communication Centre. Ensure that equipment is always in optimal working condition.
<u>ENQUIRIES</u>	:	Mrs W.T. Shezi Tel No: (034) 312 8651
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The EMS District Manager, Private Bag X6671, Newcastle, 2940 or Hand delivered to: Amajuba Health District Office, 38 Voortrekker Street, Newcastle.
<u>FOR ATTENTION</u>	:	Mrs W.T. Shezi
<u>NOTE</u>	:	Applications must be submitted on the new prescribed Application for Employment form (Z83) accompanied by detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of current registration with HPCSA and other relevant documents, will be requested only from shortlisted candidates to be submitted to HR on the day of the interviews. 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. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note due to financial constraints, there will be no payment for S&T claims.
<u>CLOSING DATE</u>	:	08 September 2023
<u>POST 29/543</u>	:	<u>CLINICAL PROGRAMME COORDINATOR: OCCUPATIONAL HEALTH REF NO: ZUL/OCC2/2023</u>
<u>SALARY</u>	:	R497 193 per annum. Other Benefits may include: Rural allowance on a claim basis)
<u>CENTRE</u>	:	Zululand Health District Office, Ulundi
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12).An appropriate B Degree/National Diploma in Occupational Health ,nursing or related field, plus a one (1) post basic qualification in Occupational health accredited with the South African Nursing Council, plus Relevant current registration with any of the professional registration councils for Health Workers in South Africa e.g. (HPCSA,SANC and SAPC). A minimum of 3-5 years appropriate experience in/and knowledge of occupational health/nursing healthcare & therapy. Valid driver's license. Only shortlisted candidates will attach proof of current and previous work experience endorsed and stamped by Human Resources Management/Office. Only shortlisted candidate will submit proof. Skills: Knowledge of occupational health and safety policies and procedures. Knowledge and experience of the Public Service Policies, acts and regulations. Good communication skills (verbal & written). Basic financial management skills. Report writing and

		presentation skills. Planning and coordinating skills. Knowledge of labour relations and disciplinary procedures, including conflict resolution. Computer literacy.
<u>DUTIES</u>	:	To ensure occupational health units are established in hospital/CHC. To ensure the occupational health promotion programs are running in the District. Provide a comprehensive occupational health clinical services to the District. Conduct occupational health risk assessment, biological, physical ergonomical and physiological to assess impact work environmental on the worker and provide alternative recommendations. Liaise with various role players involved in occupational health related issues e.g. health & safety committees, clinical staff and employee assistant practitioner. Contact occupational health in-service training and orientate employees. To ensure an occupational health audit programme is developed for the District.
<u>ENQUIRIES</u>	:	Mr PM Ntshangase: Tel No: (035) 8740713
<u>APPLICATIONS</u>	:	KwaZulu-Natal Zululand Health District Office, Private Bag X81, Ulundi, 3838, King Dinuzulu High way, LA Building Ground floor, Ulundi, 3838.
<u>FOR ATTENTION</u>	:	Ms BN Zulu
<u>NOTE</u>	:	The following documents must be submitted: (a) Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website (New Z83 form). (b) Comprehensive Curriculum Vitae, (c) Educational qualifications, SANC registration certificates, Driver's License, ID Copy, SANC receipts and proof of experience will be requested from shortlisted candidates only, don't include in your application. The Reference Number must be indicated in the column provided on the form Z.83. Persons with disabilities should feel free to apply for the post. NB: (a) Failure to comply with the above instructions will disqualify the applicants. Faxed and e-mailed Applications will NOT be accepted. Only shortlisted candidates will submit proof. It is the responsibility of the applicant to ensure that Curriculum Vitae is detailed enough to reflect all information associate with the post applied for. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing, they must accept that their applications were unsuccessful. Please not that due to financial constrains no S&T claims will be considered for payment to candidates that are invited for interviews, (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department).
<u>CLOSING DATE</u>	:	08 September 2023
<u>POST 29/544</u>	:	<u>OPERATIONAL MANAGER NURSING (GENERAL) REF NO: SAP 25/2023</u>
<u>SALARY</u>	:	R497 193 – R559 686 per annum. Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), housing allowance (Employee must meet Prescribed requirements)
<u>CENTRE</u>	:	St Apollinaris Hospital Outpatient Department
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12) or equivalent qualification Plus Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as Professional Nurse Plus; Registration with SANC as a Professional Nurse and midwifery Plus; A minimum of seven (7) years' experience in nursing after registration as Professional Nurse with the SANC in General Nursing PLUS; SANC receipt for the current year. Educational qualifications, certificates of service and registration certificates need not be submitted as only shortlisted candidates will be requested to supply certified copies and proof of registration. Knowledge, Skills and Competencies Required: Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues including more complex report when required. Work as part of the multi-disciplinary at unit level to ensure good nursing care by the nursing team. Work effectively, co-operatively amicably at a supervisory level with persons of diverse intellectual; cultural racial or religious differences. Display a concern for patients promoting and advocating and facilitating proper treatment and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate basic computer literacy as a support tool to enhance service delivery.
<u>DUTIES</u>	:	Demonstrate an in depth understanding legislation and related legal and ethical nursing practices and how this impacts on service delivery's-ordinate and monitor the implementation of nursing care plan and evaluation thereof. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility.

		Provision of administrative services. Maintain a constructive working relationship with nursing and other stakeholders. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Utilize human, material and physical resources efficiently and effectively. Demonstrate a basic understanding of HR and financial policies and practices. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care.
<u>ENQUIRIES</u>	:	should be directed to Mrs D. Duma Tel No: (039) 833 9001-8
<u>APPLICATION</u>	:	Direct your application quoting the relevant reference number to: The Assistant Director, St. Apollinaris Hospital, thulani.dlamini@kznhealth.gov.za or to be Hand delivered to Human Resource Section (St Apollinaris Hospital) Creighton on or before the closing date before 16:00.
<u>FOR ATTENTION</u>	:	Human Resources Section
<u>NOTE</u>	:	Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualifications and other relevant documents on application, certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application only when a candidate is shortlisted. Failure to comply will result in the application not being considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC. "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.
<u>CLOSING DATE</u>	:	01 September 2023
<u>POST 29/545</u>	:	<u>OPERATIONAL MANAGER NURSING –GRADE 1 REF NO: APP/21/2023 (X1 POST)</u>
<u>SALARY</u>	:	R497 193 – R559 686 per annum. Benefit: Housing allowance, 13 th cheque, Medical Aid (Optional), and 8% Rural Allowance.
<u>CENTRE</u>	:	Appelsbosch Hospital (General Ward)
<u>REQUIREMENTS</u>	:	Appointment Requirement for the post Senior Certificate (grade 12) or equivalent qualification, Degree/ National Diploma in general Nursing Midwifery, You must be in possession of current registration with SANC (2023) as a Professional nurse and midwifery. A minimum of seven (07) years appropriate/ recognizable experience after registration with SANC as a general nurse and midwife. When shortlisted you are to submit current and previous work experience endorsed and stamped by Human Resource Department i.e. (Certificate of service) (only shortlisted candidate will submit the required certified documents) Recommendations Diploma/ Degree in nursing management. Code B valid Driver's License Knowledge, Skills, Training, Competencies Required knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC rules and regulations. Sound knowledge of scope of practice. Good communication, leadership, interpersonal and problem solving skills. Knowledge of code of Conduct and Labour Relations. Ability to function well within a team. Conflict management and negotiation skills. Decision making and problem solving skills. Skills in organizing, planning and supervising. Knowledge of Batho Pele Principles and Patients' Right Charter.
<u>DUTIES</u>	:	Ability to provide professional leadership. Provision of quality nursing care through implementation of standards. Policies and procedures couple with supervision and monitoring the implementation thereof. To develop and ensure implementation of Nursing Care Plans. To participate in Quality Improvement

Programs and Clinic Audits. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and patients' Right Charter principles. Provide a safe, therapeutic environment as laid down by the Nursing Act. Occupation Health and Safety and all other applicable prescripts. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and Labour relation issues according to the laid down policies and procedures. Manage and supervise effective utilization of all resources e.g. human, financial, material etc. Implementation and management of Infection Prevention and Control protocol. Participate in performance reviews i.e. EPMSD progress reports. Participate and ensure implementation of Norms and Standards, Ideal Hospital Realization and Maintenance, national health priorities, Quality Improvement initiatives including national priority program plans. Implementation and monitoring of patient safety incidents and learning guidelines.

ENQUIRIES : Mr. S.M Ntuli Nursing Manager Tel No: (032) 294 8000/072 926 7634
APPLICATIONS : should Be Forwarded To: The Chief Executive Officer, P/Bag X215, Ozwathini, 3242.
FOR ATTENTION : Human Resource Manager
CLOSING DATE : 08 September 2023

POST 29/546 : **CLINICAL NURSE PRACTITIONER GRADE 1 OR 2 REF NO: SAP 26/2023 (X1 POST)**
 Component: School Health Services

SALARY : Grade 1 R456 489 – R497 193 per annum
 Grade 2 R559 686 – R645 720 per annum
 Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Homeowner`s allowance employee Must meet Prescribed requirements)

CENTRE : St Apollinaris Hospital (Gateway Clinic)
REQUIREMENTS : Senior Certificate (Grade 12) or equivalent qualification Plus; Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the South African Nursing Council' (SANC) as a Professional Nurse Plus; Diploma/Degree in General nursing and Midwifery plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care Plus; Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Plus; A valid Driver's License. Educational qualifications, certificates of service and registration certificates need not be submitted as only shortlisted candidates will be requested to supply certified copies and proof of registration. Experience: **Grade 1:** A minimum of four (4) years appropriate/ recognizable experience in nursing after Registration as a Professional Nurse with the SANC in General Nurse plus 1 year post basic Qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. **Grade 2:** A minimum of fourteen (14) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which at least ten (10) years of the period referred to above must be appropriate or recognizable experience in the specific specialty after obtaining 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Knowledge, Skills and Competencies Required: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. A sound knowledge of the Provincial Health Act of 2000, Nursing Act, Occupational Health and Safety Act of 1995.

DUTIES : Provide direction and supervision for the implementation of the nursing care compliance and adherence to the relevant prescripts/acts applicable within nursing environment. Utilize human, material and physical resources efficiently and effectively. Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stake holders. Data management.

ENQUIRIES : should be directed to Ms NA Ndlovu Tel No: (039) 833 9001-8
APPLICATIONS : Direct your application quoting the relevant reference number to: The Assistant Director, St. Apollinaris Hospital, thulani.dlamini@kznhealth.gov.za or to be Hand delivered to Human Resource Section (St Apollinaris Hospital) Creighton on or before the closing date before 16:00.

<u>FOR ATTENTION NOTE</u>	<p>: Human Resources Section</p> <p>: Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualifications and other relevant documents on application, certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application only when a candidate is shortlisted. Failure to comply will result in the application not being considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC. "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims. 01 September 2023</p>
<u>CLOSING DATE</u>	:
<u>POST 29/547</u>	<u>CLINICAL NURSE PRACTITIONER GRADE 1 OR 2 REF NO: SAP 28/2023 (X1 POST)</u>
<u>SALARY</u>	<p>: Grade 1: R456 489 – R497 193 per annum</p> <p>: Grade 2: R559 686 – R645 720 per annum</p> <p>: Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Homeowner's allowance employee Must meet prescribed requirements)</p>
<u>CENTRE REQUIREMENTS</u>	<p>: St Apollinaris Hospital (Kilmun Clinic)</p> <p>: Senior Certificate (Grade 12) or equivalent qualification. Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the South African Nursing Council' (SANC) as a Professional Nurse. Diploma/Degree in General nursing and Midwifery plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Certificates of Registration with the SANC (General Nursing and relevant post basic qualification). Proof of current registration with SANC (2023) only shortlisted candidates will be requested to supply proof of registration. Educational qualifications, certificates of service and registration certificates need not be submitted as only shortlisted candidates will be requested to supply certified copies and proof of registration. experience: Grade 1: A minimum of four (4) years appropriate/ recognizable experience in nursing after Registration as a Professional Nurse with the SANC in General Nurse plus 1 year post basic Qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Grade 2: A minimum of fourteen (14) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which at least ten (10) years of the period referred to above must be appropriate or recognizable experience in the specific specialty after obtaining 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. knowledge, skills and competencies required: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. A sound knowledge of the Provincial Health Act of 2000, Nursing Act, Occupational Health and Safety Act of 1995.</p>
<u>DUTIES</u>	<p>: Provide direction and supervision for the implementation of the nursing care compliance and adherence to the relevant prescripts/acts applicable within nursing environment. Utilize human, material and physical resources efficiently</p>

		and effectively. Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stake holders. Data management.
<u>ENQUIRIES</u>	:	should be directed to Ms BF Zakwe Tel No: (033) 701 2718
<u>APPLICATIONS</u>	:	Direct your application quoting the relevant reference number to: The Assistant Director, St. Apollinaris Hospital, thulani.dlamini@kznhealth.gov.za or to be Hand delivered to Human Resource Section (St Apollinaris Hospital) Creighton on or before the closing date before 16:00.
<u>FOR ATTENTION</u>	:	Human Resources Section
<u>NOTE</u>	:	Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualifications and other relevant documents on application, certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application only when a candidate is shortlisted. Failure to comply will result in the application not being considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC. "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims. 01 September 2023
<u>CLOSING DATE</u>	:	01 September 2023
<u>POST 29/548</u>	:	<u>RADIOGRAPHER: GRADE 1 (NUCLEAR MEDICINE) REF NO: HRM 59/2023 (X1 POST)</u> Directorate: Radiology
<u>SALARY</u>	:	R444 741 – R506 016 per annum
<u>CENTRE</u>	:	King Edward VIII Hospital
<u>REQUIREMENTS</u>	:	Matric/Senior Certificate or equivalent qualification, 3 year National Diploma or B. Tech degree in Nuclear Medicine/ BHSC in Nuclear in Nuclear Medicine/BHSC in Nuclear Medicine, Registration with HPCSA as a Nuclear Medicine Radiographer (2023/2024). Recommendation: Computer literacy and sound knowledge of radiation safety/ protection regulations. Knowledge, Skills, Training and Competencies Required: sound knowledge of nuclear medicine diagnostic procedures and equipment, clinical competency procedures and dexterity, good communication and problem solving skills, good interpersonal relationships, knowledge of relevant Health and Safety policies, regulations and Acts, knowledge of quality assurance procedures and methods.
<u>DUTIES</u>	:	Participate in institutional nuclear medicine policy making and planning for service delivery, Promote Batho Pele in execution of all duties for effective service delivery, inspect and use equipment professionally to ensure that they comply with safety standards, ensure the implementation of quality assurance and improvement programs, develop protocols to ensure that nuclear medicine service comply with HPCSA regulations, Supervise training of students, assist in/perform complex nuclear medicine procedures, provide professional advice on radiographic and radiation related matters, Perform quality control procedures, Promote team work in the department, perform general administrative duties as required, participate in the departmental academic and journal club.
<u>ENQUIRIES</u>	:	Ms N.N.P. Dlamini Tel No: (031) 360 3410
<u>APPLICATIONS</u>	:	applications must be addressed to the Human Resources Manager, and all hand delivered applications should be placed in the red application box situated next to the ATM in the Admin Building or email. twiggy.garib@kznhealth.gov.za

- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims. (This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)
- CLOSING DATE** : 01 September 2023
- POST 29/549** : **RADIOGRAPHER (ULTRASOUND) (GRADE 1,2,3) REF NO: GS 63/23**
Component: Radiology Department
- SALARY** : Grade 1: R444 741 per annum
Grade 2: R520 785 per annum
Grade 3: R612 642 per annum
Other Benefits : 13th Cheque, Medical Aid (Optional), Home Owner Allowance, Employee Must Meet Prescribed Requirements
- CENTRE REQUIREMENTS** : Grey's Hospital- Pietermaritzburg
: **Grade 1:** No experience required after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. One year experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa **Grade 2:** Minimum of 10 years experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of eleven years experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa **Grade 3:** Minimum of 20 years experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of 21 years experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa Senior Certificate or equivalent National Diploma in Ultrasound / Bachelors Degree in Technology: Ultrasound Registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer (Ultrasound) Current registration with HPCSA for 2023/2024 in the category Independent Practice Ultrasound NB! Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. Recommendations: Experience performing high risk Obstetrics and anomaly scans Experience in reporting on difficult pathologies Knowledge, Skills and Experience: Excellent knowledge of high risk obstetrics and gynaecology, general scans, small parts, vascular, musculoskeletal scanning techniques, protocols and procedures. Basic knowledge of equipment use and trouble shooting Sound report writing and administrative skills and computer literacy Knowledge of relevant Health and Safety Acts and Infection Control measures Good communication, interpersonal relations and problem solving skills Basic supervisory skills.
- DUTIES** : Provide a high quality ultrasound service in keeping with tertiary status of the hospital: general scans with complicated pathology and detailed Obstetric scans Provide correct interpretation of all ultrasound scans Compile comprehensive reports as required in the working environment Provide assistance, supervision and training to junior staff and students, including

		medical personnel Provide good health practices and ensure optimal care of the patient Execute all clinical procedures competently to prevent complications Participate in quality assurance and quality improvement programmes, policy making, in-service training and National Core Standards.
<u>ENQUIRIES</u>	:	Mr S Rashkumar Tel No: (033) 897 3208
<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
<u>FOR ATTENTION</u>	:	Mrs M. Chandulal
<u>NOTE</u>	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, Indian Male, White Male, Coloured Male
<u>CLOSING DATE</u>	:	01 September 2023
<u>POST 29/550</u>	:	<u>PNB PROFESSIONAL NURSE GRADE 1/2 SPECIALTY: ORTHOPAEDIC NURSING REF NO: NURS 53/2023 (X15 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum Plus 13 th Cheque, 8% Inhospitable Area Allowance, Medical Aid: Optional, Housing Allowance ((Employee must meet Prescribed Requirements)
<u>CENTRE</u>	:	Harry Gwala Regional Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate, Diploma/ Degree in General Nursing Science and midwifery (obtainable from College/University), Registration with the South African Nursing Council (SANC) as a Professional Nurse and midwifery. Post basic qualification in Orthopaedic Nursing Science Registered with SANC. Knowledge of Nursing processes and procedures. Knowledge of Nursing statutes and other relevant legislative frameworks. Knowledge of Health care service delivery prescripts. Knowledge of disciplinary processes. The ability to function well with a team. Sound communication, interpersonal, counselling and time management skills. Understanding of Human Resource needs and developments. Experience: Grade 1: A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing with a Post Basic qualification in Orthopaedic Nursing Science. Grade 2: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate / recognisable experience in Orthopaedic Nursing after obtaining the one year Post Basic Qualification in Ophthalmology Nursing Science.
<u>DUTIES</u>	:	Co-ordination of optimal, holistic specialised Nursing care provided within the standards and professional / legal framework. Foster team spirit and commitment among all categories of staff. Deal with disciplinary issues, grievances and other Labour issues including monitoring and managing absenteeism. Manage the utilisation of all resources efficiently and effectively. Participate in the analysis, formulation and implementation of policies, practices and procedures. Establish and maintain constructive working relationship with Nursing and other Stakeholders. Ensure that a healthy and safe environment is maintained. Monitor and control the quality of patient care. Co-ordinate the implementation of IPC guidelines and quality. Support and mentor Student Nurses.
<u>ENQUIRIES</u>	:	MS. L. Magadlala Tel No: (033) 395 4427
<u>APPLICATIONS</u>	:	All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X509, Plessislaer, 3216. or hand delivered to the box main gate behind the security office.
<u>FOR ATTENTION</u>	:	Mr. T.C. Manyoni
<u>NOTE</u>	:	The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za . Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2023. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency

(SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays Employment Equity: All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply.

- CLOSING DATE** : 08 September 2023
- POST 29/551** : **CLINICAL NURSE PRACTITIONER GRADE 1, 2 REF NO: MBO 52/2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 - R645 720 per annum
Other Benefits: Medical Aid (optional), Home Owners Allowance: Employee must meet prescribed requirements, 8% Rural Allowance, 13th cheque
- CENTRE REQUIREMENTS** : Ngudwini Clinic
: **Grade 1:** Senior certificate/Grade 12 or equivalent. Degree/Diploma in General Nursing Science and Midwifery plus. One (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC (2023). Only shortlisted candidates will be required to submit proof of previous and current work experience written by supervisor. Only shortlisted candidates will be required to submit certificate of service endorsed and stamped by HR Office. Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in General nursing. **Grade 2:** Senior Certificate/Grade 12 or equivalent. Degree/Diploma in General Nursing Science and Midwifery plus. One (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC (2023). Only shortlisted candidates will be required to submit proof of previous and current work experience written by supervisor. Only shortlisted candidates will be required to submit certificate of service endorsed and stamped by HR Office. Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which At least 10 years must be appropriate / recognizable experience after obtaining One (1) year post basic qualification in Primary Health Care. Knowledge, Skills and Competences Required: Knowledge of all applicable legislations such as Nursing Act, Mental Act, OH&S Act, Batho Pele principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory. Good interpersonal relationship. Good insight of procedures and policies pertaining to nursing care.
- DUTIES** : Provide promotive, preventative, curative and rehabilitative services to the community. Ensure proper utilization and safekeeping of basic medical equipment. Assist in orientation and induction of staff. Provide direct and indirect supervision of all nursing staff. Implement Batho Pele principles. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, Ideal Clinic, Quality and Clinical Audits. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Plan and organize own work to ensure proper nursing care in the clinic. Conduct health education to community. Assist in data management. Ensure pharmaceutical management. Assist in the management of mother and child programmes.
- ENQUIRIES** : Mr. VH Zikhali Tel No: (035) 476 6242 ext. 1008

- APPLICATIONS** : should be forwarded to: Human Resource Manager, Private Bag X126, Kwa-Pett, 3820 or Hand Deliver to: Mbongolwane District Hospital OR Online (E-Services) www.e-services.gov.za
- FOR ATTENTION NOTE** : Human Resource Manager
 : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.
- CLOSING DATE** : 08 September 2023
- POST 29/552** : **PROFESSIONAL NURSE SPECIALTY STREAM REF NO: SAHP 10/20203 (X3 POSTS)**
 Component: Theatre
- SALARY** : Grade 1: R431 265 – R497193 per annum
 Grade 2: R528 696 - R645720 per annum
 Benefit: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE REQUIREMENTS** : ST Andrew's Hospital
 : **Grad 1:** Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree / Diploma in General Nursing Science and Midwifery plus, 1 year post basic qualification in Operating Theatre Technique plus, A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery plus, Current registration with SANC as a General Nurse and Midwifery and Operating Theatre. **Grade 2:** Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree / Diploma in General Nursing Science and Midwifery plus, 1 year post basic qualification in Operating Theatre Technique plus, A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery plus, At least 10 years of the period mentioned above must be recognizable experience in the specific specialty, after obtaining the one year post basic qualification in the relevant specialty plus, Current registration with SANC as a General Nurse and Operating Theatre. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge, Skills and Competencies: Knowledge of nursing care and processes and procedures, Knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies, Leadership, supervisory and good communication skills, Team building and cross cultural awareness, Knowledge of SANC rules and regulations, Knowledge of Batho Pele Principles and patients' rights charter.
- DUTIES** : Must be able to handle obstetric and emergencies and high risk conditions, To execute duties and functions with proficiency within prescript of applicable legislation, Provision of quality patient care through setting of standards, policies and procedures, To participate in quality improvement programmes and clinical audits, Uphold Batho Pele and patients' rights principles, Provide a safe, therapeutic environment as laid down by the Nursing act, Maintain accurate and complete patient records according to legal requirements, Exercise control over discipline, grievance and labour relations issues, Manage and supervise effective utilization of all resources e.g. Human, Financial,

material etc. Implementation and management of infection control and prevention protocols, Assist with performance reviews i.e. EPMDs as well as student progress reports, Maintain a plan to improve the quality of Nursing and health care in operating theatre, Formulation of theatre policies to ensure good practice, Ensuring the availability of the necessary basic equipment.

ENQUIRIES : Ms MR Singh, ST Andrews Hospital Tel No: (039) 433 1955

APPLICATIONS : Please forward all applications to: the Chief Executive Officer, ST Andrew's Hospital, Private Bag X1010, Harding, 4680 or hand delivered applications to human resources at ST Andrew's Hospital or Email to standrewhospitalHRJobapplication@kznhealth.gov.za.

FOR ATTENTION : Human Resources Management

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. SAH/03/2023. 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 only Z83 and CV on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)

CLOSING DATE : 01 September 2023

POST 29/553 : **PROFESSIONAL NURSE SPECIALTY STREAM REF NO: SAHP 11/20203 (X1 POST)**
Component: Trauma

SALARY : Grade 1: R431 265 – R497193 per annum
Grade 2: R528 696 - R645720 per annum
Benefit: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE : ST Andrews Hospital

REQUIREMENTS : **Grade 1:** Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) plus, Diploma/ Degree in General Nursing and Midwifery plus, a 1 year Post Basic Nursing Qualification Diploma/Degree in Trauma and Emergency Nursing Science (Emergency Nursing Science) of at least One (1) year experience post basic qualification in Emergency Nursing Science plus ,a minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required plus, current registration with SANC as General Nurse, Midwife and Trauma and Emergency Nursing Science (SANC receipt 2023). **Grade 2:** Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) plus, Diploma/ Degree in General Nursing and Midwifery plus, a 1 year Post Basic Nursing Qualification Diploma/Degree in Trauma and Emergency Nursing Science (Emergency Nursing Science) of at least One (1) year experience post basic qualification in Emergency Nursing Science plus, A minimum of 14 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific Specialty after obtaining the 1 year post basic qualification in the specialized field plus, current registration with SANC as General Nurse,

Midwife and Trauma and Emergency Nursing Science (SANC receipt 2023). Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlist N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge, Skills and Competencies: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices, In-depth knowledge on procedures, policies, prescripts related to nursing care, Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele), Ability to prioritize matters related to work and patient care, Skills: Leadership, organizational, decision making, problem solving abilities within the limits of the public sector and interpersonal skills, Personal attributes: responsiveness, communication skills for dealing with patients, professionalism, supportive, assertive, writing of reports when required and must work within multi-disciplinary team.

DUTIES : Render optimal holistic quality specialized nursing care as directed by the scope of practice and service standards, Maintain quality standards by ensuring compliance with Regulated Norms and Standards and Ideal Hospital Realization and Maintenance, Effective and efficient management of all resources at your disposal. Manage generated data as per data management policy, Be well versed with management of major incident procedure, Display competency in resuscitation and actively involved in in-service education to accumulate CPD points, Promote ethics and professionalism in the work environment. Participate in quality cycles and quality improvement projects to improve patient outcomes, be cognizant of measures to prevent patient safety incidents and litigation and Assume shift leader role when necessary or as delegated by supervisor.

ENQUIRIES : Ms MR Singh, ST Andrews Hospital, Tel No: (039) 4331 955
APPLICATIONS : Please forward all applications to: the Chief Executive Officer, ST Andrew's Hospital, Private Bag X1010, Harding, 4680 or hand delivered applications to human resources at ST Andrew's Hospital or Email to standreshospitalHRJobapplication@kznhealth.gov.za.

FOR ATTENTION : Human Resources Management
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. SAH/03/2023. 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 only Z83 and CV on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)

CLOSING DATE : 01 September 2023

POST 29/554 : **PROFESSIONAL NURSE GRADE 1, 2: SPECIALTY (OCCUPATIONAL HEALTH) REF NO: MBO 54/2023 (X1 POST)**
 Component: Wellness Centre

SALARY : Grade 1: R431 265 – R497 193 per annum

Grade 2: R528 696 - R645 720 per annum
Other Benefits: 13th Cheque, 8% Rural Allowance, Home Owners Allowance (Employee Must Meet Prescribed Requirements), Medical Aid (Optional)
Mbongolwane District Hospital

**CENTRE
REQUIREMENTS**

Grade 1: Senior Certificate/Grade 12. Degree/Diploma in General Nursing and Midwifery. Plus 1 year post basic qualification in Occupational Health Nursing Science. A minimum of 4 years appropriate recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Current registration with SANC as a General Nurse and Midwife and Occupational Health Nursing Science. Only shortlisted candidate will be required to proof of current registration with SANC (2023). Only shortlisted candidate will be required to submit certificate of service endorsed and stamped by HR Office. **Grade 2:** Degree/Diploma in General Nursing and Midwifery. Plus 1 year post basic qualification in Occupational Health Nursing Science. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in General Nursing. At least 10 years of the period mentioned above must be recognizable experience in Occupational Health, after obtaining the one year post basic qualification in the relevant specialty. Current registration with SANC as a General Nurse, Midwife and Occupational Health Nursing Science. Only shortlisted candidate will be required to submit certificate of service endorsed and stamped by HR Office. Knowledge, Skills and Competencies: Knowledge of nursing care and processes and procedures. Sound knowledge of Occupational Health & Safety Act, Compensation Injuries Diseases Act (COIDA) and the latest Employee Health and Wellness Framework for the service. Knowledge of basic human resource and financial management. Ability to demonstrate good insight of policies and procedure pertaining to occupational employee health and wellness. Knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and Patient's rights charter

DUTIES

Ensure the compliance to baseline medical surveillance, periodical medical examination and exit medical examination for both hospital and satellite clinic's employees. Administer clinical treatment of staff patients and make referrals. Develop and implement occupational Health and Safety Training Programmes, Orientation and Induction programs. Undertake occupational disease research for the purpose of investigating and preventing all types of occupational related diseases. Manage statistics and reports and submit to relevant stakeholders. Maintain client satisfaction through quality services, innovation and nursing care by upholding the principles of Batho Pele. Work hand in hand with Health and Safety Officer, EAP and ensure the unit complies with infection and prevention control standard precautions. Formulate policies and procedure manuals for the wellness clinic. To ensure that the conditions meet and maintain compliance certificates as regulated in the Occupational Health and Safety Act 85 of 1983. To compile all Occupational Health Manuals and protocols to be used by the hospital. To advice management on Occupational Health and Safety legal proceedings. Form part of IPC and Quality audit team and compile Quality Improvement Plan.

**ENQUIRIES
APPLICATIONS**

Ms LCW Mwandla Tel No: (035) 476 6242, ext. 1004
should be forwarded to: The Chief Executive Officer, Private Bag X126, Kwa-Pett, 3820 or Hand Deliver to: Mbongolwane District Hospital OR Online (E-Services) www.e-services.gov.za

**FOR ATTENTION
NOTE**

Human Resource Manager
The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment

is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.
08 September 2023

CLOSING DATE

POST 29/555

SALARY

CENTRE REQUIREMENTS

PROFESSIONAL NURSE SPECIALTY REF NO: APP/22/2023 (X1 POST)

R431 265 – R497 193 per annum. Other Benefits: 13th Cheque, 8% in hospitable rural allowance, Medical Aid (Optional) Housing Allowance (employee must meet Requirements)

Appelsbosch Hospital

Senior Certificate (grade 12) or equivalent. National Diploma/Degree in nursing qualification, with a duration of at least 1 (one) year accredited with SANC in Advance Midwifery and Neonatal nursing science. Current SANC receipt (2023). When shortlisted you are to submit current and previous work experience endorsed and stamped by Human Resource Department i.e. (Certificate of service). **Grade 1:** A minimum of 4(four) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least one (01) year of period referred to above must be appropriate/recognizable experience after obtaining one (1) year post basic qualification in Advance Midwifery and Neonatal nursing science. (Only shortlisted candidate will submit the required certified documents). Knowledge, Skills, Training and Competencies Required: Demonstrate and understanding of nursing legislation related and ethical nursing practice. Perform a clinical practice in accordance with the scope practice and nursing standards as determined by relevant facility. Demonstrate effective communication with patients, supervisor and other clinicians include report writing. Work as part of multi-disciplinary team to ensure good nursing care programmers. Work effectively, co-operatively amicably with persons of diverse culture, racial or religious differences. Be able to plan and organize own work and that support personnel to ensure proper nursing care.

DUTIES

Implementation of maternal, neonatal and child health care programmers. Implementation standards practices and indication for maternal and child health care. Strengthen reproductive health and post-natal services. Support mother baby friendly initiatives. Participate proper utilization of resources in the units. Implementation of ESMOE and CARMMA elements. Implementation of EMTCT and its management. Ensure implementation of neonatal EPOC

ENQUIRIES APPLICATIONS FOR ATTENTION NOTE CLOSING DATE

Deputy Manager Nursing Mr SM Ntuli Tel No: (032) 294 8000/072 926 7634
Forwarded To: The Chief Executive Officer, P/Bag X215, Ozwathini, 3242.
Human Resource Manager
Equity Target: African Male
08 September 2023

POST 29/556

SALARY

CENTRE REQUIREMENTS

PROFESSIONAL NURSE SPECIALTY GRADE 1,2 REF NO: NGWE 105/2023

Department: Emergency Unit

Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 7200 per annum
Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% In-hospitable area allowance.

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

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

CLOSING DATE : 01 September 2023

POST 29/557 : **PROFESSIONAL NURSE SPECIALTY GRADE 1,2 REF NO: NGWE 106/2023**
Department: Intensive Care Unit

SALARY : R431 265 – R497 193 per annum
R528 696 – R645 720 per annum
Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% In-hospitable area allowance.

CENTRE : Ngwelezana Hospital

REQUIREMENTS

: Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with the SANC as Professional Nurse. Registration with the SANC as a Professional Nurse. A one year post basic qualification in Critical 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. 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

: Ms RM Sithole Tel No: (035) 901 7258

APPLICATIONS

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

FOR ATTENTION

: Mr MP Zungu

NOTE

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

CLOSING DATE

: 01 September 2023

<u>POST 29/558</u>	:	<u>PROFESSIONAL NURSE SPECIALTY GRADE 1,2 REF NO: NGWE 107/2023</u> Department: Operating Theatre
<u>SALARY</u>	:	Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% In-hospitable area allowance.
<u>CENTRE REQUIREMENTS</u>	:	Ngwelezana 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 Operating Theatre 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. 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.
<u>DUTIES</u>	:	Executive professional nurses duties and functions with proficiency in support of the strategic objectives and operational plan of the Institution. Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs. Advocate for quality care of patients. Maintain accurate and complete patient records. Do meaningful rounds and monitor client satisfaction by communicating with patients and relatives. Assist the Operational manager with overall management and necessary support for the effective functioning of the unit. Train and supervise junior staff and student nurses. Strengthen ethics and professionalism. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure effective and efficient management of resources and availability of essential equipment. Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital programmes. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Participate in staff development using EPMDS System and other work related programmes and training.
<u>ENQUIRIES APPLICATIONS</u>	:	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.
<u>FOR ATTENTION NOTE</u>	:	Mr MP Zungu Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will

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

- CLOSING DATE** : 01 September 2023
- POST 29/559** : **PNB PROFESSIONAL NURSE GRADE 1/2 SPECIALTY: CRITICAL CARE/TRAUMA NURSING REF NO: NURS 54/2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Plus 13th Cheque, 8% Inhospitable Area Allowance, Medical Aid: Optional, Housing Allowance ((Employee must meet Prescribed Requirements)
- CENTRE REQUIREMENTS** : Harry Gwala Regional Hospital
: Diploma/ Degree in General Nursing Science (obtainable from College/University). Registration with the South African Nursing Council (SANC) as a Professional Nurse. Post basic qualification in Critical Care/Trauma Nursing Science registered with SANC. Strong interpersonal, communication and presentation skills. Ability to make independent decisions, problem solving and conflict resolution. 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. Knowledge of nursing care processes and procedures, nursing statuses and other relevant legal framework. Experience: **Grade 1:** A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing with a Post Basic qualification in Critical Care/ Trauma Nursing Science. **Grade 2:** A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate / recognisable experience in Orthopaedic Nursing after obtaining the one year Post Basic Qualification in critical Care/Trauma Nursing Science.
- DUTIES** : Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, National Core Standards, Occupational Health and Safety Act and all other applicable prescripts. Manage and supervise effective utilization of all the resources e.g. human, financial material. Manage/prevention and control of infection in the Unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Ensure the unit complies with Infection Prevention and Control. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Participate in staff development using EPMDS System and other work related programmes and training. Support and mentor student Nurses. Exercise control over discipline, grievance and all Labour Relations issues. Actively participate in resuscitation activities in the unit. Must be able to handle medical, surgical and trauma emergencies and high risk conditions.
- ENQUIRIES APPLICATIONS** : MS. L. Magadla Tel No: (033) 395 4427
: All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X509, Plessislaer, 3216. or hand delivered to the box main gate behind the security office.
- FOR ATTENTION** : Mr. T.C. Manyoni

- NOTE** : The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za. Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2023. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays Employment Equity: All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply.
- CLOSING DATE** : 08 September 2023
- POST 29/560** : **LECTURER- (GRADE 1, GRADE 2) REF NO: GS 60/23 (X1 POST)**
Clinical Facilitator
Component: KwaZulu Natal College of Nursing - Grey's Campus
- SALARY** : Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Plus 13th cheque, medical-aid (optional) home owners allowance (employee must meet the prescribed requirements)
- CENTRE REQUIREMENTS** : Grey's Campus
: Senior Certificate/Grade 12 Plus A Diploma/Degree in Nursing, (General and Midwifery) Plus A post registration qualification in Nursing Education registered with the South African Nursing Council (SANC) Plus Proof of Current Registration with the South African Nursing Council (SANC) 2023 (Only shortlisted candidates will be required to submit proof of all documents and certificate of Service endorsed by Human Resources) Plus A minimum of four (4) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing (in the case of grade 1 PND 1) or A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing and Midwifery of which ten (10) years of the period referred to above must be appropriate / recognizable experience in Nursing Education (in the case of grade 2 PND 2) NB (Only shortlisted candidates will be required to submit proof of all documents and certificate of Service endorsed by Human Resources) Knowledge, Skills and Experience: Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Have in-depth knowledge of procedures and process related to nursing practice and nursing education. Knowledge of nursing education programmes and curriculum Possess sound knowledge and understanding of nursing code of ethics and professional practice. Possess in depth knowledge of teaching and clinical approaches. Have good research and analytical skills. Competence in conflict management. Possess good communication and interpersonal skills. Willingness to travel. Computer Literacy Recommendations Master's Degree in Nursing Post Basic (R212) qualification.
- DUTIES** : Provide an effective and efficient clinical training of student nurses in the R171and Post Basic Nursing Programmes Develop/design, review and evaluate clinical evaluation tools. Co-ordinate clinical learning exposure of student nurses between the Campus and Clinical areas. Implement

assessment strategies to determine student nurses' competencies. Exercise control over student nurses Implement the quality management system for Nursing Education Institution. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the college.

- ENQUIRIES** : Mrs. B.E Shezi- Grey's Campus Principal Tel No: (033) 897 3508
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs M. Chandulal
- NOTE** : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. The Employment Equity target for this post is: African Male, Indian Male, White Male.
- CLOSING DATE** : 01 September 2023
- POST 29/561** : **PROFESSIONAL NURSE- SPECIALTY REF NO: GS 58/23 (X1 POST)**
(Paediatric Nursing Science)
Component: Nursing
- SALARY** : Grade 1: R431 265 per annum, Plus 13th cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement)
Grade 2: R528 696 per annum, Plus 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional
- CENTRE** : Greys Hospital, Pietermaritzburg
- REQUIREMENTS** : **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing Grade, plus one year Post Basic qualification in Clinical Nursing Science (Paediatrics) **Grade 2:** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant specialty Grade 12 Certificate Degree / Diploma or equivalent qualification that allows registration with SANC as a Professional Nurse. One Year Post Basic Qualification in Clinical Nursing Science (Paediatrics). Current Registration with SANC as a Professional Nurse (2023 SANC receipt) A minimum of 4 years appropriate / recognizable experience after registration as Professional Nurse with the SANC in General Nursing NB: Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department. Knowledge, Skills and Experience: Knowledge of Nursing Care, Process and procedures, nursing statutes, and other relevant legal frameworks such as, Nursing Acts, Occupational Health and Safety Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Codes and Procedures, Grievance Procedure, Financial and Budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem solving abilities within the limit of the Public Sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills Computer skills in basic programs.
- DUTIES** : Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide therapeutic environment for staff, patients and the public. Demonstrate effective communication to patients, families, multidisciplinary team members and other stake holders within the hospital. Ensure that high quality nursing care is rendered to all clients accessing Paediatric units at Grey's Hospital. Manage the utilization and supervision of resources. Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement Paediatric care nursing. Instill discipline, professionalism and work ethics among employees. Ensure compliance and maintenance (IHRM) and Norms and Standards (N&S) Maintain a constructive working with the multi-disciplinary team members. Provide effective support to Nursing services e.g. assist with relief duties to nursing management.
- ENQUIRIES** : Mr FS Matibela Tel No: (033) 897 3331
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs M. Chandulal

- NOTE** : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. The Employment Equity target for this post is: African Male, African Female, Coloured Male
- CLOSING DATE** : 01 September 2023
- POST 29/562** : **PROFESSIONAL NURSE GRADE 1 & 2 (SPECIALTY) REF NO: VRH 34/2023 (X8 POSTS)**
- SALARY** : Grade 1: R431 265 per annum
: Grade 2: R528 696 per annum
: Other Benefits: 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
- CENTRE** : Vryheid Hospital Labour Ward
- REQUIREMENTS** : An appropriate B degree/Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration certificate with SANC in General Nurse, Midwifery and Post-Basic Midwifery & Neonatal Nursing Science. NB: Proof of working experience endorsed by Human Resource, will be required from shortlisted candidates (service certificate) **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 Competencies Required: Knowledge of Public Service Policies, Acts and Regulations. 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.
- DUTIES** : Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients' rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and Labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDs as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in Labour ward. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment.
- ENQUIRIES** : Mrs Khumalo NJ (Deputy Manager Nursing) Tel No: (034) 982 2111, ext. 5916/11
- APPLICATIONS** : All applications should be forwarded to: Assistant Director: HRM Vryheid District Hospital Private Bag X9371, Vryheid, 3100 or be hand delivered at Human Resource Office no 9. NB: Applicants are encouraged to use courier services since there are some challenges with Post Office
- 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 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.

- CLOSING DATE** : 01 September 2023
- POST 29/563** : **PROFESSIONAL NURSE GRADE 1 & 2 (SPECIALTY) REF NO: VRH 35/2023 (X2 POSTS)**
- SALARY** : Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Other Benefits: 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Vryheid Hospital (Critical Care)
Matric / Senior Certificate. An appropriate B Degree/Diploma in General nursing and Midwifery. One year post basic qualification in Critical care nursing science. Registration certificate with SANC in General Nurse. Current registration with the SANC. (2023) NB: Proof of working experience endorsed by Human Resource, will be required from shortlisted candidates (service certificate) **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General nursing with one (1) year post basic qualification in Critical Care Nursing Science **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 Competencies Required: Knowledge of Public Service Policies, Acts and Regulations 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.
- DUTIES** : Act as the consultant to other health professionals and ensure supervision of all activities and patient care to do ward rounds, identify problems and manage them. Decision making and solve problems affecting the unit. Safety monitors and executes appropriate care of venous and arterial Engages in decision making and clinical judgment in safe weaning of the patient from assistive or therapeutic technological devices. Creates a critical care practice environment that reduces environmental risks for workers and health care users including families Maintain quality of nursing data and information electronically. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Ensure availability and adherence to protocols and guidelines of the department when managing clinical conditions. Displays sound knowledge on development of operational plans and principles of management Attend to patient's complaints and promotes professionalism at the workplace. Ensure availability of securities in all strategies areas of staff and patient safety
- ENQUIRIES** : Mrs Khumalo NJ (Deputy Manager Nursing) Tel No: (034) 982 2111. Ext. 5916/11
- APPLICATIONS** : All applications should be forwarded to: Assistant Director: HRM Vryheid District Hospital Private Bag X9371, Vryheid, 3100 or be hand delivered at Human Resource Office no 9. NB: Applicants are encouraged to use courier services since there are some challenges with Post Office
- 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 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.

- CLOSING DATE** : 01 September 2023
- POST 29/564** : **PROFESSIONAL NURSE GRADE 1 & 2 (SPECIALTY) REF NO: VRH 36/2023 (X2 POSTS)**
- SALARY** : Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Other Benefits: 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Vryheid Hospital (Paediatric)
: Matric / Senior Certificate. An appropriate B Degree/Diploma in General nursing and Midwifery. One year post basic qualification in Child Nursing Science. Registration certificate with SANC in General Nurse. Current registration with the SANC. (2023) NB: Proof of working experience endorsed by Human Resource, will be required from shortlisted candidates (service certificate). **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General nursing with one (1) year post basic qualification in Child Nursing Science. **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 Competencies Required: Knowledge of Public Service Policies, Acts and Regulations. 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.
- DUTIES** : Nursing excellence for quality outcomes in practice, education research, advocacy and management. Advocates implementation of code of ethics for nurses, including all aspects like confidentiality, autonomy and accountability. Commitment to professional and social responsibility. Running of POPD clinic, conduct clinical assessment on patients conditions, make nursing diagnosis and initiate management while awaiting the doctor. The generation of knowledge to enhance the science and practice of nursing to improve the health of the child. Demonstrate competence in the management role e.g. human and material resources and data management. Ensure availability and adherence to protocols and guidelines of the department when managing clinical condition. Provide optimal, holistic specialized nursing care according to the set standard and within professional and legal framework. Delegate duties and support staff in the execution of patient care delivery. Execute disciplinary code and grievance procedure up to a certain level then refer to the nurse manager. Support and encourages team members in promoting excellence in Gynae unit Plan/ organize and monitor the objectives of the specialized unit in consultation with subordinates.
- ENQUIRIES** : Mrs Khumalo NJ (Deputy Manager Nursing) Tel No: (034) 9822111, ext. 5916/11
- APPLICATIONS** : All applications should be forwarded to: Assistant Director: HRM Vryheid District Hospital Private Bag X9371, Vryheid, 3100 or be hand delivered at Human Resource Office no 9. NB: Applicants are encouraged to use courier services since there are some challenges with Post Office
- 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 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.

- CLOSING DATE** : 01 September 2023
- POST 29/565** : **PROFESSIONAL NURSE- SPECIALTY REF NO: GS 59/23 (X1 POST)**
(Operating Theatre)
Component: Nursing
- SALARY** : Grade 1: R431 265 per annum, Plus 13th cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement)
Grade 2: R528 696 per annum, Plus 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional
- CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg
: **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing Grade, plus one year Post Basic qualification in Operating Theatre Nursing Science **Grade 2:** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant specialty Grade 12 Certificate Degree / Diploma in General Nursing One Year Post Basic Qualification in Operating Theatre Nursing Science Current Registration with SANC as a Professional Nurse (2023 SANC receipt) A minimum of 4 years appropriate / recognizable experience after registration as Professional Nurse with the SANC in General Nursing NB! Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department Knowledge, Skills and Experience: Knowledge of Nursing Care, Process and procedures, nursing statutes, and other relevant legal frameworks such as, Nursing Acts, Occupational Health and Safety Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Codes and Procedures, Grievance Procedure, Financial and Budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem solving abilities within the limit of the Public Sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills Computer skills in basic programs.
- DUTIES** : Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide therapeutic environment for staff, patients and the public. Demonstrate effective communication to patients, families, multidisciplinary team members and other stake holders within the hospital. Ensure that high quality nursing care is rendered to all clients accessing Operating Theatre units at Grey's Hospital. Manage the utilization and supervision of resources. Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement Operating Theatre are nursing. Instill discipline, professionalism and work ethics among employees. Ensure compliance to quality, infection prevention and control (IPC) programs e.g. Ideal hospital realization and maintenance (IHRM) and Norms and Standards (N&S) Maintain a constructive working with the multi-disciplinary team members. Provide effective support to Nursing services e.g. assist with relief duties to nursing management.
- ENQUIRIES** : Mr FS Matibela Tel No: (033) 897 3331

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital, Private Bag X9001, Pietermaritzburg, 3200.

FOR ATTENTION NOTE : 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. The Employment Equity target for this post is: African Male, African Female, Coloured Male.

CLOSING DATE : 01 September 2023

POST 29/566 : **ASSISTANT DIRECTOR- FINANCE REF NO: EMS/35/2023**
Re- Advertised: applicants who previously applied need to re-apply

SALARY : R424 104 – R508 692 per annum. Other Benefits: Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements)

CENTRE : Emmaus Hospital

REQUIREMENTS : Senior Certificate (Grade 12). Degree/ Diploma in National Financial management, Accounting, Cost Management or equivalent qualification. Minimum of 3 years supervisory (salary level 7 or 8) experience in financial management Knowledge & Skills_Possess thorough knowledge of laws, Regulations, Policies, Instruction, Practice Notes Public Finance Act, Treasury Regulations and Treasury Guidelines. Possess in depth knowledge of budget procedures and BAS. Have the ability to perform independently and under pressure. Have good communication and interpersonal relations. Be able to develop/implement policies and financial practices, be able to deliver and present formal day-to-day training course. Possess knowledge of basis HR matters including HR practices, labour relations, negotiations and dealing with conflict. Possess knowledge of procurement procedures and directives. Decision making skills.

DUTIES : Ensure that the departmental needs, strategic objectives and budget is aligned to APP. Ensure that the facility has an approved procurement plan improve supply chain management system. Develop and manage the budgeting in the institution in consultation with hospital management and other stake holders in line with the department's strategy on financial management and other applicable prescripts by seeking to administer and coordinate the annual budget cycle. Improve financial management for the hospital and the clinics Ensure the implementation of the quality management framework and compliance to national core standards. Develop and customize guidelines for outsourcing non-core hospital functions and train line managers on the guidelines and their implementation. Judge the efficiency of distinctive financial system and control and justify procedures instruction and manuals in respect of financial administration. Ensure clearance of suspense account and proper debts management. Exercise overall control of the budget and expenditure of the institution as a responsibility manager in term of treasury instruction and as appointed by the head of department. Maintain adequate availability of stores supplies, maintain adequate availability of stores supplies and timely facilitate effective decision making.

ENQUIRES APPLICATIONS : Mrs. MAN Mzizi Tel No: (036) 488 1570, ext. 8203
: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.

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

CLOSING DATE : 01 September 2023 at 16:00

POST 29/567 : **ENVIRONMENT HEALTH PRACTITIONER: WASTE MANAGEMENT OFFICER REF NO: SAP 27/2023**

SALARY : Grade 1 R359 622 - R408 201 per annum
Grade 2 R420 015 - R477 771 per annum
Grade 3 R491 676 - R595 251 per annum
Other Benefits: Home Owner, 13th Cheque, medical Aid must meet prescribed requirements)

CENTRE REQUIREMENTS : St Apollinaris Hospital
: Senior Certificate (Grade 12) or equivalent qualification. National Diploma in Environmental Health. Current Registration with HPCSA as an Environmental Health Practitioner. A valid Driver's License. Educational qualifications, certificates of service and registration certificates need not be submitted as only shortlisted candidates will be requested to supply certified copies and proof of registration. Experience: **Grade 1:** No experience required after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community serviced, as required in South Africa. One year experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to performed community service, as required for South Africa. **Grade 2:** minimum of 10 years' experience after registration HPCSA in the relevant profession in respect of RSA qualified employee who performed community service, as required in South Africa. Minimum of 11 years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** Minimum of 20 years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of 21 years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Knowledge, Skills and Competencies Required: Technical and practical knowledge on Environmental Health. In- depth knowledge on Healthcare waste management. In- depth knowledge of legislative and policy framework informing the area of operation. Computer literacy. Training skills Analytical, negotiation and communication skills. Leadership qualities. Ability to motivate.

DUTIES : Manage health care waste (including its budget) for the entire catchment of the institution including waste from clinics. Establish and coordinate all activities of an institutional waste management committee, including implementing committee resolutions and liaise with institutional Management and District Office on all such activities. Ensure the implementation of all waste management principles, policies, legislation and standards. Develop and ensure the implementation of institutional waste management plan and monitor and evaluate its implementation. Oversee and train all staff involved in waste management activities.

ENQUIRIES APPLICATIONS : should be directed to Mr LZ Mhlamvu Tel No: (039) 833 9001-8
: Direct your application quoting the relevant reference number to: The Assistant Director, St. Apollinaris Hospital, thulani.dlamini@kznhealth.gov.za or to be Hand delivered to Human Resource Section (St Apollinaris Hospital) Creighton on or before the closing date before 16:00.

FOR ATTENTION NOTE : Human Resources Section
: Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualifications and other relevant documents on application, certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application only when a candidate is shortlisted. Failure to comply will result in the application not being considered. Applications received after the closing date and those that do not comply with the requirements will not be considered.

The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC. "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims. 01 September 2023

CLOSING DATE

POST 29/568

EMPLOYEE ASSISTANCE PRACTITIONER REF NO: MBO 53/2023 (X1 POST)
Component: Wellness

SALARY

R359 517 – R420 402 per annum. Other Benefits: Medical Aid (Optional) Home Owners Allowance (Employee Must Meet Prescribed Requirements: Rural Allowance and 13th Cheque

CENTRE REQUIREMENTS

Mbongolwane District Hospital
Senior certificate /Grade 12. Bachelor's Degree / Diploma in Social Science / Social Work or National Diploma in Employee Wellness/ Nursing/Healthcare and Therapy/ Human Science. Current registration with the relevant statutory body e.g. South African Nursing Council or South African Council for Social Services Professions (SACSSP). 3-5 years of experience in the Employee Wellness Field. Only shortlisted candidate will be required to submit certificate of service endorsed and stamped by HR Department. Recommendation: Valid Code 08 Drivers License and Computer Certificate. Knowledge, Skills and Competences Required: Good knowledge of Public Sector. Sound knowledge in Employee Wellness. Knowledge in developing guidelines and standards. Good knowledge on the health lifestyle Programme, HIV/AIDS, Sick leave, PILLIR, Stress management etc. Knowledge of National, Provincial and Departmental policies, prescripts and legislation counselling. HIV/AIDS Counselling. Crisis Management. Excellent report writing and writing skills. Project planning and management. Presentation skills. Problem solving. Analytical thinking. Communication and conflict management skills. Tact and Diplomacy Ability to handle confidentiality matters.

DUTIES

Promote a quality employee assistance programme Educate all staff on employee assistance programme. Develop, implement and review EAP policies and procedures including clinics. Establish a referral system with internal and external services providers. Provide assessment, referral counseling and intervention support services to staff. Develop, plan and manage EAP Sub Programmes such as Wellness Programmes, Alcohol and Drug Rehabilitation programmes/counselling/support groups, financial planning and life skills training, marital and family counselling. Plan and manage all EAP related Programmes and events throughout the year. Conduct needs analysis for employees within the hospital. Maintain confidential records in electronic format of all staff that accesses the EAP at the hospital. Monitor and evaluate the effectiveness of the EAP at the hospital. Provide case management reports on EAP, do follow ups, provide and analyse statistics which would inform trends and incidents of EAP related issues.

ENQUIRIES APPLICATIONS

Mr. EN Khwela Tel No: (035) 4766242, ext. 1004
should be forwarded to: The Chief Executive Officer, Private Bag X126, Kwa-Pett, 3820 or Hand Deliver to: Mbongolwane District Hospital OR Online (E-Services) www.e-services.gov.za

FOR ATTENTION NOTE

Human Resource Manager
The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number

must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered. 08 September 2023

CLOSING DATE

:

POST 29/569

:

HEALTH AND SAFETY OFFICER REF NO: NKAH/08/2023
(Re-advertised)

SALARY

:

R359 517 per annum, (all-inclusive package). 13th cheque, medical aid (optional), Housing allowance: employee must meet the prescribed requirements.

CENTRE REQUIREMENTS

:

Nkandla Hospital (KwaZulu-Natal)
Senior Certificate / Standard 10/ Grade 12 or equivalent qualification, Degree or National Diploma in Environment Health or National Diploma in Safety Management, 3-5 years appropriate experience in Safety Management, A valid driver's license (Code B and above), Computer certificate in Ms. Office especially excel, Vast knowledge of Occupational Health and Safety Act 85 of 1993, Vast knowledge of Compensation of injuries and Diseases Act 130 of 1993, Good Communication Skills (verbal and written), Ability to identify, Monitor, control and investigation hazards and accidents, Ability to work in a team, Sound Computer Skills i.e. Ms. Office applications, Good Report writing and Presentation skills.

DUTIES

:

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

ENQUIRIES APPLICATIONS

:

Mr. SL Mthembu Tel No: (035) 833 5000, ext. 5094

:

All applications should be posted to: Nkandla District Hospital, Private Bag X102, Nkandla, 3855

FOR ATTENTION NOTE

:

The Human Resource Manager: Mr. S.P Dlamini
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 above instructions will disqualifies application. Persons with disabilities should feel free to apply for the post. The appointment are subject to positive outcomes obtained from the state security agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit, record, and citizenship), verification of Educational Qualification 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 unsuccessfully. All employees in the public service that are presently on the same salary level but on 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.

Applicants are submitting Z83 and CV only, no other attachments must accompany the application. You will submit these documents only when shortlisted. 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 Documents, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisor 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. NB Persons with disabilities from all designated race groups are encouraged to apply for the post. Due to financial constraints S&T Claims will not be considered.

- CLOSING DATE** : 04 September 2023
- POST 29/570** : **OPTOMETRIST REF NO: SAHP 12/20203 (X1 POST)**
- SALARY** : Grade 1: R359 622 – R408 201 per annum
Grade 2: R420 015 – R477 771 per annum
Grade 3: R491 676 – R595 251 per annum
Benefit: 13th cheque, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE** : ST Andrew's Hospital
- REQUIREMENTS** : **Grade 1:** Experience: No experience after registration with HPCSA in respect of RSA qualified employees who performed community service or a minimum of 1 year appropriate /recognisable experience after registration as an Optometrist with HPCSA in respect of foreign qualified Optometrist. **Grade 2:** Experience: Minimum of 10 years appropriate /recognisable experience after registration as an Optometrist with HPCSA or Minimum of 11 years appropriate /recognisable experience after registration as an Optometrist with HPCSA in respect of foreign qualified Optometrist. **Grade 3:** Experience: Minimum of 20 years appropriate /recognisable experience after registration as an Optometrist with HPCSA or Minimum of 21 years appropriate /recognisable experience after registration as an Optometrist with HPCSA in respect of foreign qualified Optometrist. Grade 12 (Senior Certificate), Bachelor's Degree as Optometrist. Current registration with HPCSA as an Optometrist. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlist. NB: All the above mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge, Skills, Training and Competencies required for the post: A sound knowledge of clinical theory, practice and ethics relating to the delivery of optometry services within a clinic and district hospital. Ability to work in a multidisciplinary team. Knowledge of optimal use of equipment and resources. Knowledge of relevant health and safety policies, regulations and acts. Sound communication, interpersonal, problem solving, teaching and training skills. High level of accuracy.
- DUTIES** : Exercise clinical responsibility to ensure optimal service delivery. Provide clinical intervention and issue assistive devices. Ensure execution of appropriate treatment and provide visual counselling. Refer patients requiring more specialised eye care to specific institutions for further management. Maintain accurate patient medical records and compile daily statistics. Function with a multi-disciplinary team and link with external service providers, NGO's and organisations for persons with disabilities, in order to provide comprehensive holistic care. Assist with management of the department, which includes maintenance of equipment and ordering of materials in a cost effective manner. Be involved in community outreach programmes. Provide education and preventative methods to the community and to patients attending hospital and attached clinics. Participate in clinical audits and quality improvement programmes. Ensure rational visits to attach clinics to provide optometry services. Supervise and assist junior staff.
- ENQUIRIES** : Dr SK Lumeya, ST Andrews Hospital Tel No: (039) 433 1955
- APPLICATIONS** : Please forward all applications to: the Chief Executive Officer, ST Andrew's Hospital, Private Bag X1010, Harding, 4680 or hand delivered applications to human resources at ST Andrew's Hospital or Email to standrewshospitalHRJobapplication@kznhealth.gov.za.
- FOR ATTENTION** : Human Resources Management

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. SAH/03/2023. 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 only Z83 and CV on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s).

CLOSING DATE

: 01 September 2023

POST 29/571

DIAGNOSTIC RADIOGRAPHER REF NO: SAHP 13/20203 (X1 POST)

SALARY

Grade 1: R359 622 – R408 201 per annum
Grade 2: R420 015 – R477 771 per annum
Grade 3: R491 676 – R595 251 per annum
Benefit: 13th cheque, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE REQUIREMENTS

: ST Andrew's Hospital
: **Grade 1:** Senior Certificate (Grade 12) or equivalent qualification plus, Diploma or Degree in Diagnostic Radiography plus, Registration with the Health Professions Council of South Africa (HPCSA) as a diagnostic radiographer plus, Current registration with HPCSA for 2022/2023 as a radiographer (Independent Practice). One year experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to performed community service, as required for South Africa. :
: **Grade 2:** Senior Certificate (Grade 12) or equivalent qualification plus, Diploma or Degree in Diagnostic Radiography plus, Registration with the Health Professions Council of South Africa (HPCSA) as a diagnostic radiographer plus, Current registration with HPCSA for 2022/2023 as a radiographer (Independent Practice).plus, minimum of 10 years' experience after registration HPCSA in the relevant profession in respect of RSA qualified employee who performed community service, as required in South Africa. Minimum of 11 years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** Senior Certificate (Grade 12) or equivalent qualification plus, Diploma or Degree in Diagnostic Radiography plus, Registration with the Health Professions Council of South Africa (HPCSA) as a diagnostic radiographer plus, Current registration with HPCSA for 2022/2023 as a radiographer (Independent Practice)plus, Minimum of 20 years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of 21 years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlist. NB: All the above mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge, Skills and Competencies Required: Sound knowledge of diagnostic radiography procedures and

equipment including CT and PACS/RIS applications. Good communication, interpersonal relations and problem-solving skills. Knowledge of radiation control regulations and safety measures. Ability to perform and record quality assurance tests as stipulated by the Radiation Control Directorate. Computer Literacy.

DUTIES : Provide high quality diagnostic radiographic service observing safe radiation protection standards. Participate in after hours and standby duties which include night, weekends and Public Holidays. Provide assistance and training to junior staff and student radiographers. Promote good health practices and ensure optimal care of the patient. Perform reception and administrative duties as required. Participate in Quality Assurance and Quality improvement programs, in-service training, National Core Standards and Ideal Hospital Realisation. Maintenance Framework. Inspect and utilize equipment professionally to ensure that it complies with safety standards and ensure health and safety rules and regulations are adhered to.

ENQUIRIES APPLICATIONS : Ms SN Ngonyama, ST Andrews Hospital Tel No: (039) 433 1955
: Please forward all applications to: the Chief Executive Officer, ST Andrew's Hospital, Private Bag X1010, Harding, 4680 or hand delivered applications to human resources at ST Andrew's Hospital or Email to standrewhospitalHRJobapplication@kznhealth.gov.za.

FOR ATTENTION NOTE : Human Resources Management
: 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. SAH/03/2023. 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 only Z83 and CV on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s).

CLOSING DATE : 01 September 2023

POST 29/572 : **OFFICE ADMINISTRATOR REF NO: HRM 62/2023 (X1 POST)**

SALARY : R359 517 – R420 402 per annum. Plus Benefits - 13th Cheque, Medical aid (optional), housing allowance (employee must meet prescribed conditions)

CENTRE REQUIREMENTS : King Edward VIII Hospital Complex- office of the CEO
: Senior/Grade 12 certificate or equivalent, Degree / National Diploma in management or administration minimum of 3 to 5 years appropriate/recognizable experience in administration /office management, Certificate of Service from previous and current employer Recommendation: Computer Literacy, Driver's license, Knowledge, Skills, Training And Competencies Required: Team work, Self-Management, Decision making, Customer focus and responsiveness, advanced computer skills, flexibility and creativity, problem solving analysis, report writing, communication, planning and organizing skills.

DUTIES : Ensure effective-efficient management-administrative support systems Develop submissions and complete involved forms to obtain approval for projects/initiate the acquisition process for goods and services. Coordinate management support functions between the King Edward and St Aidan's

campuses. Facilitate implementation of management meeting decisions and timeframes. Custodianship of inventories, supplies, equipment and maintenance upkeep for the component. Reception and secretarial support management, national office, head office and district office visitors. Analyze critical or urgent matters referred to the management and coordinate the execution/finalization thereof communicating with other components and relaying information from management. Maintain a depository of critical documents and information for the component.

**ENQUIRIES
APPLICATIONS**

: Ms ZS Msibi Tel No: (031) 360 3015
 : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or thandeka.mkhonza@kzn@kznhealth.gov.za Courier the applications to corner of Sidney and Rick Turner Roads, Umbilo, Durban

NOTE

: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying, candidate may be subjected to a computer literacy and or written test during the shortlisting process).

CLOSING DATE

: 01 September 2023

POST 29/573

: **EMS SHIFT LEADER GRADE 3 – 6 REF NO: AMS AMAJ 02/2023 (X2 POSTS)**
 Component: Emergency Medical Services

SALARY

Grade 3: R303 486 – R339 840 per annum
 Grade 4: R359 691 – R406 461 per annum
 Grade 5: R343 649 – R494 487 per annum
 Grade 6: R533 634 – R607 329 per annum
 Other Benefits: 13thCheque plus Medical aid (Optional) and housing allowance:
 Employee must meet prescribed requirements

**CENTRE
REQUIREMENTS**

: EMS Amajuba Communication Centre
 : **Grade 3:** Grade 12 or equivalent qualification plus. AEA / ILS Qualification plus. Qualification of registration with HPCSA as a AEA / ILS plus. A minimum of 3 years' experience after registration as a AEA/ILS plus. Valid driver's license code C1 (code 10) with PrDP (GP) or **Grade 4:** Grade 12 or equivalent qualification plus . Emergency Care Technician Qualification plus. Qualification of registration with HPCSA as an ECT plus. A minimum of 3 years' experience after registration as a ECT plus. Valid driver's license code C1 (code 10) with PrDP (GP) or **Grade 5:** Grade 12 or equivalent qualification plus. Critical Care Assistant (CCA) or National Diploma in Emergency Medical Care. Qualification of registration with HPCSA as a Paramedic. A minimum of 3 years experience after registration as a Paramedic. Valid drivers license code C1 (code 10) with PrDP (GP) or **Grade 6:** Grade 12 or equivalent qualification plus. B Tech degree or Bachelor of Health Science in Emergency Medical Care plus. Qualification of registration with HPCSA as a ECP plus. A minimum of 3 years experience after registration as an ECP. Valid drivers license code C1 (code 10) with PrDP (GP). Knowledge, Skills, Behavioural Attributes and Competencies Required: The incumbents of this post will report to EMS Sub District Manager: EMS and will be responsible to ensure that supervisory management is provided during the shift period and also that adequate resources are allocated in order that community receives the required level of

care in the provision of Emergency Medical Services within the service regulations and protocols. The ideal candidates must. Possess leadership skills. Have good communication skills (both verbal and written). Have financial management, human relation and conflict management skills. Be computer literate. Possess knowledge of Health Related Acts, Public Service Acts, Management principles, EMS Standard Operating Procedure, Labour Relations Act, and HPCSA protocols.

DUTIES : Provide an on-going supervisory function in respect of all operational issues in terms of HPCSA policies by ensuring compliance and reporting thereon. Implementation of Operational plans, at shift level. Manage all resources allocated to the shift in an efficient manner by ensuring control, monitoring use and reporting deviations and deficiencies. Facilitate on-going administration and Human Resources management supervisory functions. Responsible for Performance Management and Development System assessment. Respond to mass casualty and disaster scenes and provide advice and leadership in such situations. Manage complaints from internal and external sources. Compile reports, conduct investigation when required to do so. Ensure compliance with service protocols and procedures.

ENQUIRIES : Mrs W.T. Shezi Tel No: (034) 312 8651
APPLICATIONS : All applications should be forwarded to: The EMS District Manager, Private Bag X6671, Newcastle, 2940 or Hand delivered to: Amajuba Health District Office, 38 Voortrekker Street, Newcastle

FOR ATTENTION : Mrs W.T. Shezi
NOTE : Applications must be submitted on the new prescribed Application for Employment form (Z83) accompanied by detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of current registration with HPCSA and other relevant documents, will be requested only from shortlisted candidates to be to submit to HR on the day of the interviews. 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. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note due to financial constraints, there will be no payment for S&T claims.

CLOSING DATE : 08 September 2023

POST 29/574 : **ADMINISTRATIVE CLERK SUPERVISOR REF NO: CTK 30/2023**

SALARY : R294 321 – R334 194 per annum. Plus :13th Cheque, Medical Aid (Optional) and housing allowance (employee must meet prescribed requirements).

CENTRE : Christ The King Hospital
REQUIREMENTS : Senior Certificate (Grade 12) or equivalent qualification PLUS; At least 3 years work experience in administrative component PLUS Previous and current experience endorsed and stamped by Human Resource Department Knowledge, Skills Training And Competencies Required, Practical knowledge of Patient Administration, Good planning, organizing, problem solving and team building skills, Computer literacy: MS Word, Excel, Power point and MS outlook, Knowledge of Patient Administration Policies, Good verbal and written communication, numerical skills, Effective records management and filing skills.

DUTIES : Ensure Effective Maintenance and Management of outpatient files. Ensure Effective Maintenance and Management of inpatient files. Ensure Effective archiving and disposal of records within hospital. Ensure Effective management of patient admin staff, General orderlies / porters and assist with supervision of other sections within systems component.

ENQUIRIES : Miss BR Mbonambi. (Assistant Director: System) CTK Hospital Tel No: (039) 834 7537

APPLICATIONS : Applications may be forwarded to: Assistant Director - HRM, Private Bag X542, Ixopo, 3276 or Hand delivered to: Christ the King Hospital, Human Resource Office, No 1 Peter hauff Drive, Ixopo, 3276.

FOR ATTENTION NOTE : Mr. ZC Mhlongo
 : 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 detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. CTK 30/2023. Persons with disabilities should feel free to apply for the post/s. NB: Failure to comply with the above instructions will disqualify applicants. No e-mailed or faxed applications will be accepted. Appointments are subject to positive outcomes obtained from State Security Agency (SSA) to the following checks: security clearance (vetting), criminal clearance, credit records, citizenship, verification of educational qualification by SAQA, and verification from the Company Intellectual Property (CIPC). Please note that due to financial constraints no S&T claims will be paid to candidates invited for the interview. The Employment Equity target for this post is African Male. This Department is an equal opportunity, affirmative action employer whose aim is to promote representivity in all levels of all occupational categories in the Department.

CLOSING DATE : 01 September 2023

POST 29/575 **REGISTRY CLERK SUPERVISOR REF NO: PSH 54/ 2023 (X1 POST)**

SALARY : R294 321 per annum (Level 07). Other Benefits: Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements) and GEPP Employer Contribution

CENTRE REQUIREMENTS : Port Shepstone Regional Hospital
 : Grade 12 / Matric Certificate or equivalent Minimum of 3 years' experience Computer literacy Microsoft Word and Excel (Certificate required) Certificate of service endorsed by HR Recommendations Unendorsed valid Code B drivers license Knowledge, Skills And Competencies Required Knowledge of PFMA, LRA, OHS, Public Service Act, Performance Management Good verbal and written communication, problem solving, conflict resolutions skills and good interpersonal relations Computer literacy - proficient in the MS package (Word/ Excel/ Outlook/ PowerPoint Competence in human resources management, financial management, conflict management and change management. Ability to plan, organize and negotiate and work as a team Knowledge of relevant acts and regulations for records/ registry management.

DUTIES : Manage and oversee registry/records management functioning for hospital and all feeder clinics Provide the provision of registry and records management services / reprographic service. Implement quality improvement programs by monitoring and evaluation the registry operations to improve service delivery. To manage filing and archival unit in line with National and Archival policies and provide training/development to ensure adherence to registry norms and standards, disaster management plan and uninterrupted services of all registry equipment. Supervise and control staff performance to promote service excellence Promote sound labour relations and financial management within the section.

ENQUIRIES APPLICATIONS : Mr DG Gounden Tel No: (039) 688 6111 (Manager of the post)
 : Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone, 4240 Or 11 – 17 Bazley Street, Port Shepstone, 4240.

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

CLOSING DATE : 01 September 2023

POST 29/576 : **FACILITY INFORMATION OFFICER REF NO: AMAJ 16/2023 (AMAJUBA DISTRICT OFFICE) AMAJ17/2023 (DANNHAUSER CHC)**
Component District Data Management

SALARY : R294 321 - R343 815 per annum. Other Benefits 13th Cheque Plus Medical Aid and Housing Allowance (Optional and Provided the Member meets the requirement)

CENTRE REQUIREMENTS : Amajuba Health District Office
Senior Certificate (Grade 12) or equivalent Plus. National diploma / Degree in information and Technology / Management Information System / Statistics / Computer Science. Recommendations Computer literacy MS Word, Ms Excel, Ms Power Point and outlook. A minimum of 1 year experience in Routine Health information System (Anti –Retroviral Therapy-(ART) TIER. NET/ District Health Information System (DHIS) / Electronic TB Register (ETR. HPRS) would be an added advantage. Valid driver's license (Minimum code EB). Knowledge, Skills, Behavioural Attributes and Competencies Required: Strong communication skills. In Depth Knowledge and skills in Information System s and Data Management The ability to compile meaningful presentations and / or graphic presentation of statistics and to compare to strategic objectives with reported results. High level of accuracy. Technical knowledge in the Information technology Environment. Ability to work under pressure and meet tight deadlines.

DUTIES : Roll out (install) TB/HIV Information System (ART, TIER.NET) in health facilities within the district. Conduct training on routine Health Information System (ART TIER>Net /EDR Web? DHIS). Maintain and provide technical support to all routine Health Information System (ART TIER. NET /ETR.net? District Information System (DHIS) / Electronic Drug Resistant (EDR Web) Ensure accurate, consistent and timeous reporting of HEALTH Programmes data from all facilities within the District. Co-ordinate the collection of routine and non-routine data inclusive of surveys. Populate template for programmers reporting Conduct facility visit to sub districts.

ENQUIRIES APPLICATIONS : Mr. BF Khanyi Tel No: (034) 328 7000
All applications should be forwarded to: The Deputy Director: Human Resource Management Services: KZN Department of Health, Private Bag X6661, Newcastle, 2940 Or Hand delivered to: 38 Voortrekker Street, Newcastle.

FOR ATTENTION NOTE : Mrs.T.N.B Dube
Applications must be submitted on the prescribed Application for Employment form (Z83) This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za.Application form (Z83) must be accompanied by detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other documents on application but must submit the Z83 and a detailed Curriculum, Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendation of the advert. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note due to financial constraints, there will be no payment for S&T claims. African Males are encouraged to apply and people with disability also should feel free to apply. Employment Equity Target for this post is African Male, and peoples with disability may feel free to apply.

CLOSING DATE : 12 September 2023

<u>POST 29/577</u>	:	<u>FACILITY INFORMATION OFFICER REF NO: ETH DO 05/2023 (X1 POST)</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07), plus benefits 13th cheque, homeowner's allowance, employers' contribution to pension and medical aid (optional – employee must meet prescribed conditions)
<u>CENTRE</u>	:	Ethekwini District Office
<u>REQUIREMENTS</u>	:	Senior Certificate or Equivalent PLUS. Higher Certificate (NQF 5) / National Diploma/ Degree in Information Technology/ Management Information Systems/ Statistics/ Computer Science. Valid Driver's License (Code EB) Knowledge, Skills, Training and Competencies Required: Strong sound communication skills. Ability to understand statistics/ information aspect and to compile into meaningful graphic presentation. High level of commitment, dedication and accuracy. Ability to compile meaningful presentation and/or graphic presentation of statistics and to compare strategic objectives with report results. Supervisory and presentation skills. Computer Literacy: MS Applications (Word, Excel/ Outlook). Planning, organizing and report writing skills. Good interpersonal relations, Conflict management and problem solving skills.
<u>DUTIES</u>	:	Coordinate the collection of quality routine, non-routine facility data, and the maintenance of the Institutional Health and Management Information Databases. Ensure the maintenance and security of DHIS, TB/HIV information system. Supervision and ensuring that data capturers capture correctly and timeously all health information as per collection tools and various other health information. Compiling and presentation of facilities monthly clinical statistics reports and information to promote health information use. Ensure validation, completeness and integrity of all health information data. Presentation of facility health information at the monthly Health information committee meeting. Ensuring that quarterly reports are compiled, captured and submitted timeously to the next level inclusive of surveys. Improvement provision of accurate and complete data through staff trainings on data management/ standard operating procedures/ policies. Conduct validation and verification audits on collected health information to ensure quality of data. Provide advice regarding information technology and system related needs to Managers. Address Auditor General Findings on predetermined objectives and development plans. Manage EPMDS of staff in Data Management Office. Ensure the effective and economical management of all allocated resources of the Data Management office.
<u>ENQUIRIES</u>	:	Mrs RS Nene at (066) 0272 777
<u>APPLICATIONS</u>	:	All applications should be forwarded to: Hand delivery: The HR Manager EThekwini District Office, 85 King Cetshwayo Highway Mayville Durban, 4000. Or Posted The HR Manager, EThekwini District Office, Private Bag X54318, Durban, 4000.
<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	01 September 2023

POST 29/578 : **HUMAN RESOURCE OFFICER (SUPERVISOR) REF NO: LRH 53/2023 (X2 POSTS)**
Component: Human Resource Practices

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

CENTRE : Ladysmith Regional Hospital

REQUIREMENTS : Standard 10 or grade 12 Senior Certificate. 3 - 5 years' experience in Human Resource Practices. PERSAL Certificates. Previous and current work experience/ certificate of service is compulsory which is endorsed and signed by Human Resource Department. Recommendation: Drivers Licence Knowledge, Skills, Training and Competencies: Knowledge of Public Service prescripts and Human Resource Management policies. Broad knowledge of PERSAL system. Computer Literacy i.e. Spreadsheets (MS Excel), word processing (MS Word), E-mails (Outlook) and Presentations (PowerPoint). Ability to maintain high level of confidentiality. Sound management of negotiation, interpersonal, communication (written and verbal) problem solving and supervisory skills. In-depth knowledge of Human Resource practices and labour relations. Ability to draw and analyse PERSAL reports. Strong leadership skills. Interpersonal skills. Problem Solving and Decision Making skills.

DUTIES : Manage day to day functioning of Human Resource Practices. Ensure that the employment practices i.e. recruitment and selection, appointments, verification of qualifications, transfers are in accordance with the laid down policies and procedures. Supervise the processing of payment for exit benefits for staff exiting the public service. Ensure effective debt management for in-service and out of service staff. Ensure that the payment of all fringe benefits and allowances are done accurately. Formulate internal policies and procedures. Check and approve/disapprove PERSAL transactions according to delegations. Manage and maintain staff records on leave, PILIR, housing allowance, injury on duty and related matters. Management of overtime and commuted overtime. Prepare reports on Human Resource administration issues and statistics. Assess staff performance and apply discipline. Exercise direct control and supervision of staff. Orientate and train newly appointed staff and in-service staff on Human Resource matters.

ENQUIRIES : Mr SL Dlozi (Deputy Director HRM) Tel No: (036) 637 2111

APPLICATIONS : all applications should be emailed to LadysmithHospitalJob@kznhealth.gov.za or 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 : 01 September 2023

POST 29/579 : **FACILITY INFORMATION REF NO: AMAJ 18/2023 (X1 POST)**
Component: District Data Management

SALARY : R294 321 - R343 815 per annum (Level 07). Other Benefits: 13th Cheque Plus Medical Aid and Housing Allowance (Optional and Provided the Member meets the requirement)

CENTRE REQUIREMENTS : Amajuba District Office
: Senior Certificate (Grade 12) or equivalent Plus, National diploma / Degree in information Technology / Management Information Systems / Statistics / Computer Science. Recommendations Computer literacy MS Word, Ms Excel, Ms Power Point and Ms Outlook. Proof must be provided. A minimum of 1 year experience in Routine Health Information System (Anti-Retroviral Therapy – (ART) TIER .NET/ District Health Information System (DHIS) / Electronic TB Register (ETR. HPRS) would be an added advantage. Valid Driver's License (Minimum code EB) Knowledge, Skills, Training and Competencies Required: Strong communication skills, In Depth Knowledge and skills in Information Systems and Data Management. The ability to compile meaningful presentations and / or graphic presentation of statistics and to compare to strategic objectives with reported results, High level of accuracy, Technical knowledge in the Information technology Environment, Ability to work under pressure and meet tight deadlines.

DUTIES : Co-ordinate the collection of quality routine and non-routine facility data and the maintenance of Health and management information Databases. Ensure the maintenance and security of DHIS, TB/HIV, and HPRS information system. Supervision and ensuring that data capturers capture correctly and timeously all health information as per collection tools and various other health information. Ensure validation, completeness and integrity of all health information data. Compiling and presentation of monthly reports and information committee meeting. Populate template for Programmes reporting, Maintain, rollout installation and provide technical support to all routine Health information Systems (ART TIER, DHIS, HPRS, EDR.Web) etc. in health facilities within the district, Presentation of health information at the health information data. Ensuring that quarterly reports are compiled, captured and submitted timeously to the next level inclusive of surveys. Improving provision of accurate and complete data through staff training on Data Management process/standard operating procedure/policies. Conduct validation and verification audits on collected health information to ensure quality of data. Facilitate strategic and other planning workshops within the district to ensure consultation, buying and determination of priorities. Analyze and critique the planning inputs of components and provide technical advice ensuring that the stated goals, objective and targets are realistic measurement and attainable. Extract data from the HIS, monitoring, evaluation and research report with a view to develop reliable base line information documents information planning processes, Monitor and evaluate the performance of institutions to comply with public health services delivery planning imperatives solution to overcome the identified barriers Collaborate with other District stakeholders to ensure alignment of planning processes within the IDP planning framework and to ensure the planning processes of other. Department optimally support health services delivery objective within the District. Coordinate District health information to ensure that monitoring and evaluation activities correlate with planning target.

ENQUIRIES APPLICATIONS : Dr A.M.E.T Tshabalala Tel No: (034) 328 7000
: All applications should be forwarded to: Mrs T.N.B Dube: KZN Department of Health, Amajuba Health District Office, Private Bag X6661, Newcastle, 2940 or Hand delivered to: 38 Voortrekker Street, Newcastle

FOR ATTENTION NOTE : Dr. A.M.E.T. Tshabalala
: Applications must be submitted on the prescribed Application for Employment form (Z83) This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Application form (Z83) must be accompanied by detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other documents on application but must submit the Z83 and a detailed Curriculum, Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendation of the advert. The Reference Number must be indicated in

the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note due to financial constraints, there will be no payment for S&T claims. African Males are encouraged to apply and people with disability also should feel free to apply. Employment Equity Target for this post is African Male, and peoples with disability may feel free to apply.

- CLOSING DATE** : 12 September 2023
- POST 29/580** : **EMS SHIFT LEADER – GRADE 1 REF NO: EMS UGU 01/2023 (X2 POSTS)**
Component: Ambulance Services & Communication Centre
- SALARY** : R211 464 per annum. Benefits: 13th Cheque, Medical Aid (optional), Housing allowance (provided the incumbent meets the prescribed requirements)
- CENTRE** : EMS Ugu District
- REQUIREMENTS** : Grade 12/Matric/STD 10. Intermediate Life Support Certificate. Current registration with the HPCSA as an AEA. 3 years' experience after registration as an AEA. Unendorsed drivers' license C1 (code10) with professional driving permit for goods and passengers (receipt of renewal not accepted) Knowledge: The incumbent of this post will report to the Sub-District Manager: EMS, and will be responsible to ensure that supervisory management is provided during the shift period and also that adequate resources are allocated in order that community receives the required level of care in the provision of Emergency Medical Services within the service regulations and protocols. The ideal candidates must: Possess leadership skills; Have good communication skills (both verbal and written); Have financial management, human relation and conflict management skills; Be computer literate; Possess knowledge of Health Related Acts, Public Service Acts, Management principles, Infection Control and Prevention Policy, Occupational Health and Safety Policy, Medical Waste Policy, EMS Regulations 2017, EMS standard Operating Procedure, Labour Relations Act, and HPCSA protocols.
- DUTIES** : Provide an on-going supervisory function in respect of all operational issues in terms of HPCSA policies by ensuring compliance and reporting thereon. Implementation of Operational plans, at shift level. Manage all resources allocated to the shift in an efficient manner by ensuring control, monitoring use and reporting deviations and deficiencies. Facilitate on-going administration and Human resources management supervisory functions Responsible for Performance Management and Development System assessment. Respond to mass casualty and disaster scenes and provide advice and leadership in such situations. Manage complaints from internal and external sources. Compile reports, conduct investigations when required to do so. Ensure compliance with service protocols and procedures.
- ENQUIRIES** : Mr. S.P. Gumede Tel No: (039) 688 3619
- APPLICATIONS** : Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240
- FOR ATTENTION** : Mr. J.L. Majola
- NOTE** : Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae ONLY. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and emailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the

closing date, they must accept that their applications were unsuccessful. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof only when they are shortlisted.
01 September 2023

CLOSING DATE

POST 29/581

ARTISAN PLUMBER REF NO: NKAH/32/2023

SALARY

R220 533 per annum. 13th cheque, medical aid (optional), Housing allowance: employee must meet the prescribed requirements.

CENTRE REQUIREMENTS

Nkandla Hospital - (KwaZulu-Natal)
Grade 10 -12 qualifications /equivalent, Trade test certificate in plumbing as per terms of section 13(2) (h) of the Manpower Training Act 1981, Valid Code 8 driver's license, 0-2 years' experience. Knowledge of Occupation Health and Safety Act safety standards, Knowledge of the use of hand and power driven tools and machinery, Knowledge of maintenance relating to plumbing, Ability to work independently and in teams, Good communication, interpersonal written and verbal skills, to plan, prioritize and execute duties in order of importance, be able to maintain high level of confidentiality.

DUTIES

Installation, repair and maintenance on high pressure and low pressure type geysers, Installation and repair to toilets, urinals and other ablation facilities such as shower and baths, Installation, maintenance and repair to sewerage and water reticulations systems, Clear blocked drains, gutters down pipes, waste lines and branch, Take and record water supply reading daily, Maintenance on fire hose main supply lines, fire hoses and fire hydrants, Hot and cold water reticulations and balanced pressure connection /installations and pressure testing, Knowledge of water reticulations and balanced pressure connections and pressure testing, Knowledge of reading drawings/plans for drain laying and the town by laws e.g. Fall of sewer pipes, rodding eyes, manholes and installation of the same, Knowledge of waste discharge pipes and venting of same, Knowledge of storm water drains and channels, Knowledge of sheet metal such as fabrication and flashing, vent cones, galvanized down pipes, off-sets, gutter outlets and soldering of the same, Installation of gutters and down pipes-asbestos and galvanized, Repairs to burst asbestos and galvanized pipes 12, 7 mm (2 to 8 inches), Servicing of main water pipe valves, To supervise handyman and assist other tradesmen, when requested to do so by the maintenance supervisor, Be responsible to ensure cleaning of work place/workshop is carried properly, Exercise control of tradesman aide, Exercise control over equipment /tools and keep in good working order, Keep an up to date and current equipment register, Be responsible for materials issued and completing job, Always adhere to safe working practices(in accordance to the O.H.&ACT85/1993), Daily reporting of fault, job progress and daily completion of job cards/time sheets as per auditor's instruction .job Cards for completed work must be signed by the department concerned and list material used, Attend safety and practical orientated training courses and lectures, To perform standby duties and after-hours call outs. These duties at times can include the duties associated with other trades such as the fitter, plumber the carpenter, Work overtime with remuneration when consider and with the approval of the maintenance Supervisor, Be prepared to visit primary health clinics to perform maintenance duties when required,(This is an essential part of the conditions of employment), Must be prepared, in times of crisis, to perform other essential service such as strikes, floods etc.viz. Maintenance oriented duties, Take responsibility for in-house training and advancement of subordinates, Must be available to work overtime, standby and call outs as required.

ENQUIRIES APPLICATIONS

Mr. SL Mthembu Tel No: (035) 833 5000, ext.: 5094
All applications should be posted to: The Chief Executive Officer: Nkandla District Hospital Private Bag X102, Nkandla, 3855

FOR ATTENTION NOTE

Human Resource Manager
Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za 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 above instructions will disqualify application. Persons with disabilities should feel free to apply for the post. The appointment are subject to positive outcomes obtained from the state security agency (SSA) to the following checks (security clearance (vetting),

criminal clearance, credit, record, and citizenship), verification of Educational Qualification 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 unsuccessfully. All employees in the public service that are presently on the same salary level but on 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. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. You will submit these documents only when shortlisted. 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 Documents, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisor 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. NB Persons with disabilities from all designated race groups are encouraged to apply for the post. Due to financial constraints S&T Claims will not be considered.

- CLOSING DATE** : 01 September 2023
- POST 29/582** : **ARTISAN PRODUCTION GRADE A, B (MECHANICAL REFRIGERATION)**
REF. NO: NGWE 108/2023
Department: Maintenance
- SALARY** : Grade A: R220 533 – R244 737 per annum
Grade B: R258 753 – R285 396 per annum
Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements).
- CENTRE** : Ngwelezana Hospital
- REQUIREMENTS** : Grade 10. Appropriate Trade Test Certificate in Mechanical/Refrigeration 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
- DUTIES** : 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 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

: 01 September 2023

<u>POST 29/583</u>	:	<u>ARTISAN PLUMBER GRADE A REF NO: VRH 32/2023 (X1 POST)</u>
<u>SALARY</u>	:	R220 533 per annum. Other benefits: 13th Cheque Medical Aid Optional, Home Owner/Housing Allowance (Employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Vryheid Hospital
	:	Grade 12/ Standard 10/ N3/NQL 3. Trade test in plumbing in terms of section (1392) (h) of the Manpower Training act 1981, as amended. Valid driver's license. A minimum of 0 – 2 Years of experience in plumbing. Only shortlisted candidates will submit proof of current and previous work experience. Recommendations: Understanding of hospital and clinics set up. Computer Literacy Knowledge, Skills, Training and Competencies Required: Knowledge of Occupational Health and safety act and safety standards. Knowledge of basic maintenance and repair of water reticulation pipes. Knowledge of safety systems of work. Ability to work independently. Ability to work under pressure. Good communication skills (both verbal & written) Knowledge of Batho Pele Principles.
<u>DUTIES</u>	:	Installation, Repairs and Maintenance of High Pressure and Low Pressure Geysers. Installation and Repairs to toilets, urinals and other ablutions facilities such as shower and baths etc. Installation and Repairs to water and sewerage reticulation system. Clear blocked drains, gutters, down pipes, waste water lines and branch lines. Take and Record water supply readings daily. Maintenance on fire hose main supply, fire hose and fire hydrants. Daily reporting of faults, job progress and daily completion of job card / time sheets as per auditor's instruction. Be prepared to visit primary health care clinics to perform maintenance duties when required. Installation of gutters and down pipes and galvanized pipes. Compile and submit report, provide inputs on the compilation of technical reports. Deputize Artisan Foreman when required to do so. Form part of multi-disciplinary team doing rounds in the hospital and clinics and undertake necessary steps to fix all identified shortfalls. Be prepared to work overtime and standby duties. To take necessary step to fix all identified shortfalls. To take responsibility for in-house training and advancement of subordinates. To perform standby duties and after- hours call outs. To supervise handyman and assist other tradesman aid when requested to do so by maintenance supervisor. General knowledge skills of other trades in the maintenance section.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M.B Tshabalala (Artisan Chief) Tel No: (034) 982 2111, ext. 5915
	:	All applications should be forwarded to: Assistant Director: HRM Vryheid District Hospital Private Bag X 9371 VRYHEID 3100 OR be hand delivered at Human Resource Office no 9 NB: Applicants are encouraged to use courier services since there are some challenges with Post Office.
<u>NOTE</u>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za . The application form (Z83) must be 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.
<u>CLOSING DATE</u>	:	01 September 2023

<u>POST 29/584</u>	:	<u>ARTISAN PRODUCTION GRADE A: ELECTRICIAN REF NO: VRH 33/2023</u>
<u>SALARY</u>	:	R220 533 per annum. Plus 13 th Cheque, Medical Aid (Optional), (Housing Allowance Employee Must Meet Prescribed Requirements)
<u>CENTRE REQUIREMENTS</u>	:	Vryheid Hospital Trade Test certificate in Electrical Trade in terms of provisions of the Manpower. Training Act of 1981. Grade 10 or N2 technical certificate. 1-3 years' experience. Driver's License. Recommendations for the post: Understanding of hospital environment. Wireman's license would be an added advantage Knowledge, Skills and Competencies Required: Knowledge of applicable commercial and domestic. Electrical installations Sound knowledge of occupational Health and Safety Act and Related legislation. Wiring skills. Good interpersonal and communication skills. Good verbal and written skills. Decision making, teamwork. Only shortlisted candidates will submit proof of current and previous work experience.
<u>DUTIES</u>	:	Installation work such as tubing and wiring in roof spaces, surfaces work and low. Tension work. Repairs to all types of lights inclusive of lamps. Knowledge of air condition and refrigeration. Produce designs according to client specification and within limits of production capability. Regular testing of fire alarms, emergency generators sets, inclusive of checking water and oil levels. Produce objects with material and equipment according to job specification and repair, equipment and facilities according to standards. Test repair equipment and/or facilities according to specifications. Keep up to date current equipment register. Be prepared to visit primary clinics to perform maintenance duties when required. To perform standby duties and after hours call outs. Maintenance and minor repairs to all domestic appliances, equipment and plants. Exercise control of material, equipment/tools and keep in good working order. Perform first level artisan work. Maintain healthy, safe and hygienic working condition. Must be prepared in time of crisis to perform other essential services. General knowledge skills of other trades in the maintenance section.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M.B Tshabalala (Artisan Chief) Tel No: (034) 982 2111, ext. 5915 All applications should be forwarded to: Assistant Director: HRM, Vryheid District Hospital, Private Bag X9371, Vryheid, 3100 or be hand delivered at Human Resource Office no 9 NB: Applicants are encourage to use courier services since there are some challenges with Post Office.
<u>NOTE</u>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za . The application form (Z83) must be 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.
<u>CLOSING DATE</u>	:	01 September 2023
<u>POST 29/585</u>	:	<u>OCCUPATIONAL THERAPIST TECHNICIAN REF NO: NGWE 109/2023</u> Department: Occupational Therapy
<u>SALARY</u>	:	Grade 1: R243 627 – R276 237 per annum Grade 2: R284 088 – R341 295 per annum Other Benefits: 13 th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements).
<u>CENTRE</u>	:	Ngwelezana Hospital

- REQUIREMENTS** : Grade 12. Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Occupational Therapist Technician. Initial and current registration with Health Professions Council of South Africa as Occupational Therapist Technician. **Grade 1:** No experience required. **Grade 2:** A minimum of 10 years recognizable experience after registration with HPCSA as an Occupational Therapist Technician. Knowledge, Skills, Attributes and Abilities Sound knowledge and skills in treatment protocols, including paediatrics. Skill and knowledge in the use of OT equipment and assistive devices. Knowledge of departmental administrative tasks. Knowledge of ethical code and scope of practice. Ability to problem solve and apply analytical processes to patient care. Supervisory skill for junior staff. Good interpersonal skills and ability to work with a multidisciplinary team.
- DUTIES** : To provide effective occupational therapy services as defined within the scope. To follow prepared protocols and make adaptations as needed. Receive and implement referrals / treatment plans from OT. To manufacture, and issue assistive devices including seating. Provide caregiver training with assistive devices and management of patients. Provide outreach services – screening and treatment of patients. Conduct community visits as referred by the OT. Conduct groups and other related initiatives as directed by OT. Provide input and guidance to OT on protocols, guidelines, etc. Effective administrative work related to patients care: report back, statistics, screenings, copying, filing, referrals, meetings, case studies, etc. Ensure continued professional development in line with mandate of facility. Participate in all quality improvement initiatives (audits, projects, etc. Monitor, service and safe guard of OT equipment. Ensure good interpersonal relations with patients, MDT and other stakeholders. To support supervisor in all clinical and administrative tasks within the service. To participate in all planned activities within the department.
- ENQUIRIES** : MS LF Msomi 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** : 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** : 01 September 2023

POST 29/586 : **DENTAL ASSISTANT (GRADE 1) REF NO: SAHP 14/20203 (X1 POST)**

SALARY : Grade 1: R196 536 – R222 615 per annum. Benefit: 13th cheque, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE : ST Andrew's Hospital

REQUIREMENTS : Grade 1: Senior Certificate (Grade 12) or equivalent qualification plus, National Certificate in Dental Assisting or prescribed in-service training (with duration of less than 2 years) That allows for the required registration with the HPCSA as Dental Assistant plus, Current registration with the HPCSA as a Dental Assistant. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlist. NB: All the above mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge, Skills and Competencies Required: Good communication skills. Self-motivated and goal orientated, Good interpersonal relations, Good organizing skills, Knowledge of infection, prevention and control protocols, Computer literacy.

DUTIES : Assist clinicians with oral health procedures, preparing of instruments and material for the dental Procedures, Cleaning and sterilization of instruments, ordering of consumables as needed, Do inventory of dental instruments, Adhere to the health care waste management legislation and principles, Perform administrative duties, perform all functions as related to the scope of practice of a Dental Assistant.

ENQUIRIES : Dr A Muff, ST Andrews Hospital Tel No: (039) 433 1955

APPLICATIONS : Please forward all applications to: the Chief Executive Officer, ST Andrew's Hospital, Private Bag X1010, Harding, 4680 or hand delivered applications to human resources at ST Andrew's Hospital or Email to standrewhospitalHRJobapplication@kznhealth.gov.za.

FOR ATTENTION : Human Resources Management

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. SAH/03/2023. 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 only Z83 and CV on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s).

CLOSING DATE : 01 September 2023

POST 29/587 : **SECURITY OFFICER REF NO: NGWE 110/2023**
Department: Security Services

SALARY : R147 036 – R170 598 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements).

CENTRE : Ngwelezana Hospital

REQUIREMENTS : Basic Education (below standard 8). Security Grade C (PSIRA Registered). 1 – 2 years Clerical / Administrative experience knowledge, skills, attributes and

- abilities Batho Pele Principles. Critical thinker and problem-solving skills. Great interpersonal and communication skills. Conflict Management skills. Honesty.
- DUTIES** : Perform access control functions to determine whether visitors have appointments/ or the service that the visitor requires. Ensure that unauthorized person and dangerous objects do not enter the building/premises. Ensure safety in the building and premises. Ensure that equipment, documents and stores do not leave or enter the buildings or premises unauthorized. Ensure all incidents are recorded in the occurrence books/registers. Report any suspicious behaviors and happenings. Provide assistance to people in need.
- ENQUIRIES** : Mr. Pez Zulu 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** : 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** : 01 September 2023