

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

The Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer and is committed to the promotion of diversity and equity in employment. Women and people living with disabilities are encouraged to apply. The Department of Agriculture and Rural Development reserves the right not to fill any advertised post. Invited candidates will attend interviews at their own cost.

- APPLICATIONS** : Applicants may also submit their completed and signed Z83 application forms and CV's directly to the following email addresses: kznjobssouth@kzndard.gov.za for reference no. SSC01/2024 or kznjobsnorth@kzndard.gov.za for reference no. NSC01/2024. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs. All applications must be addressed to the Head of Department and for reference no. SSC01/2024 may be hand delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag X6005, Hilton, 3245. All applications for reference no. NSC01/2024 may be hand delivered or couriered to Lot no. 11634, Corner of Via Verbena and Loop Street, Veldenvlei, Richards Bay, 3900. Applications may also be posted to Private Bag X1048, Richards Bay, 3900. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications.
- CLOSING DATE** : 30 April 2024
- NOTE** : Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. Applicants using the manual application process must submit their applications on the prescribed form Z83 (Please Use The New Z83 form which is effective From 01 January 2021) obtainable from any Public Service Department or at www.dpsa.gov.za and all applications must be accompanied by a comprehensive CV. Applicants must ensure that the Z83 application form is completed in full, duly signed and initialled, as failure to do so may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified copies of qualifications and other related/supporting documents on or before the day of the interview following the communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No late applications will be accepted. Failure to comply with the above instructions will result in the disqualification of your application. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.
- OTHER POST**
- POST 12/61** : **AGRICULTURAL ADVISOR (X4 POSTS)**
(3-Year Contract)
- SALARY CENTRE** : R359 517 per annum (Level 08)
: **Ref No: SSC01/2024:** Ugu District (X1 Post), Harry Gwala District (X1 Post)
: **Ref No: NSC01/2024:** King Cetshwayo District (X1 Post), Umkhanyakude District (X1 Post)
- REQUIREMENTS** : An NQF level 08 qualification in Agriculture, registration with SACNASP, or submit proof of the application thereof, and a valid driver's license. Knowledge: Extension methodology, RSA Constitution, White Paper on Agriculture for KZN, Norms and Standards for Extension and Advisory Services, Strategy for Agrarian Transformation in KZN, Agricultural Extension and Advisory Principles, Scientific Agricultural Methods, Agricultural Policy Action Plan, National Development Plan, Provincial Growth and Development Plan, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, EPMDS, Community Development, Public Participation, Community Outreach, Project Management Principles, Social Dynamics of KZN Communities, Service Delivery Frameworks and Treasury Regulations. Skills: Analytical and data analysis, scientific methodology and models, research and development, scientific editing and review, project management, professional judgement, computer aided scientific applications, planning and organizing, team work, problem solving and analysis, creativity and innovation, decision making, customer focus and responsiveness, communication, presentation, public speaking, computer literacy, social facilitation and conflict management, scientific/technical verbal and written communication and scientific/technical reports/papers/articles.
- DUTIES** : Render scientific and technical advice to internal and external clients under mentorship to ensure sustainable development. Provide technical support in terms of planning, advice and after care for organized agriculture and other agricultural stakeholders. Provide technical support on agricultural projects (such as CASP, LRAD, etc). Promote sustainable production of agricultural products. Involvement in research activities under guidance of seniors. Perform administrative and related functions.
- ENQUIRIES** : Mr NL Ntshangase Tel No: (033) 355 9546

DEPARTMENT OF HEALTH

MANAGEMENT ECHELON

POST 12/62

: **DISTRICT DIRECTOR REF NO: G38/2024**
Cluster: District Health Services

SALARY
CENTRE
REQUIREMENTS

: R1 162 200 per annum (Level 13), (an all-inclusive SMS salary package)
: King Cetshwayo Health District Office
: An undergraduate qualification (NQF level 7) in Clinical Health Science. Current registration with the relevant health professional body. A minimum of Five (5) years' experience in middle management level with five (5) years in Primary Health Care or District Health System. Exposure/experience in a clinical programmes and hospital management environment including EMS and FPS. Unendorsed valid driver's license. Computer literacy with proficiency in Microsoft software applications. Recommendations: Post-graduate qualification in Public Health/master's in business management. Project Management. Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the Chief Director: District Health Services: Head Office: will be responsible to ensure and account for the delivery of integrated, effective and efficient health service at all levels of care based on the Primary Health Care approach through the District Health System within King Cetshwayo (whichever is relevant). The ideal candidates must: Possess a clear understanding of the challenges facing the public health sector due to poverty, resource limitations and opportunistic diseases such as TB, HIV and AIDS. Have the ability to analyse and interpret complex management data and information to inform decision-making and alignment processes timeously. Have the ability to develop innovative solutions for complex health and other service delivery management problems. Possess strong leadership to – ensure buy-in/support of other organs of state and external stakeholders to accomplish deliverables identified in the Annual Performance Plans of the District, provide strategic direction to Institutions, mediate processes for the allocation of resources to Institutions, build a highly effective and efficient health service delivery team in the District; and reason/present/negotiate the case of the District at departmental management and planning for a, Have the ability to assess and manage the performance of the District Health System and directly supervise staff. Have the ability to interact effectively and efficiently with a wide range of stakeholders. Have the ability to turn around negative audit findings in the district to be a positive one. Possess a good Knowledge and understanding of universal health coverage. Possess a clear understanding of risk and other management processes and the application thereof to ensure that the decentralized. management model of the department is performing optimally. Possess knowledge of the governance framework and legislative imperatives set for the area of operation. Be computer literate with a proficiency in MS Office Software applications.

DUTIES

: Based on relevant policy imperatives, provide strategic leadership and ensure the development, implementation, monitoring and evaluation of an Annual District Health Services Delivery Plan. Account in terms of planned initiatives for the delivery of health services in the district. Coordinate and facilitate processes to prioritise health service delivery initiatives and the allocation of concomitant resources amongst health facilities in the district, whilst promoting service delivery equity. Monitor and evaluate health service delivery within the district, identify high risk areas and facilitate timeous corrective action where required. Provide transversal clinical support and other support services to Institutions. Ensure the development of an innovative and human rights sensitive cadre of health workers at all levels. Identify and address transversal health service delivery barriers that cannot be resolved at Institutional and district level and filter those requiring intervention at Provincial level. Facilitate the process of ensuring universal health access (NHI) for King Cetshwayo Health District. Please note that the CEO will also be responsible for all Health Services within the catchment are including PHC Clinics and Outreach Services. Accelerate implementation of PHC re-engineering Provide oversight for reduction and management of the burden of disease for better health outcomes Accelerate implementation of PHC re-engineering. Achieve universal health coverage, access to quality health care and safe, effective, quality essential medicines and vaccines for all KZN citizens. Facilitate compliance to the legislative prescripts including AG, norms and standards, Ideal Hospital framework and Ideal Clinic realisation and maintenance.

ENQUIRIES
APPLICATIONS

: Mr J Mndebele Tel No: (033) 395 3274
: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051, Pietermaritzburg, 3200 or Hand delivered to: 330 Langelibalele Street Natalia Building, Registry, Minus 1:1 North Tower. Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details. "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address Headoffice.Jobapplication@kznhealth.gov.za. Applicants may also visit any one of our Designated Online Application Centre's (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centre's (DOACS) at www.kznonline.gov.za/kznjobs."

FOR ATTENTION
NOTE

: Miss N.S Buthlezi Tel No: (033) 395 2465
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not

be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation when shortlisted. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE : 26 April 2024

OTHER POSTS

POST 12/63 : **MEDICAL MANAGER: MEDICAL SERVICES (NON-CLINICAL) REF NO: G45/2024**
Cluster: District Health Services

SALARY : R1 288 095 per annum, an all-inclusive OSD salary package
CENTRE : Dannhauser Community Health Centre
REQUIREMENTS : MBCHB qualification; Plus, Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner Plus a minimum of five (5) years' experience in a Health Institution or Primary Health Care environment. Unendorsed valid Code B driving license (Code 08). Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the District Manager and will be responsible to manage the provision of district level one health service. The ideal candidates must: Possess knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PMF), Public Service Act and related regulations and policies. Possess knowledge of procurement, human resource management, work methods and procedures. Have strategic capability and leadership, programme and project management, financial management, change management people management and empowerment. Have service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES : Manage the day - to - day functioning of the Community Health Centre to ensure effectiveness and efficiency. Implement financial planning, monitoring and control of expenditure. Formulate and implement strategies and policies to promote efficiency inclusive of clinical practices. Develop and implement clinical practices planning for the Community Health Centre. Manage the provision of clinical services within the Community Health Centre and its Clinics. Provide strategic leadership in the delivery of integrated DHS based on relevant policy imperatives, this includes feeder clinics and outreach programmes. Ensure effective human resource management in line with department of health guidelines and prescripts. Ensure Sound Labour Relations Practices within the Community Health Centre and its clinics. Ensure effective stakeholder management internal and external (stakeholders). Ensure effective implementation of quality health standards including ideal clinic realization and maintenance. Oversee provision of quality and safe patient care at clinics and Community Health Centre. Ensure effective systems management in support of clinical services i.e. (Laundry, transport, maintenance, Grounds, Security, Cleaning and Switchboard). Accelerate implementation of PHC re- engineering. Provide oversight for reduction and management of the burden of diseases for better health outcomes.

ENQUIRIES : Mr J Mndebele Tel No: (033) 395 3274
APPLICATIONS : All applications should be forwarded to: The Chief Director: Human Resource Management Services, KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 or Hand delivered to: 330 Langelibalele Street Natalia Building, Registry, Minus 1:1 North Tower.

FOR ATTENTION : Mr. A Memela
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or

disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer/s prior to the date of the interview.

CLOSING DATE

: 26 April 2024

POST 12/64

: **MEDICAL SPECIALIST REF NO: S01/2024**

(Sub-Specialty Training: Pulmonology)

SALARY

: R1 214 805 per annum. Applicants to note: Salary package is subject to OSD determination plus commuted overtime depending on needs of the Discipline/Institution.

CENTRE

: Various (KZN)

REQUIREMENTS

: Tertiary qualification (MBCHB) or equivalent; Plus current registration for Independent Practice as a Medical Specialist with the Health Professions Council of South Africa, Valid driver's license. Preference will be given to candidates with at least two (2) years' experience as a specialist. Basic knowledge of Medical Practice Ethics, ability to manage patients independently, ability to learn, innovate and be prepared to work overtime, good interpersonal skills, an interest in conducting research, knowledge and respect of the Patients' Rights Charter and Batho Pele Principles.

DUTIES

: Participation in academic and teaching programmes and meetings in the respective Departments, responsibility for care of patients at designated levels/sites, e.g. Outpatients, Wards, Theatres, ICUs etc., management of patients under supervision, attendance at ward rounds and/or tutorials, supervision and teaching of undergraduates, provision of after-hours care for emergency services, clerking and keeping of comprehensive records of patients in the hospital file, outreach activities as deemed necessary by the Clinical Supervisor.

ENQUIRIES

: Department Of Health HR Enquiries: Mrs R Erasmus Tel No: (033) 395 2742/2669

Discipline Enquiries: Dr F. Khan Tel No: (031) 240 1376

APPLICATIONS

: Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details. Applicants are encouraged to apply for the posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email addresses Samkelisiwe.Bhengu@kznhealth.gov.za and Headoffice.Jobapplication@kznhealth.gov.za

NOTE

: Training will take place at various sites for each discipline. Registrars may be required to spend time at various training institutions as required by the discipline. The site for the 1st year of training and subsequent rotations will be determined by the Academic Head of Discipline. Applicants are requested to apply separately for the disciplines of their interest. A maximum of three applications will be allowed which should be ranked in order of preference. One application for various Disciplines will not be accepted. Applications from applicants who are already appointed in the Registrar Programme will not be considered. The duration of Registrar training is 4/5 years, depending on the Discipline. All Registrars will be expected to register with the university for the MMED, at own expense. All Registrars will be required to sign a contract which includes training and service responsibilities. Registrars will be required to complete Clinical and Academic assessments as stipulated by the Department. Please note that the formal offer of a Registrar post will be dependent upon proof of successful completion of the required examinations. The interview process will also consist of technical and practical aspects as well as an Ethical Assessment. In addition to interview performance, candidates for each Discipline will be scored as per a Discipline-specific Selection Criteria considering weighted advantages in categories such as additional qualifications, work experience, preference for candidates with at least one-year experience in a rural/peripheral setting (post Community Service), research experience including completion of research methodology courses/modules and development of protocols,

additional notable achievements. 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 and Application for a Registrar post checklist which is obtainable from the website. Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. REG.21/2024. Copies of Qualifications, Registration Certificates and driver's license 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. Where a fully completed 'Application for a Registrar post checklist' is not fully completed or not attached, this may lead to disqualification. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. No late applications will be accepted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Non- SA Citizens/ Permanent Residents / Work permit holders must provide documentary proof on or before the day of the interview. Failure to comply may result in the application not being considered. 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). Persons with disabilities should feel free to apply for the post/s. Failure to comply with the above instructions will disqualify applicants. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Whilst applications are invited for the above disciplines, not all may be filled. Applicants will be advised in due course, should a discipline which has been applied for be excluded from this process. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.

CLOSING DATE

: 26 April 2024

POST 12/65

: **CHIEF EXECUTIVE OFFICER: ST. APOLLINARIS HOSPITAL REF NO: G39/2024**
Cluster: District Health Services

SALARY

: R958 824 per annum (Level 12), (an all-inclusive MMS salary package)

CENTRE

: Mahatma Gandhi Memorial Hospital

REQUIREMENTS

: A degree/advanced diploma in a health-related field, registration with relevant professional council; A degree/diploma in health management or a degree/advanced diploma in a management field. At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's license (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Please note that the CEO will also be responsible for all Health Services within the catchment area including PHC Clinics and Outreach Services
Recommendations: Knowledge, Skills, Training and Competencies Required: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES

: Job Purpose: To plan, direct, co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the Hospital within the legal and regulatory framework, to represent the Hospital authoritatively at Provincial and Public Forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, National, Provincial, Regional and District plans. Financial Management: Maximise revenue through collection of all income due to the Hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation, asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including Occupational Health and Safety Committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost-effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of

patient care, establish community networks and report to the Hospital. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes. Accelerate implementation of PHC re – engineering Provide overnight for reduction and management of the burden of disease for better health outcomes Achieve universal health coverage, access to quality essential medicines and vaccines for all KZN citizens.

**ENQUIRIES
APPLICATIONS**

: Mr J Mndebele Tel No: (033) 395 3274
: All applications should be forwarded to: The Chief Director: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street, Natalia Building, REGISTRY, Minus 1:1 North Tower. Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details. "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address Headoffice.Jobapplication@kznhealth.gov.za. Applicants may also visit any one of our Designated Online Application Centre's (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centre's (DOACS) at www.kznonline.gov.za/kznjobs."

**FOR ATTENTION
NOTE**

: Miss NS Buthelezi Tel No: (033) 395 2896
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation when shortlisted. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE

: 26 April 2024

POST 12/66

: **CHIEF EXECUTIVE OFFICER: UMZIMKHULU PSYCHIATRIC HOSPITAL REF NO: G44/2024**
Cluster: Hospital Management Services

**SALARY
CENTRE
REQUIREMENTS**

: R958 824 per annum (Level 12), (an all-inclusive MMS salary package)
: UMzimbhulu Psychiatric Hospital
: A Degree/Advanced Diploma in a Health-related field, registration with relevant Professional Council; Plus, A Degree/Diploma in Health Management or a Degree/Advanced Diploma in a Management field. Plus At least 5 (five) years Management experience in the Health sector. Experience as a health service manager or significant experience in Management in a health service environment. Unendorsed valid Code B driver's license (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management change management people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES

: Job Purpose to plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the Hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation, asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that

will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost-effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes.

**ENQUIRIES
APPLICATIONS**

: Mrs RT Dube Tel No: (033) 940 2499
 : All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051, Pietermaritzburg, 3200 or Hand Deliver to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower

**FOR ATTENTION
NOTE**

: Mr. A Memela
 : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV ONLY (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. **NB:** For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. **NB:** All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer/s prior to the date of the interview.

CLOSING DATE

: 26 April 2024

POST 12/67

: **CHIEF EXECUTIVE OFFICER REF NO: G47/2024**
 Cluster: Hospital Management Services

**SALARY
CENTRE
REQUIREMENTS**

: R958 824 per annum (Level 12), (an all-inclusive MMs salary package)
 : Church of Scotland Hospital
 : Matric Certificate (Grade 12), A Degree/Advanced Diploma in a health-related field, registration with relevant professional council; Plus A degree/diploma in health management OR Degree/Advanced in a management field. Plus At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's licence (Code 08). Knowledge, Skills, Training and Competencies Required: Knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capacity and leadership, Programme and Project Management, Financial management, Management of people and empowerment. Progress Competencies: Service delivery innovation, knowledge management, Problem solving and analysis, Communication, Client orientation and customer focus. **NB:** All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. It should be noted that the CEO will be responsible for the whole catchment area including PHC facilities and outreach teams.

DUTIES

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

in line with the 10-point plan, national, provincial, regional and district plans as well as the Department's strategies goals and Objectives. Financial Management: Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, financial planning, resource mobilization, including monitoring and evaluation; Ensure appropriate asset management and accountability of all assets of the institution; Identify strategic and operation risks and ensure that strategies are in place to address these, as well as monitor the progress; Maximize revenue through collection of all income due to the hospital. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources; Promote a safe and healthy working environment through compliance with the Occupational Health and Safety Act, including occupational health and safety committees; Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital Board and other relevant oversight committee/bodies; Ensure the establishment of the relevant governance structures linked to clinical and non-clinical functions and responsibilities; Manage all the institutions risks and implement strategies to ensure optimal achievement of health outcomes. Accelerate implementation of PHC reengineering. Provide oversight for reduction and management of the burden of disease for better health outcomes. Achieve universal coverage, access to quality essential medicines and vaccines for all KZN Citizens.

**ENQUIRIES
APPLICATIONS**

: Mr J Mndebele Tel No: (033) 395 3274
 : All Applications Should Be Forwarded To: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051, Pietermaritzburg, 3200 or Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower
 : Miss L Mthlana

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 26 April 2024

POST 12/68

: **CHIEF EXECUTIVE OFFICER REF NO: G40/2024**
 Cluster: District Health Services

**SALARY
CENTRE
REQUIREMENTS**

: R958 824 per annum (Level 12), (an all-inclusive MMS salary package)
 : Mahatma Gandhi Memorial Hospital
 : A degree/advanced diploma in a health related field, registration with relevant professional council; A degree/diploma in health management or a degree/advanced diploma in a management field. At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's license (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Please note that the CEO will also be responsible for all Health Services within the catchment area including PHC Clinics and Outreach Services
 Recommendations: Knowledge, Skills, Training and Competencies Required: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment. Progress Competencies: Service

delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES

: Job Purpose: To plan, direct, co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the Hospital within the legal and regulatory framework, to represent the Hospital authoritatively at Provincial and Public Forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, National, Provincial, Regional and District plans. Financial Management: Maximise revenue through collection of all income due to the Hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation, asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including Occupational Health and Safety Committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes. Accelerate implementation of PHC re-engineering Provide overnight for reduction and management of the burden of disease for better health outcomes Achieve universal health courage, access to quality essential medicines and vaccines for all KZN citizens.

ENQUIRIES APPLICATIONS

: Mr J Mndebele Tel No: (033) 395 3274
: All applications should be forwarded to: The Chief Director: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 or Hand delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower. Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details." Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address Headoffice.Jobapplication@kznhealth.gov.za. Applicants may also visit any one of our Designated Online Application Centre's (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centre's (DOACS) at www.kznonline.gov.za/kznjobs."

FOR ATTENTION NOTE

: Miss NS Buthelezi Tel No: (033) 395 2896
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation when shortlisted. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE

: 26 April 2024

POST 12/69

: **MEDICAL & DENTAL REGISTRAR**

SALARY

: R906 540 per annum. Applicants to note: Salary package is subject to OSD determination plus commuted overtime depending on needs of the Discipline/Institution.

CENTRE

: Various (KZN):
Discipline: Forensic Medicine REG.20/2024
General Surgery REG.21/2024
Internal Medicine REG.22/2024

Paediatrics & Child Health REG.23/2024

Radiology REG.24/2024

Dental (Maxillofacial & Oral Surgery) REG:25/2024

REQUIREMENTS

: Tertiary qualification (MBCHB) or equivalent (Medical) / Tertiary qualification BCHD/BDS or equivalent (Dental); Plus current registration for Independent Practice with the Health Professions Council of South Africa, Twelve (12) months post Community Service experience as a Medical Officer, Valid driver's license and relevant Discipline Specific Minimum requirements below: (depending on the Discipline / Dentistry) Forensic Medicine: Nil General Surgery: 12 months experience in the Discipline (including Casualty or other surgical disciplines i.e. ENT, Urology, Orthopaedics) and Primary exam and ATLS. Internal Medicine: 12 months experience in the Discipline and FCP Part I and Experience in a rural area or peripheral setting post community service. Radiology: 6 Months experience as a medical officer in discipline and FC Rad Diag SA Part 1 exams Paediatrics & Child Health: 6 months experience in the Discipline in a regional hospital and FC Paeds Part I OR Diploma in Child Health. Dental: A minimum of five (5) years in clinical practice. A minimum of 6 months proof of work experience in a Maxillofacial unit or clinical activities related to maxillofacial and oral surgery. Basic knowledge of Medical Practice Ethics, ability to manage patients independently, ability to learn, innovate and be prepared to work overtime, good interpersonal skills, an interest in conducting research, knowledge and respect of the Patients' Rights Charter and Batho Pele Principles.

DUTIES

: Participation in academic and teaching programmes and meetings in the respective Departments, responsibility for care of patients at designated levels/sites, e.g. Outpatients, Wards, Theatres, ICUs etc., management of patients under supervision, attendance at ward rounds and/or tutorials, supervision and teaching of undergraduates, provision of after-hours care for emergency services, clerking and keeping of comprehensive records of patients in the hospital file, outreach activities as deemed necessary by the Clinical Supervisor. Department reserves the right not to fill these post (s).

ENQUIRIES

: Department of Health HR Enquiries: Mrs R Erasmus Tel No: (033) 395 2742/3347/2669
: Discipline Forensic Medicine Dr S. Mfodzi Tel No: (031) 260-2580
General Surgery Dr B. Phakathi Tel No: (031) 260-4271
Internal Medicine Prof N. Magula Tel No: (031) 260-4242
Paediatrics & Child Health Prof R. Masekela Tel No: (031) 260-4348
Radiology Dr N. Dlamini Tel No: (031) 260-4425
Dental (Maxillofacial & Oral Surgery) Dr. N. Daki Tel No: (033) 395-2332

APPLICATIONS

: Interested applicants can visit the following website at for full posts details. Applicants are encouraged to apply for the posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email addresses Samkelisiwe.Bhengu@kznhealth.gov.za And Headoffice.Jobapplication@kznhealth.gov.za Applications: All applications must be addressed to Mrs R Erasmus, Human Resource Management Services, Registrar Programme, Department of Health, Private Bag X9051, Pietermaritzburg, 3200 or hand deliver to Mrs R Erasmus, Human Resource Management Services, Registrar Programme, 330 Langalibalele Street, Natalia Building, Room 6-106 South Tower

FOR ATTENTION NOTE

: Mrs R Erasmus, Human Resources Tel No: (033) 395 2742/3347/2669
: Training will take place at various sites for each discipline. Registrars may be required to spend time at various training institutions as required by the discipline. The site for the 1st year of training and subsequent rotations will be determined by the Academic Head of Discipline. Applicants are requested to apply separately for the disciplines of their interest. A maximum of three applications will be allowed which should be ranked in order of preference. One application for various Disciplines will not be accepted. Applications from applicants who are already appointed in the Registrar Programme will not be considered. The duration of Registrar training is 4/5 years, depending on the Discipline. All Registrars will be expected to register with the university for the MMED, at own expense. All Registrars will be required to sign a contract which includes training and service responsibilities. Registrars will be required to complete Clinical and Academic assessments as stipulated by the Department. Please note that the formal offer of a Registrar post will be dependent upon proof of successful completion of the required examinations. The interview process will also consist of technical and practical aspects as well as an Ethical Assessment. In addition to interview performance, candidates for each Discipline will be scored as per a Discipline-specific Selection Criteria considering weighted advantages in categories such as additional qualifications, work experience, preference for candidates with at least one-year experience in a rural/peripheral setting (post Community Service), research experience including completion of research methodology courses/modules and development of protocols, additional notable achievements. 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 AND Application for a Registrar post checklist which is obtainable from the website. Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. REG.21/2024. Copies of Qualifications, Registration Certificates and driver's license 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. Where a fully completed 'Application for a Registrar post checklist' is not fully completed or not attached, this may lead to disqualification. Applicants are

discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. No late applications will be accepted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Non- SA Citizens/ Permanent Residents / Work permit holders must provide documentary proof on or before the day of the interview. Failure to comply may result in the application not being considered. 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). Persons with disabilities should feel free to apply for the post/s. Failure to comply with the above instructions will disqualify applicants. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Whilst applications are invited for the above disciplines, not all may be filled. Applicants will be advised in due course, should a discipline which has been applied for be excluded from this process. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.

- CLOSING DATE** : 26 April 2024
- POST 12/70** : **ASSISTANT MANAGER NURSING (SPECIALTY) REF NO. OTH CHC 02/2024 (X1 POST)**
- SALARY** : Grade 1: R683 838 per annum. Other Benefits: 13th cheque, Medical Aid (Optional), Homeowner's allowance (employee must meet prescribed Requirements), 12% Rural Allowance
- CENTRE** : Othobothini Community Health Centre
- REQUIREMENTS** :
 Matric / Grade 12 Diploma/ Degree in Nursing or Equivalent Qualification that allows registration with SANC as a Professional Nurse and Midwife. A post basic nursing qualification, with at least 1 year in Advanced Midwifery and Neonatal Care accredited with SANC. A minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery. At least 6 years of the period referred to above must be appropriate/ recognizable experience in Advanced Midwifery and Neonatal Care after obtaining a 1 year post basic qualification in the specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. Valid driver's license. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing in the Public Services .In-depth knowledge of Maternity and Neonatal protocols, policies and guidelines,Ensure clinical nursing practice by the nursing team in accordance with scope of practice and nursing standards, basic understanding and knowledge of HR and Finance policies, good report writing and facilitation skills, good communication skills both verbal and written, conflict management skills, good interpersonal and team building skills, demonstrate basic computer literacy as a support tool to enhance service delivery.
- DUTIES** :
 Manage, facilitate and co-ordinate provision of comprehensive package of service at Maternity and Paediatric Unit in conjunction with team members, within professional and legal framework. Implement and co-ordinate Maternal and Child Care Services in facility and attached clinics Implement standard practices criteria and indicators for quality Maternal and Child Care; maintaining professional growth and ethical standards; participate in training and research. Ensure that complete and accurate nursing record for individual health users are created and maintained. Facilitate and conduct monthly perinatal mortality meetings. Maintain constructive working relationships with all stake holders including multi-disciplinary team and ensure inter-sectorial collaboration Develop and implement plan to improve the quality of Maternal and Child Care. Deal with disciplinary and grievance matters including monitoring and managing absenteeism, and EPMDS Manage, coordinate and supervise the provision of nursing care services in the maternity unit and ensure proper record keeping Ensure effective implementation of the ANC, Intra-partum and PNC policies. Ensure effective utilization of all resources i.e. HR, assets, and consumables in the department. Coordinate the management of diseases within the component and ensure that the Departmental strategic plan is achieved. Display concern for patients, promoting and advocating proper treatment and care including awareness and outreach programme; display willingness to respond to patient needs. Assist and facilitate development of Operational Plan, monitor the implementation thereof and submit progress reports; compile and submit statistics. Participate in clinical audits and ensure implementation of the quality improvement plans supported by strong work ethics Co-ordinate special projects and health promotion in line with the program goals of health calendar; supporting and conducting clinic visits. Provide relief services within the team and provide after hour coverage and work shift as required.
- ENQUIRIES** : Mr. S.R. Dlamini Tel No: (035) 572 9002
- APPLICATIONS** : Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X12, Jozini, 3969 or hand deliver to Othobothini CHC, HR Department.
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za and Curriculum Vitae (CV). Applicants are not required to submit a certificate of service /proof of work experience endorsed by HR Copies of ID, Std 10 certificate, educational qualifications, certificate of service

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

CLOSING DATE

: 30 April 2024

POST 12/71

: **ASSISTANT MANAGER NURSING (MONITORING AND EVALUATION) REF NO: THH 04/2024**

Directorate: Nursing

SALARY

: R627 474 – R693 645 per annum. Plus 13th Cheque, Medical Aid (Optional), Housing Allowance, etc. (employee must meet the prescribed requirements)

CENTRE

: Pietermaritzburg (Town hill Hospital)

REQUIREMENTS

: Senior certificate or equivalent, Degree / Diploma in Nursing. A minimum of eight (8) appropriate /recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. At least 3 years of the period referred to above must be appropriate / recognizable experience at a management level. Code B driver's license. Only shortlisted candidates will submit proof of previous or current experience. Knowledge, Skills and Competencies Required. Knowledge of legislative, policy and M&E Framework informing health services delivery. Knowledge of legislation and planning framework. Basic understanding of HR and Financial policies and practices. Basic understanding of the legislative framework governing the public service. Effective communication with supervisors, other health professionals and support services personnel and junior colleagues, including more complex report writing when required. Computer literacy to adequately manage information according to the requirements of the facility. Knowledge of hospital quality assurance and infection control practices. Knowledge of Health Facility functions and operations. Knowledge of DHMIS policy, SOP and relevant information system. Leadership, Management, planning, organizing and co-ordination skills. Knowledge of Data Management and M&E principles. Decision making skills. Ability to compile concise reports.

DUTIES

: Administer an evidence/ results – based monitoring and evaluation system in the institution as well as feeder facilities within the Provincial M&E Framework and monitor research activities in the institution. Implement the M&E framework at facility level and monitor implementation. Plan and co-ordinate the implementation and monitoring of data quality and quality assurance in service delivery. Ensure the development, review and maintenance of institution policies and protocols. Monitor and report on performance of all departments in the facility. Monitor compliance with implementing the M&E framework, Data Management Policy & SOP, Quality Assurance and Infection Prevention & Control policy guidelines. Analyse data obtained from the source and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed performance and other reports. Co-ordinate functions of HIT (Health Information Team). Ensure information of births, morbidity and mortality reviews are conducted on a monthly basis. Ensure data is validated as per Data Management Standard Operating Procedures. Provide reports to the management and governance structure. Co-ordinate the drawing of Institutional plans which are aligned to annual performance plan and the District Health Plan in accordance with the hospital and governing laws. Participate in the DHP as well DHER sessions. Ensure the efficient and effective utilization of resource allocated to the component, inclusive of the development of staff. Supervise staff and ensure compliance to the Performance Management Development pre-requisites. Co-ordinate and control activities of the component. Ensure that quality control systems are in place for use during inspection and auditing to provide evidence of findings and ensure implementation of action plans. Ensure implementation of the total quality management framework and compliance to National Core Standards. Participate and lead formulation of hospital strategic plan and Operational plan as one of Key Performance areas. Quarterly and annual review of Strategic plan and Operational Plan.

ENQUIRIES

: Mr. N.R. Hadebe Tel No: (033) 341 5645

APPLICATIONS

: Applications should be sent by post to: Ass. Dir: HRM, Town Hill Hospital, PO Box 400, Pietermaritzburg, 3200.

FOR ATTENTION

: Mr E.S. Mgwaba

NOTE

: Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only. (Previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply 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 prior to the final selection phase. The communication from HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of interview following communication from HR. 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 Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department). Please note: Due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 26 April 2024
- POST 12/72** : **OPERATIONAL MANAGER (PHC) (X2 POSTS)**
- SALARY** : R627 474 - R703 752 per annum. Other benefits: 13th Cheque (Service Bonus), Plus 12 % Rural Allowance Medical aid: Optional Housing allowance (employee must meet prescribed requirements)
- CENTRE** : KwaNdaba Ref No: MAN03/2024
Amazama Ref No: MAN05/2024
- REQUIREMENTS** : Senior Certificate/Grade 12 Diploma/Degree in General nursing plus one year post basic qualification in Primary Health Care. Current registration with SANC as a General Nurse and Primary Health Care Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in general nursing of which at least 5 years must be appropriate/ recognisable experience after obtaining the one year post basic qualification in primary Health Care. Proof of current and previous work experience endorsed by Human resource Department (Certificate of Service) will be required when shortlisted. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care process and procedures, nursing statutes and other relevant legal framework. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management Insight into procedures and policies pertaining nursing care Computer skills and basic programmes.
- DUTIES** : Provision of quality comprehensive community health care Provision of administrative services, plan and organise clinics, complete statistics. Ensure the ordering and control of stationery, medical class 11 stock consumables Ensure ordering and control of medication as necessary, and safe keeping. Up to date knowledge of appropriate legislation, regulations and departmental policies. Involvement with community meetings and committees Financial planning and indirect control of expenditure Provision of educational services Clinical teaching, training and continuous evaluation of students, teaching patients on an one-to-one basis Personnel development assessing in-service training needs planning and implementing of training programme Provision of clinical services ensure evaluation and follow up of patients during clinic visits Initiate treatment, implementation of programmes and evaluation of patient's clinical conditions Promoting scientific quality nursing care Administrative and control medication Individual consultation sessions Identify community needs Coordinate between hospital and community Maintaining professional secrecy and preventing medico legal risks Usage of basic medical equipment and safe keeping of equipment Assist in original and departmental projects
- ENQUIRIES** : Hr Manager Tel No: (035) 592 0150
- APPLICATIONS** : Should be forwarded to: Mr. N.T Ngubane, Assistant Director: HRM, Manguzi District Hospital, Private Bag X301, KwaNgwanase, 3973.
- NOTE** : Directions to candidates: The following documents must be submitted: Application must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.kznhealth.gov.za) and a recent updated Comprehensive Curriculum Vitae only (previous experience must be comprehensively detailed i.e. positions held and dates). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the department failure to submit the requested document/information will result in your application not be considered. 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. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security Clearance, credit records, qualification, citizenship and previous experience verifications Failure to comply with the above instructions will results to your application being disqualified. We welcome applications from persons with disabilities. Due to financial constraints S&T Claims will not be considered.
- CLOSING DATE** : 26 April 2024

POST 12/73 : **OPERATIONAL MANAGER NURSING: (GENERAL STREAM) REF NO: PMMH 11/2024 (X1 POST)**
Component: Outpatient Services

SALARY : R497 193 – R559 686 per annum. Other Benefits: Homeowner Allowance (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)

CENTRE REQUIREMENTS : Prince Mshiyeni Memorial Hospital
: Basic R425 qualification (i.e. Diploma/ Degree in General Nursing and Midwifery) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. Certificates of Registration with the SANC (General Nursing and Midwifery) Current registration with the SANC (2024) Experience: a minimum of 7 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Recommendation Computer literacy Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. 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). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit.

DUTIES : Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient in outpatient services. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards as determined legislative framework and national Core Standards and Office of Health Standard Compliance. Perform duties within the ambits of legal framework as required. Ensure compliance to professional and ethical practice. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Perform duties as delegated by the supervisor and relief duties of the assistant nurse manager's office as required. Ensures implementation of programs relevant to the area of speciality. Serves in quality improvement, IPC and Health and Safety committees NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

ENQUIRIES APPLICATIONS : Mrs R.M Abbootel Tel No: (031) 907 8518
: Applications to be forwarded to: The Human Resource Manager, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060 or Hand deliver to A-Block 1st Floor white applications box.

FOR ATTENTION NOTE : Mr. M.F Mlambo
: Directions To Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) (only). Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department or downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacancies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 02/2024. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e., Phone or Tablet. The system has the following functionality: All adverts are available for viewing by the public through the address www.kznonline.gov.za/kznjobs Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through the registration process by the system. Applicants must update their profile on the system, which is in line with the approved Z83 application form. Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identity Documents, Driver's Licence, Qualifications, etc. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an

equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

- CLOSING DATE** : 26 April 2024
- POST 12/74** : **CLINICAL NURSE PRACTITIONER: OUTREACH SERVICES (OTL) REF NO: CBH05/ 2024 (X1 POST)**
Component: Gingindlovu Clinic
- SALARY** : Grade1: R431 265 –R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other Benefits: Medical Aid: optional / Housing Allowance: criteria to be met / 13th Cheque, 8% Rural Allowance
- CENTRE** : Catherine Booth Hospital
- REQUIREMENTS** : Standard 10 or Grade 12. Degree / Diploma in General Nursing and Midwifery registered with SANC. A minimum of 4 years appropriate / recognizable experience in nursing after registration as a General Nurse and midwife with SANC. Current SANC Annual practicing certificate. A post basic one-year specialized qualification in Primary Health Care accredited with SANC. Driving license. **Grade 2:** A minimum of 14 years appropriate or recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the above period referred to must be appropriate / recognizable experience in PHC after obtaining the one year qualification in PHC. Knowledge of nursing care processes and procedures. Legal prescript, SANC regulation, Health and Safety Act and other related Acts. Leadership, organizational, decision making and problem-solving skills. Good communication and interpersonal skills. Financial management skills. Patient's Right's Charter and Batho Pele Principles, Professionalism etc. Ideal clinic Realization and NCS Standards. Team building and supervisory skills.
- DUTIES** : Manage outreach services including Phila Mntwana Centres, CCMDD, defaulter tracing, home visits monitoring home treatments, ensure representation of the clinic in OSS meetings and work as a team with other outreach services teams. Organize and run health campaigns in the community. Provide educational services i.e. teaching of patients, public and staff training and continuous in service training. Provide clinical services, Assessment and examination of patients, consultation and treatment initiation, Monitor and evaluate clients on treatment and do follow ups, Work with multidisciplinary team. Monitor and control equipment, pharmaceuticals and other resources. Participate in the monitoring and evaluation of care and provide daily, weekly and monthly reports.
- ENQUIRIES** : Mrs. P.Z. Mbonambi Tel No: (035) 474 8407
- APPLICATIONS** : All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, UMLalazi Municipality Ward15, Amatikulu, 3801. email: samkelisiwe.ntuli@kznhealth.gov.za
- NOTE** : The following documents must be submitted: Application for employment form (Z83), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za, A comprehensive CV indicating three reference persons: Names and contact numbers. Applicants are not required to submit copies of qualification. 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 an interview. It is applicants' responsibility who have the foreign qualification to be evaluated by SAQA (South African Qualifications Authority). Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above-mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out. Preference will be given to African Male.
- CLOSING DATE** : 26 April 2024
- POST 12/75** : **CLINICAL NURSE PRACTITIONER (X3 POSTS)**
- SALARY** : R431 265 - R497 193 per annum. Other Benefits: 13th Cheque, medical aid (optional), 12% ISRDS/Rural Allowance, Homeowner allowance (employee must meet prescribed requirement)
- CENTRE** : Kwandaba clinic Ref No: man01/2024
Mshudu clinic Ref No: man02/2024
Zamazama clinic Ref No: man04/2024
- REQUIREMENTS** : Senior Certificate/Grade 12 Diploma/Degree in General nursing /Midwifery plus 1year post basic qualification in Primary Health Care. Minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing Current registration with South African Nursing Council as General Nurse Midwife and Primary Health Care Nurse (2024). Proof of current and previous work experience endorsed by Human resource Department (Certificate of Service) will be required when shortlisted. Knowledge, Skills, Training and Competencies Required: Demonstrate understanding of Nursing Legislation and related Ethical Nursing Practices. Demonstrate a basic understanding of H.R and Financial Policies and Practices. Good communication skills and ability to function well within a team. Good interpersonal skills, good negotiation skills and problem-solving skills.

- DUTIES** : Perform a clinical Nursing practice in accordance with the scope of practice and nursing standards as determined for Primary Health Care Facility. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Work as part of the multidisciplinary team to ensure good nursing care at Primary Health Care level. Demonstrate effective communication with patients, supervisors and other clinicians. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients' needs and expectations according to Batho Pele Principles. Implantation of the National Core Standards and 6 Key priorities Incumbent will be expected to work 12 hours on week days, 8 hours on weekends and public holidays.
- ENQUIRIES APPLICATIONS** : HR Manager Tel No: (035) 592 0150
- NOTE** : Applications should be forwarded to: Mr. N.T Ngubane, Assistant Director: HRM, Manguzi District Hospital, Private Bag X301, KwaNgwanase.
- NOTE** : Directions to candidates: The following documents must be submitted: Application must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.kznhealth.gov.za) and a recent updated Comprehensive Curriculum Vitae only (previous experience must be comprehensively detailed i.e. positions held and dates). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the department failure to submit the requested document/information will result in your application not be considered. 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. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security Clearance, credit records, qualification, citizenship and previous experience verifications Failure to comply with the above instructions will result to your application being disqualified. We welcome applications from persons with disabilities. Due to financial constraints S&T claims will not be considered.
- CLOSING DATE** : 26 April 2024
- POST 12/76** : **CLINICAL NURSE PRACTITIONER REF NO: CBH06/ 2024 (X1 POST)**
Component: Mvutshini Clinic
- SALARY** : Grade1: R431 265 –R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other Benefits: Medical Aid: optional / Housing Allowance: criteria to be met / 13th Cheque, 8% Rural Allowance
- CENTRE REQUIREMENTS** : Catherine Booth Hospital
Standard 10 or Grade 12. Degree / Diploma in General Nursing and Midwifery registered with SANC. A minimum of 4 years appropriate / recognizable experience in nursing after registration as a General Nurse and midwife with SANC. Current SANC Annual practicing certificate. A post basic one-year specialized qualification in Primary Health Care accredited with SANC. **Grade 2:** A minimum of 14 years appropriate or recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the above period referred to must be appropriate / recognizable experience in PHC after obtaining the one-year qualification in PHC. Knowledge of SANC rules and regulations. Knowledge of nursing procedures, relevant acts and policies. Knowledge of Batho Pele and Patient's Right Charter. Knowledge of code of conduct and labour relations. Good communication skills. Decision making and problem-solving skills. Basic financial management.
- DUTIES** : Initiate, provide, and ensure that priority programs are functional and accessible. Provide administration services such as accurate statistics and office administration, monthly reports and statistics. Ensure proper control and effective and efficient resource utilization. Assess, examine, prescribe and dispense medication according to the guidelines, protocols and EDL for PHC. Provide services during extended hours and over weekends and holidays as per clinic/ client needs. Ensure provision of full PHC package. Participate in ensuring that the clinic maintains acceptable nursing service standards.
- ENQUIRIES APPLICATIONS** : Mrs. P.Z. Mbonambi Tel No: (035) 474 8407
All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, Umlalazi Municipality Ward15, Amatikulu, 3801. Email: samkelisiwe.ntuli@kznhealth.gov.za
- NOTE** : The following documents must be submitted: Application for employment form (Z83), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za, A comprehensive CV indicating three reference persons: Names and contact numbers. Applicants are not required to submit copies of qualification. 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 an interview. It is applicants responsibility who have the foreign qualification to be evaluated by SAQA (South African Qualifications Authority). Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above-mentioned directions to

candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out. Preference will be given to African Male.

CLOSING DATE

:

26 April 2024

POST 12/77

:

CLINICAL NURSE PRACTITIONER REF NO: CBH07/ 2024 (X2 POSTS)

Component: Gingindlovu Clinic

SALARY

:

Grade1: R431 265 –R497 193 per annum

Grade 2: R528 696 – R645 720 per annum

Other Benefits: Medical Aid: optional / Housing Allowance: criteria to be met / 13th Cheque, 8% Rural Allowance

CENTRE

:

Catherine Booth Hospital

REQUIREMENTS

:

Standard 10 or Grade 12. Degree / Diploma in General Nursing and Midwifery registered with SANC. A minimum of 4 years appropriate / recognizable experience in nursing after registration as a General Nurse and midwife with SANC. Current SANC Annual practicing certificate. A post basic one-year specialized qualification in Primary Health Care accredited with SANC. **Grade 2** a minimum of 14 years appropriate or recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the above period referred to must be appropriate / recognizable experience in PHC after obtaining the one-year qualification in PHC. Knowledge of SANC rules and regulations. Knowledge of nursing procedures, relevant acts and policies. Knowledge of Batho Pele and Patient's Right Charter. Knowledge of code of conduct and labour relations. Good communication skills. Decision making and problem-solving skills. Basic financial management.

DUTIES

:

Initiate, provide, and ensure that priority programs are functional and accessible. Provide administration services such as accurate statistics and office administration, monthly reports and statistics. Ensure proper control and effective and efficient resource utilization. Assess, examine, prescribe and dispense medication according to the guidelines, protocols and EDL for PHC. Provide services during extended hours and over weekends and holidays as per clinic/ client needs. Ensure provision of full PHC package. Participate in ensuring that the clinic maintains acceptable nursing service standards.

ENQUIRIES

:

Mrs. P.Z. Mbonambi Tel No: (035) 474 8407

APPLICATIONS

:

All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, Umlalazi Municipality Ward15, Amatikulu, 3801. Email: samkelisiwe.ntuli@kznhealth.gov.za

NOTE

:

The following documents must be submitted: Application for employment form (Z83), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za, A comprehensive CV indicating three reference persons: Names and contact numbers. Applicants are not required to submit copies of qualification. 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 an interview. It is applicants' responsibility who have the foreign qualification to be evaluated by SAQA (South African Qualifications Authority). Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above-mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out. Preference will be given to African Male.

CLOSING DATE

:

26 April 2024

POST 12/78

:

CLINICAL NURSE PRACTITIONER (SCHOOL HEALTH SERVICES) REF NO: CBH08/ 2024 (X1 POST)

Component: Mvutshini Clinic

SALARY

:

Grade1: R431 265 –R497 193 per annum

Grade 2: R528 696 – R645 720 per annum

Other Benefits: Medical Aid: optional / Housing Allowance: criteria to be met / 13th Cheque 8% Rural Allowance

CENTRE

:

Catherine Booth Hospital

REQUIREMENTS

:

Standard 10 or Grade 12. Degree / Diploma in General Nursing and Midwifery registered with SANC. A minimum of 4 years appropriate / recognizable experience in nursing after registration as a General Nurse and midwife with SANC. Current SANC Annual practicing certificate. A post basic one-year specialized qualification in Primary Health Care accredited with SANC. Driving license. **Grade 2:** A minimum of 14 years appropriate or recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the above period referred to must be appropriate / recognizable experience in PHC after obtaining the one year qualification in PHC. Knowledge of SANC rules and regulation. Decision making and problem-solving skills. Good communication and interpersonal skills. Basic Financial management skills. Patient's Right's Charter and Batho Pele Principles.

- DUTIES** : To provide quality comprehensive primary health care by promoting preventive, creative and rehabilitative services for the clients and communities. Demonstrate effective communication with learners, school principals and other stakeholders. Implement ISHP. Provide health education and continuous assessment of learners. Provide clinical services in school guided by DOH policies by identifying school program needs, schedule learner assessment guided by school time table, conduct campaign and immunization as per DOH guidelines. Manage all resources i.e. human, material and equipment. Ensure quality service is provided.
- ENQUIRIES APPLICATIONS** : Mrs. P.Z. Mbonambi Tel No: (035) 474 8407
: All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, Umlalazi Municipality Ward15, Amatikulu, 3801. Email: samkelisiwe.ntuli@kznhealth.gov.za
- NOTE** : The following documents must be submitted: Application for employment form (Z83), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za, A comprehensive CV indicating three reference persons: Names and contact numbers. Applicants are not required to submit copies of qualification. 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 an interview. It is applicants' responsibility who have the foreign qualification to be evaluated by SAQA (South African Qualifications Authority). Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above-mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out. Preference will be given to African Male.
- CLOSING DATE** : 26 April 2024
- POST 12/79** : **PROFESSIONAL NURSE GRADE 1-3 (GENERAL WITH MIDWIFERY) REF NO: PMMH 12/2024 (X7 POSTS)**
Component: Admission, Antenatal & Labour Ward
- SALARY** : Grade 1: R293 670 – R337 860 per annum
Grade 2: R358 626 – R409 275 per annum
Grade 3: R431 265 – R521 172 per annum
Other Benefits: Homeowner Allowance (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)
- CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital
: Basic R425 qualification (i.e. Diploma/ Degree in General Nursing and Midwifery) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. Current registration with the SANC (2024) Experience **Grade 1:** None Experience **Grade 2:** A minimum of 10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Experience **Grade 3:** A minimum of 20 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. 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). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to Ensure proper nursing care in the unit.
- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays. Management reserves the right to allocate employees outside the appointed domain as service demands; this may occur in the instance of staff shortages experienced in any nurse component.
- ENQUIRIES APPLICATIONS** : Mrs R.M Abboo Tel No: (031) 907 8518
: Applications to be forwarded to: The Human Resource Manager, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060 or Hand deliver to A-Block 1st Floor white applications box.
- FOR ATTENTION NOTE** : Mr. M.F Mlambo
: Directions To Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) (only). Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from

01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department or downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacancies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 02/2024. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e., Phone or Tablet. The system has the following functionality: All adverts are available for viewing by the public through the address www.kznonline.gov.za/kznjobs. Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through the registration process by the system. Applicants must update their profile on the system, which is in line with the approved Z83 application form. Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identity Documents, Driver's Licence, Qualifications, etc. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

CLOSING DATE

: 26 April 2024

DEPARTMENT OF PUBLIC WORKS

APPLICATIONS

: Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Director: Human Resource Management Department of Public Works, Private Bag X9142, Pietermaritzburg, 3200. Alternatively, applications can be delivered to 191 Prince Alfred Street, Pietermaritzburg or online via kznpw.jobs.headoffice@kznworks.gov.za. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV online and directly to the email addresses indicated above in respect of the different centres where the posts exist.

FOR ATTENTION
CLOSING DATE
NOTE

: Mrs ZJ Hlongwane
: 03 May 2024

: Directions To Candidates Note to applicants: The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer and Women and people with disabilities are encouraged to apply. Applications must be submitted individually on the prescribed new approved Z83 form, the form is available from the website www.kznworks.gov.za or can be obtainable from any Public Service department and must be accompanied by a comprehensive Curriculum Vitae (CV). Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted candidates only. Faxed or electronic copies will not be considered. Candidates are urged to view the guidelines available to all prospective candidates applying for vacant position on the departmental website before completing applications for posts. Applicants may also visit any one of our Designated Online Application Centre's (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centers (DOACS) at www.kznonline.gov.za/kznjobs." Candidates are also advised not to send their applications through registered mail, as the Department will not take responsibility for non-collection thereof. It is the applicants' responsibility to have foreign qualifications assessment for equivalent by the South African Qualifications Authority (SAQA). Applications that do not comply with the above-mentioned instructions will be disqualified. Please note that the Department reserves the right not to fill the post. Recommended candidate's personal information will be subject to vetting prior to an offer of appointment being made. Candidates are expected to be available on the date set for the interviews or they may be disqualified. Should you not have been contacted by this office within 3 months of the closing date of the advertisement, kindly consider your application being unsuccessful. Please note that further communication shall be restricted to those candidates who will have been shortlisted. The appointed candidate shall be required to sign a performance agreement. Please note that reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment to facilitate this. The filling of this post will be guided by the Department's Employment Equity targets. Please note that requests for higher salaries will not be entertained for the advertised posts, however it may only be considered for posts falling within the

Occupational Specific Dispensation (OSD) subject to the existing provisions. Candidates applying for advertised posts in the Department, will be deemed to have granted consent to their personal information being used to determine suitability in terms of the POPIA Act, 4 of 2013.

MANAGEMENT ECHELON

<u>POST 12/80</u>	:	<u>CHIEF DIRECTOR: CORPORATE SERVICES REF NO: HO/CD/CS/2024</u>
<u>SALARY</u>	:	R1 371 558 per annum (Level 14), (all-inclusive), to be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Pietermaritzburg An appropriate and recognised NQF level 7 qualification plus 5 years relevant experience at a senior managerial level in a corporate support services environment. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid drivers licence and an appropriate and applicable SMS Pre-entry (Nyukela) Certificate submitted prior to appointment.
<u>DUTIES</u>	:	Oversee the management of Strategic Management and planning, monitoring and evaluations. Oversee the management and the provisioning of legal services and communication services. Manage Human Resource Management. Manage Information Communication and Technology and Organisational Development and efficiency services. Ensure the development and implementation of policies. Manage the resources of the Chief Directorate. Recommendation: Understanding of all relevant prescripts. Interpretation and application of policies / legislations. Project Management skills. Financial Management skills. Strategic Planning and coordination skills. People management and empowerment skills. Analytical, creative and innovative thinking skills.
<u>ENQUIRIES NOTE</u>	:	Mr SP Majola (Head of Department Tel No: (033) 355 5562 NB. Recommended candidates will be subjected to a security clearance, competency assessment and will also be required to disclose their financial interests and will also be subjected to a technical assessment during the selection process.

OTHER POSTS

<u>POST 12/81</u>	:	<u>LEGAL ADMINISTRATION OFFICER MR3/MR4/MR5 REF NO: LAO/LS/032024 (X1 POST)</u>
<u>SALARY</u>	:	MR3: R293 847 - R333 666 per annum MR4: R351 618 - R397 323 per annum MR5: R420 642 - R596 127 per annum Dependant on number of years of post qualification relevant experience (as per the provisions contained within the Occupational Specific Dispensation (OSD) for Legally Qualified Personnel in the Public Service
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Pietermaritzburg A Grade 12 plus an appropriate Bachelor of Laws (LLB) degree or equivalent qualification. MR3 At least 2 years' appropriate post-qualification legal experience and MR4 At least 5 years' appropriate post-qualification legal experience and MR5 At least 8 years' appropriate post-qualification legal experience. Experience preferably in commercial litigation, property law/conveyancing and contract drafting matters. Admission as an Attorney or an Advocate. Computer Literacy in Word processing, Spreadsheet, Presentation and email software programmes & a valid driver's licence.
<u>DUTIES</u>	:	Interpret, draft and edit a wide variety of legal documents such as a contract, guarantees etc. in order to protect the interests of the Department. Providing litigation advisory services for the Department. Provide accurate and well –researched legal opinions and advice. Advising and dealing with general public service and policy issues, ensuring compliance with legislation and keeping abreast of legal developments and conducting research on the law. Developing and drafting of provincial legislation as required by the Department. Assist with the development of Departmental policies. Recommendation: Good written and verbal communication skills, analytical and problem –solving skills, interpersonal skills & time-management skills.
<u>ENQUIRIES NOTE</u>	:	Ms A Khan Tel No: (033) 355 5666 NB: Short-listed candidates may be subject to a competency test, which will determine further shortlisting for the interview process. Requests for higher salary positions above the minimum notches indicated above may be considered and reviewed based on appropriate post qualification experience contained within the provisions of the OSD.

<u>POST 12/82</u>	:	<u>PERSONAL ASSISTANT TO CHIEF DIRECTOR: CORPORATE SERVICES REF NO: PA/CD/CS/HO/2024</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Pietermaritzburg Grade 12, plus a one-year Secretarial Diploma/ Certificate, or any other equivalent and appropriate one year qualification plus at least years' appropriate experience, or a three year National Diploma or Bachelor's Degree plus at least three years appropriate experience and

proven computer literacy in the following packages, namely (Word processing, Spreadsheet, Presentation and Outlook). A valid driver's license.

DUTIES

: Provide a secretarial support service to Chief Director: Corporate Services. Render administrative support services. Provide support to the Chief Director regarding meetings. Support the Chief Director with administration of Chief Director budget. Studies the relevant Public Service and Departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly. Recommendations: Candidate must display following skills; excellent verbal and written communication skills, including telephone etiquette, sound organizational skills, administrative and presentation skills, tact and diplomacy, including basic financial management skills. Knowledge of relevant legislation/ policies/ prescripts and procedures. Candidates must also be able to manage confidential documents and information.

ENQUIRIES

: Mr GB Sithole Tel No: (033) 355 4201

NOTE

: NB: Candidates may be subjected to a computer assessment to determine computer literacy.