

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

Department of health is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all occupational categories in the Department.

- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer, Ceza Hospital, Private Bag X200, Ceza, 3866. Hand delivered or couriered applications may be submitted to Chibini Main Road, Human Resource Section, Ceza Hospital, before 16h00 on or before the closing date or email to sandile.mazibuko@kznhealth.gov.za
- FOR ATTENTION** : Mr E.S. Mazibuko: Human Resource Officer (Supervisor)
- CLOSING DATE** : 21 November 2025
- NOTE** : Applications should be submitted on prescribed Application for Employment form (Z83) obtainable from any Public Service Department or the website www.kznhealth.gov.za which must be originally signed and dated. The application must include only completed and signed new form Z83 obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity document, Senior Certificate and the highest required qualification as well as the driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc), validation of identity document, driver's license, professional driving permit (where required), Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Educational qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. Shortlisted candidates will not be compensated for Subsistence and Travelling claims (S&T).

OTHER POST

- POST 41/159** : **MEDICAL MANAGER REF NO: CTH 04/2025 (X1 POST)**
- SALARY** : R1 422 810 per annum, (inclusive package), Plus Rural Allowance (22%), Commuted Overtime.
- CENTRE** : Ceza-Thulasizwe District Hospital
- REQUIREMENTS** : Matric Certificate or Grade 12, MBCHB Degree, Current registration certificate with HPCSA as a Medical Practitioner, a minimum of 4 years' experience after registration with HPCSA as an independent Medical Practitioner. Only shortlisted candidates will submit proof of registration/foreign qualification/current and previous working experience. Knowledge, Skills, Training and Competencies Required: Knowledge of current health and public service legislation and policies, Broad clinical knowledge, competency and skills in general clinical domains such as medicine, paediatrics and child health, obstetrics and gynaecology and surgery, knowledge of strategic documents, e.g. Sustainable developmental goals, national developmental plan APP, DHER, etc, Knowledge and an experience in District Health System, knowledge of Health ethics, Knowledge of Health Information System, Decision making skills, Good communication, leadership, team building, motivation and computer skills, Good supervisory planning and organisation skills, Knowledge of Employee Performance Management Development System (EPMDS).
- DUTIES** : Manage the provision of safe, ethical and high quality medical and allied health care at Ceza-Thulasizwe Hospital associated with PHC facilities, Provide support and supervision to all Medical and Allied Health staff (including pharmacy, radiology, rehabilitation, social services, dental services dietetics and optometry), Actively participate in the institutional strategic and operational planning and monitoring and evaluation processes, Manage facilitate the formulation of Medical and Allied Health service policies and procedures and ensure that these are in line with the current statutory guidelines, regulations and code of ethics, Ensure the provision and development of protocols and

guidelines to Medical and Allied Health personnel by Strengthening clinical governance in the institution and ensuring cost effective and efficient use of resources including human and financial and monitoring and control of blood products and laboratory investigations. Plan, manage and control resources allocated to Medical and Allied Health, Manage the performance of Medical and Allied Health staff. Ensure regular skills audits and ensure staff development and training. Maintain discipline and deal with grievance and Labour related issues in Terms of laid down procedures in Medical and Allied Health sections. Assist with Information management analysis. Ensure accurate records are maintained for all health records in accordance with legal and statutory regulations for the continuity of care. Monitor and control overtime in medical and allied health sections. Ensure HR policies and regulations are implemented. Assist with pro-active recruitment of medical and allied health professionals. Conduct clinical records audits, mortality and morbidity and perinatal mortality reviews, Conduct service assessment and ensure that medical and allied health sections participate in quality improvement projects surveys to improve clinical quality and patient satisfaction, Assist with analysing Adverse Events, Ensure compliance with National Core Standards and Ideal Hospital and Clinical Realization Model, Provide leadership to clinical risks, Deal with medico-legal issues e.g. reports, clinical privileges and risk management, Full participation in management, financial and human resources committees of the institution, Develop Integrated Primary Health Care Service in Ceza Sub District, Be a member of management meetings e.g. Executive Management Committee (EXCO), Extended Management, Clinic and Hospital Cash flow meetings, Institutional Health Technology, Quality assurance, infection prevention and Control, Health and Safety and Disaster Management, etc.

ENQUIRIES

: Dr SNP Ntuli (Acting Chief Executive Officer) Tel No: (035) 832 5001