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Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 35 OF 2023

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### 1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

### 2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

### 3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

### 4 SMS pre-entry certificate

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za).

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

**OTHER POSTS**

<b><u>POST 35/112</u></b>	:	<b><u>MEDICAL SPECIALIST (GRADE 1,2,3)- PAEDIATRICS ORTHOPAEDICS</u></b> <b><u>REF NO: GS 81/23</u></b> Component: Orthopaedics
<b><u>SALARY</u></b>	:	Grade 1: R1 214 805 per annum Grade 2: R1 386 069 per annum Grade 3: R1 605 330 per annum All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually. Rural allowance 18% of basic salary (when posted at Edendale Hospital)
<b><u>CENTRE REQUIREMENTS</u></b>	:	PMB Metropolitan Hospitals Complex: Greys Hospital Senior Certificate (Grade 12) or equivalent, MBChB or equivalent, FC Ortho (SA) and MMed in Orthopaedics or Equivalent qualification. Registration with Health Professions Council of South Africa as a Specialist in Orthopaedics. Only shortlisted candidates will be required to submit proof of all documents, certificate of service endorsed by HR Department. <b>Grade 1:</b> Experience: Not Applicable: Registration with HPCSA as a Medical Specialist after Registration as a Medical specialist in the relevant Discipline. <b>Grade 2:</b> Experience: A Minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant Discipline. <b>Grade 3:</b> Experience: A minimum of 10 years experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant Discipline. Knowledge, Skills and Experience: Comprehensive knowledge base of a specialist Orthopaedic surgeon in a regional or tertiary hospital setting. Surgical and practical skills required from a specialist in Orthopaedic surgery in a regional or tertiary hospital setting. Possess sound knowledge of Human Resource Management, budgeting, programme implementation, monitoring and evaluation, information management and quality assurance programmes. Knowledge of current Health and Public Service Legislation, Regulations and Policy including medical ethics, epidemiology, budget control and statistics. Good communication, leadership, decision-making and clinical skills.
<b><u>DUTIES</u></b>	:	Service Provision: Participate in outpatient assessment and treatment, ward rounds and operative treatment of Orthopaedic patients. Continuously monitor service delivery, both at Grey's Hospital and Referring Hospitals, and to institute quality improvement measures to correct deficiencies. Help with the development of District and Regional Orthopaedic Level of Care where the need exists. Participate in cost containment activities / practices. Participate in provision of emergency after-hour services. Management: Assist in administrative duties related to the optimal functioning and service delivery in Orthopaedics at Grey's Hospital and the relevant referral hospitals. Develop protocols and clinical pathways for effective/efficient management of acute and chronic Orthopaedic conditions. Ensure that data is collected, analyzed on the state of Orthopaedic Service in Outlying Drainage Areas to enable Policy/Strategy development. Participate in Clinical Governance (Morbidity / Mortality). Academic / Research: Provide both Academic and Clinical service functions at the Hospital, including ward rounds, outpatients clinics, clinical training ward rounds. Train under- and post-graduate students on both bedside training and classroom training at the hospital. Participate in both academic and clinical administrative activities as delegated by the Head of Department. Participate in Student/Registrar Assessments. Relevant Research as dictated by clinical need. Outreach: Active participation in outreach program aimed at improvement of patient access to the relevant clinical services (at least one visit a week). To ensure skills transfer through teaching activities involving the relevant staff at District/Regional Outlying Hospitals. Co-ordination of Outreach Services in Area 2 with 6 monthly reports on Outreach produced.
<b><u>ENQUIRIES</u></b>	:	Dr A W R Mungherera Tel No: (033) 897 3299

<b><u>APPLICATIONS</u></b>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200
<b><u>FOR ATTENTION NOTE</u></b>	:	Mrs M. Chandulal
	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, African Female.
<b><u>CLOSING DATE</u></b>	:	16 October 2023
<b><u>POST 35/113</u></b>	:	<b><u>MANAGER NURSING (DISTRICT CLINICAL SPECIALIST: PEADS) REF NO: ZUL/08/2023</u></b>
<b><u>SALARY</u></b>	:	R1 045 731 - R1 174 46 per annum, all-inclusive package. Other Benefits may include: Rural allowance on a claim basis)
<b><u>CENTRE</u></b>	:	Zululand Health District Office, Ulundi
<b><u>REQUIREMENTS</u></b>	:	Diploma/Degree in General nursing/ equivalent qualification that allows registration with SANC as a Professional Nurse. A post basic qualification (1) one year accredited with SANC in Paediatrics. A minimum of (10) ten years appropriate / recognizable experience in nursing after registration as a Professional Nurse, at least (6) six years of the referred to above must be appropriate/recognizable experience in the specific speciality (paediatrics) after obtaining the one year post basic qualification in paediatrics. At least (4) years of the referred to above must be appropriate/recognizable managerial experience. Driver's licence. Computer literacy. Only shortlisted candidates will attach proof of current and previous work experience endorsed and stamped by Human Resources Management/Office. Only shortlisted candidate will submit proof. Skills: Knowledge of relevant legislations, regulations and policies. Programme planning, implementation and evaluation. Information management. Quality assurance and improvement programmes. Human resources and financial management. Good leadership, communication and problem solving skills. Computer literacy. Stress tolerance, self-confidence, objective and empathic.
<b><u>DUTIES</u></b>	:	Represent paediatric and neonatal nursing as a member of a District Clinical Specialist Team responsible for the delivery of quality health care for mothers, new-borns and children at all levels within the health district. Promote equitable access to an appropriate level of care for all mothers, new-borns throughout the district. Support clinics, community health centres and district hospitals with all aspects of service delivery. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Facilitate an participate in the development, training and mentorship of health professionals in all facilities within the district. Work with the district management team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support delivery of services for paediatric and neonatal care. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care for children and new-born. Assist, support and participate in risk management activities for patience (e.g critical event analysis, morbidity and mortality meetings, prevention and management of patient safety incidents). Assist, support and participate in clinical audits and quality improvement cycles in health facilities. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Assist, support and participate in relevant research. Facilitate and ensure effective communication with all management structures within the district, regional and tertiary hospitals relevant as well as the provincial Department of Health. Facilitate implementation of essential package of care in all facilities in the district. Monitor implementation of child Healthcare Problem Identification program (Child PIP) in all district hospitals within the district.
<b><u>ENQUIRIES</u></b>	:	Mr SV Vilakazi Tel No: (035) 8740713
<b><u>APPLICATIONS</u></b>	:	KwaZulu-Natal, Zulu land Health District Office, Private Bag X81, Ulundi, 3838, King Dinuzulu High way, LA Building Ground floor, Ulundi, 3838.
<b><u>FOR ATTENTION NOTE</u></b>	:	Ms BN Zulu
	:	The following documents must be submitted: (a) Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website (New Z83 form). Comprehensive Curriculum Vitae.

Educational qualifications, SANC registration certificates, Driver's License, ID Copy, SANC receipts and proof of experience will be requested from shortlisted candidates only, don't include in your application. The Reference Number must be indicated in the column provided on the form Z.83. Persons with disabilities should feel free to apply for the post. NB: (a) Failure to comply with the above instructions will disqualify the applicants. Faxed and e-mailed Applications will not be accepted. Only shortlisted candidates will submit proof. It is the responsibility of the applicant to ensure that Curriculum Vitae is detailed enough to reflect all information associate with the post applied for. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing, they must accept that their applications were unsuccessful. Please not that due to financial constraints no S&T claims will be considered for payment to candidates that are invited for interviews.(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department).

**CLOSING DATE** : 20 October 2023

**POST 35/114** : **MEDICAL OFFICER (GRADE 1,2,3) REF NO: GS 80/23**  
Component: Radiology

**SALARY** : Grade 1: R906 540 per annum  
Grade 2: R1 034 373 per annum  
Grade 3: R1 197 150 per annum  
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.

**CENTRE** : Greys Hospital: Pietermaritzburg Complex

**REQUIREMENTS** : Senior Certificate (Grade 12) or equivalent, MBCHB degree or equivalent qualification plus Registration certificate with HPCSA as an Independent Medical Practitioner. Current registration with HPCSA as an Independent Medical Practitioner. Only shortlisted candidates will be required to submit proof of all documents, certificate of service endorsed by HR Department.  
**Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: 10 years experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Recommendations: Evidence of capacity to succeed with the practical and academic requirements of Diagnostic Radiology training and to successfully compete for a subsequent registrar post. For example: College of Radiology Part 1 Anatomy and/or Physics exam pass would be an advantage or Additional relevant exam-assessed qualifications or exam achievements (for example Part 1 College exam pass in a relevant clinical speciality). Above average undergraduate academic performance. Evidence of academic activity relevant to radiology and/or Research experience. Additional relevant clinical experience. Note that this is an entry level training post, intended for applicants who have not yet had the opportunity to specialize. Applicants who have already done Radiology registrar time or Radiology MO time elsewhere without satisfactory academic progress will not be considered. The purpose of this post is to give the incumbent the opportunity to gain experience in Diagnostic Radiology with a view of undertaking the Radiology Part 1 exams and subsequently applying for a registrar post. Knowledge, Skills and Experience: Knowledge of clinical medicine as specified by MBCHB degree. Knowledge of aspects of clinical medicine specific to the practice of radiology. Ability to work within a team. Sound knowledge of medical ethics. Good communication skills and decision making qualities.

- DUTIES** : Participate in the provision of radiological services within the Pietermaritzburg Metropolitan Hospital complex. Interpret and report radiological procedures and studies under supervision. Comply with all departmental rules and regulations. Maintain professional and ethical standards. Participate in the departmental academic program. Participate in the provision of after hour radiological services in Pietermaritzburg. Participation in onsite after hour service is compulsory for medical officers. Candidates appointed at Greys may be required to perform their overtime at Harry Gwala Regional Hospital. Write and pass the FC Rad Part 1 exams within 18 months of appointment. The incumbent must be prepared to rotate between Harry Gwala Regional Hospital and Greys Hospitals if required.
- ENQUIRIES** : Dr MNR Memela Tel No: (033) 897 3756
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200.
- FOR ATTENTION** : Mrs M. Chandulal
- NOTE** : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male and African Female
- CLOSING DATE** : 16 October 2023
- POST 35/115** : **PHARMACY SUPERVISOR (GRADE 1) REF NO: SAH 32/20203 (X1 POST)**
- SALARY** : R906 540 – R961 614 per annum. Benefit: 13th cheque, 17% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional).
- CENTRE** : ST Andrews Hospital
- REQUIREMENTS** : Grade 1: Grade 12 (senior certificate) Standard 10 plus, Appropriate qualification and registration with the South African Pharmacy Council (SAPC) as a Pharmacist plus, Current registration with the SAPC as a Pharmacist, plus A minimum of 3 years appropriate/ recognizable experience after registration as a pharmacist with the SAPC. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge, Skills and Competencies: Extensive knowledge of Pharmaceutical Services, National and Provincial Policies and Procedures, Knowledge of Financial Management, Knowledge of Human Resource Management, Understanding of Relevant Acts, Regulations, Essential Drug Program, National Drug Policy, Pharmacovigilance and CCMDD program, Knowledge of the Principles, Function and Operations of a Drug and Therapeutics and Antimicrobial Stewardship Committee, Knowledge and understanding of Public Service Acts, Policies & Procedures pertaining to stock Control, Appropriate Clinical & Theoretical Knowledge, Extensive experience in the management of pharmacy, excellent supervisory and analytical skills, Sound planning, organizational and administrative skills, Excellent communication, team building, interpersonal and problem solving skills, Ability to work under pressure and co-ordinate productivity, excellent computer literacy skills, Commitment to service excellence.
- DUTIES** : Management and provision of comprehensive pharmaceutical services to patients, wards, Departments & clinics. Maintain control of pharmaceutical services in all departments in the hospital, including clinics, Responsibility and accountability for cost effective and efficient management of procurement, Storage, distribution, control and security of pharmaceutical stock and equipment, Develop, implement and monitor adherence to standard operating procedures and policies for all aspects of pharmaceutical services in accordance with applicable legislations, regulations and Good Pharmacy Practice, Develop and implement quality improvement programs in pharmacy, Support and supervision of pharmaceutical service in the attached PHC facilities and wards, Maintain and implement systems for accurate and appropriate patient records in line with Legislative requirements, Engage in effective communication with all stakeholders to ensure a high quality service is Rendered and requirements for audits are met, Perform standby, after hours & weekend duties when necessary, Support pharmaceutical and therapeutic governance including but not limited to Antimicrobial Stewardship, Medicine Utilization Reviews, Standard Treatment Guidelines adherence, Supervision and discipline of pharmacy staff, EPMDS, Routing, monitoring and evaluation,

Compiling reports for submission to the pharmacy manager and assistant pharmacy manager, Management of resources allocated to Pharmaceutical Services, Deputise for the assistant manager as and when required, Register as tutor for pharmacist assistants and pharmacist interns, Identify training needs of pharmacy staff and facilitate access to appropriate training and Development., any other tasks/duties deemed necessary by the Assistant Manager or Pharmacy Manager.

**ENQUIRIES** : Dr SK Lumeya, ST Andrews Hospital Tel No: (039) 433 1955

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

**FOR ATTENTION** : Human Resources Management

**NOTE** : The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. SAH/03/2023. Detailed Curriculum Vitae (CV). Information such as educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents only Z83 and CV on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s).Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s).

**CLOSING DATE** : 13 October 2023

**POST 35/116** : **MEDICAL OFFICER: EMERGENCY DEPARTMENT GRADE 1, 2 & 3 REF NO: PSH 75/2023 (X1 POST)**

**SALARY** : Grade 1: R906 540 per annum  
Grade 2: R1 034 373 per annum  
Grade 3: R1 197 150 per annum  
(The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules)  
Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions applies)

**CENTRE** : Port Shepstone Regional Hospital

**REQUIREMENTS** : Grade12/Senior certificate. An appropriate tertiary qualification (MBChB degree). Registration certificate with the HPCSA as a Medical Practitioner with independent medical practice. Current HPCSA Registration. Certificate of Service endorsed by Human Resource Department. Valid Driver's Licence. Knowledge, Skills and Competencies Required: Sound knowledge and skills in Emergency Medicine including advanced adult and paediatric resuscitative intervention. Sound Clinical Knowledge in general medicine including management of acute and chronic medical conditions as well as toxicology and gynaecological emergencies. Good interpersonal and supervisory skills. Ability to work in a challenging environment. Sound assessment, diagnostic and management skills. Knowledge and skills in emergency care. ACLS, PALS, ATLS or Diploma in Primary Emergency Care plus Level one EMSSA accredited ultrasound qualification is recommended. The following learning opportunities are available in the emergency department: Supervision by an Emergency Medicine Specialist with daily ward rounds and "on the floor"

		teaching in the Emergency Department, Emergency ultrasound training, Approach to Medical, Surgical and Gynaecological Emergencies. Management of Acute Psychiatric patients, Advanced airway management and ventilation techniques, Evidence based protocol driven management. Opportunities to conduct research in the unit, Preparation for the DipPEC (Diploma in Primary Emergency Care) and Emergency Medicine Primaries.
<b><u>DUTIES</u></b>	:	Provision of quality patient centred medical care to all patients in the emergency unit (ED). Maintain accurate medical records in accordance with legal and ethical guidelines. Ability to assist the senior medical staff in the smooth running of the department. To provide training for nurses, junior staff, interns and medical students. NB: Performance of Commuted Overtime and staggered shift system is compulsory and will be worked in the Emergency Department.
<b><u>ENQUIRIES</u></b>	:	Dr B Naicker Tel No: (039) 688 6000 or email psh.ed001@gmail.com or Dr PB Dlamini Tel No: (039) 688 6147
<b><u>APPLICATIONS</u></b>	:	should be posted to: Mr. ZM Zulu, The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone, 4240
<b><u>NOTE</u></b>	:	Detailed application form for employment (Z83) and Curriculum Vitae, Only shortlisted candidates will be requested to submit proof of qualifications and other relevant documents. Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.
<b><u>CLOSING DATE</u></b>	:	13 October 2023
<b><u>POST 35/117</u></b>	:	<b><u>HEAD OF DEPARTMENT (NURSING COLLEGE) (GENERAL NURSING SCIENCE REF NO: GS 75/23 (X1 POST)</u></b> Component: KwaZulu Natal College of Nursing- Greys Campus
<b><u>SALARY</u></b>	:	Grade 1: R645 720 per annum. Plus 13 <sup>th</sup> cheque, medical-aid (optional) homeowners allowance (employee must meet the prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Greys Hospital- Pietermaritzburg Senior Certificate/Grade 12 Plus A Diploma /Degree in Nursing, and Midwifery or Equivalent qualification that allows registration with the SANC as a Professional Nurse. A Post Basic qualification in Nursing Education registered with SANC Plus Registration with the SANC as Professional Nurse in Nursing Education. Current Registration with the South African Nursing Council (SANC) 2023. A minimum of 9 (nine) years appropriate/recognizable nursing experience after registration as a Professional nurse with SANC in General Nursing. At least 5 (five) years of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining 1 year post-basic qualification in Nursing Education. Only shortlisted candidates will be required to submit proof of experience/certificate of service endorsed by HR Department. Recommendations: A post registration qualification in Nursing Management/Nursing Administration/Health Services Management. Unendorsed valid Code EB driver's license (code 08). Computer Literacy. Masters' Degree in Nursing. A post-basic qualification in Oncology and Palliative Nursing. Knowledge, Skills and Experience: The incumbent of this post will report to the Principal of Grey's Campus and will be responsible to coordinate, implement and monitor an effective and efficient clinical training system. The ideal candidate must: Possess knowledge of Public Service Administration Acts and Legislation such as Health Act, Higher Education Act, SAQA Act, NQF, Nursing Act, Rules and Regulations, Council on Higher Education Policies, College Policies, PSR, Disciplinary Code and Procedure, Labour Relations Act, etc. Have in-depth knowledge of procedures and processes related to nursing and nursing education and training. Possess sound knowledge and understanding of nursing code of ethics and professional practice of the South African Nursing Council. Thorough knowledge and understanding of Nursing Standard of Practice and Scope of Practice. Possess knowledge of curriculum development and review. Knowledge of procedures

and processes related to coordination of undergraduate and postgraduate Nursing. Possess proficiency in teaching and assessment in Nursing Education. Possess sound knowledge of planning, scheduling, implementation of Nurse training programmes. Possess sound conflict and decision-making/problem solving skills. Have good research and analytical skills. Have excellent communication and presentation skills (both verbal and written). Computer literacy with proficiency in MS Office package, Excel, Power Point and Outlook. Good interpersonal relations. Ability to work within set deadlines. Willingness to travel.

- DUTIES** : Coordinates the provision of education and training of Student Nurses. Manages clinical learning exposure to students between college and clinical areas. Coordinates and ensure clinical accompaniment of students. Coordinates the implementation of new Post-Graduate Diploma in Oncology & Palliative Nursing, as well as undergraduate Advanced Diploma in Midwifery and Diploma in Nursing R171 programme. Develops and ensure implementation of quality assurance programmes. Collaborates with other internal and external stakeholders and build a sound relationship within the Department. Supervision and management of performance and development of staff under your discipline in accordance with EPMDS policy. Oversees the supervision of students. Policy analysis and development. Development and review of nursing curricula for all categories of training. Implements the new nursing programmes in line with SANC and CHE regulations. Participates in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participates in all governance structures of the College.
- ENQUIRIES** : Mrs. B.E Shezi- Grey's Campus Principal Tel No: (033) 897 3508
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs M. Chandulal
- NOTE** : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male and African Female.
- CLOSING DATE** : 16 October 2023
- POST 35/118** : **ASSISTANT MANAGER NURSING: MONITORING & EVALUATION REF NO: DANCHC 34/2023 (X1 POST)**
- SALARY** : R627 474 – R724 278 per annum. Other benefits: 13th Cheque, Medical Aid (Optional), Rural Allowance and Housing allowance: Prescribed requirements to be met.
- CENTRE** : Dannhauser CHC
- REQUIREMENTS** : Grade 12(Senior Certificate). Degree/Diploma in General Nursing that allows evaluation in health care environment. Current registration with SANC. Experience: A minimum of 8 years appropriate/recognizable in nursing after registration as Professional Nurse with SANC in General Nursing. 3-5 years' supervisory experience in Nursing. Computer Literacy. Drivers Licence. Knowledge, Skills, Training and Competencies required for the post: Knowledge of the legislative, policy and M&E framework informing health service delivery. Knowledge of legislation and planning framework. Knowledge of CHC quality assurance. Knowledge of infection prevention control practices. Knowledge of health facility functions and operations. Understanding HR policies and practices and staff relations. Knowledge of DHMIS policy, SOP and relevant information system. Understanding of financial management. Knowledge of Data Management. Knowledge of M&E principles. Ability to critical analyse complex information and to interpret that in relation to performance, health outcome relevant to CHC and performance. Strong leadership and management skills. Planning and organising skills. Project management skills.
- DUTIES** : Administer evidence/results –based monitoring and evaluation system in the CHC as well as feeder facilities within the Provincial M&E Framework and monitor research activities in the CHC. Analyse data obtained from the source and other management information systems against indicators with the view to develop reliable performance profiles for the verification and publishing of the prescribed Performance and other Reports. Facilitate integrated planning and monitoring functions within the institution and its feeder clinics. Ensure reporting on the performance of the institution in an integrated, objective manner inclusive of analysing performance against targets and resources.



Facilitate institutional management in implementing and monitoring of audits improvement plans. Provide reports to senior management on compliance with policies, guidelines and protocols in all units. Give guidance and support on the effects of non-compliance on institutional performance. Provide feedback on research activities within the institution. Assist the CEO in managing and monitoring the functionality of all governance structures in the institution. Oversee and manage Infection. Prevention and Control, Quality Assurance and Data Management Components. Provide technical support to the CEO on the development of facility's SOPs, Protocols and Operational Plans. Oversee performance of National Core Standards and Ideal Clinic Realisation and maintenance in the institution and its feeder clinics. Monitor staff performance through EPMDS within the component. Ensure all plans for department are in place, facilitate and co-ordinate planning session. Co-ordinate functions of Health Information Team. Conduct staff meetings such as performance and information reviews to disseminate.

- ENQUIRIES** : Dr FP Mtshali Tel No: (034) 621 6188
- APPLICATIONS** : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 or Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080.
- FOR ATTENTION** : Mrs DBP Buthelezi
- NOTE** : Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae (ONLY). Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Preference will be given to African Male.
- CLOSING DATE** : 13 October 2023
- POST 35/119** : **OPERATIONAL MANAGER NURSING (PHC) REF NO: CTK 36 / 2023**  
Branch: Human Resources
- SALARY** : R627 474 - R703 752 per annum. Plus other benefits: 8% Inhospitable Allowance, 13th Cheque, Medical Aid (Optional) and housing allowance (employee must meet prescribed requirements).
- CENTRE** : Christ the King Hospital (PHC)
- REQUIREMENTS** : Senior Certificate / Grade 12 certificate. Degree /Diploma in General Nursing and Midwifery. Registration with the South African Nursing Council as a registered nurse and Primary Health Care Nurse 1 year post basic qualification in Primary Health Care. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing and Midwifery of which at least 5 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Current registration with SANC for 2023. Certificate of service endorsed by Human Resource Department/ Employer. Recommendations: Computer literacy. A valid Driver's license. Knowledge, Skills, Competencies and Training required: Knowledge of nursing care processes and procedures, nursing status, and other relevant. Legal frameworks. Knowledge of labour relations. Knowledge and experience in implementation of Batho Pele Principles and Patients Charter and Code of Conduct. Financial and budgetary knowledge pertaining to the relevant resources under Management. 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 skill. Knowledge of National Core Standards.

<b><u>DUTIES</u></b>	: Ability to provide mentoring, team building, supervisory skills and coaching to her or his supervisees. : Assist in planning, organising and monitoring of objectives of the Primary health in a designated unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care. Monitor provision of quality comprehensive service delivery at emergency unit. Participate actively in Operation Sukuma Sakhe programme. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and multidisciplinary team. Monitor safe patient service and improve client satisfaction. Participate in the attainment of National Core Standard to the realization of Ideal Clinic (ICRM) status. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and guidance. Demonstrate an understanding of Human Resources and Financial Management Policies and policies. Monitored and evaluate the care and management of all patients through clinical audits. Ability to supervise Medical and Surgical emergencies and refer appropriately. Monitored implementation and performance on indicators on daily, weekly and monthly basis; provide feed-back to management, analyse data and draw up quality improvement plan. Exercise control of discipline and other Labour Related issues in terms of laid down procedures. Ensure complaint management is functional in the clinic. Ensure functionality of the clinic committee programme so that community involvement and participation is achieved. Implementation of quality improvement plan. Supervise and monitor staff performance according to EPMDS.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Miss PNS Shezi (PHC Manager: CTK Hospital) Tel No: (039) 834 7533 : may be forwarded to: Assistant Director: HRM, Private Bag X542, Ixopo, 3276 or Hand delivered to: Christ the King Hospital, Human Resource Office, No 1 Peter Hauff Drive, Ixopo, 3276
<b><u>FOR ATTENTION NOTE</u></b>	: Mr Z.C Mhlongo Human Resources Tel No: (039)834 7500 : The application must include only completed and signed new FormZ83, obtainable from any Public Service Department or on the internet at www.gov.za, and detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. CTK 19/2023. Persons with disabilities should feel free to apply for the post/s. N.B. Failure to comply with the above instructions will disqualify applicants. No e-mailed or faxed applications will be accepted. Appointments are subject to positive outcomes obtained from State Security Agency (SSA) to the following checks: security clearance (vetting), criminal clearance, credit records, citizenship, verification of educational qualification by SAQA, and verification from the Company Intellectual Property (CIPC). Please note that due to financial constraints no S&T claims will be paid to candidates invited for the interview. The Employment Equity target for this post is African Male. This Department is an equal opportunity, affirmative action employer whose aim is to promote representivity in all levels of all occupational categories in the Department.
<b><u>CLOSING DATE</u></b>	: 17 October 2023
<b><u>POST 35/120</u></b>	: <b><u>OPERATIONAL MANAGER (MOBILE) REF NO: SAHMOBILE 02/2023</u></b>
<b><u>SALARY</u></b>	: R627 474 – R703 572 per annum. Plus other benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
<b><u>CENTRE REQUIREMENTS</u></b>	: Harding Mobile : Grade 1: Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General Nursing and Midwifery plus, current registration with SANC (2023 receipt) as General Nurse, Midwifery and Primary Health Care plus A minimum of 09 years recognizable experience in nursing after registration as professional nurse with SANC in General nursing of which 5 years must be Recognizable experience(PHC Experience) after obtaining one year post basic qualification in Primary Health Care plus, Code 10 Driver's licence with PDP. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B

All the above mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge, Skills and Competencies: Knowledge of nursing care process and processes and procedures, nursing Statutes, and other relevant legal framework such as: Nursing act, Occupational Health and safety act, Patient right's charter, Batho-Pele principles, Public service Regulations act, Disciplinary code and procedures, Grievance procedure etc. Leadership, organizational decision making and problem solving abilities within the limits of the public sector and institutional policy framework, Interpersonal skills including public relations, negotiations conflict handling and Counselling skills, Financial and budgetary knowledge pertaining to the relevant resources under Management, Insight into procedures and policies pertaining to nursing care, Computer skills in basic programs.

**DUTIES**

: Monitor and evaluate performance of Clinic staff according to asset standards, norms targets and to ensure effective reporting, Ensure provision of high quality comprehensive care through provision of preventive, Curative and rehabilitative services, Ensure and monitor implementation and evaluation of all services including priority programs by all clinic staff members' i.e. Office of Health standard compliance, ideal Clinic and Nerve Centre / Operation Phuthuma. Provide relevant information to the Health care users to assist in the achievement of optimal health care ,Maintain good relationship with relevant role players and stakeholders, Manage and monitor proper utilization of human, financial and other resource entrusted to you, Deal with disciplinary and grievance matters including monitoring and management of staff absenteeism, Provision of administrative services by planning, organizing, and ensure the availability of medicines, supplies and essential equipment, Ensure monitoring and evaluation of staff performance through the EPMDS system, Ensure that there are effective systems for data management and reporting of quality data on relevant indicators at the hospital and local clinics, Support PHC re-engineering by ensuring that outreach teams are functional, Ensure effective implementation of Sukuma Sakhe programs to maximize patient care, Conduct patient satisfaction survey and waiting times for the clinics, Ensure adequate control and allocation of Human and Material resources, Be involved and assist other staff members in the clinical management of clients, Strengthening of complaints, compliment and suggestion management, Ensure that the facility complies with policies and guidelines for infection prevention control, occupational health, safety and management of Coved- 19. Ms VV Ncume Tel No: (039) 433 1955, ST Andrews Hospital Tel No: (039) 4331955

**ENQUIRIES**

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**APPLICATIONS**

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

**FOR ATTENTION  
NOTE**

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Human Resources Management  
Directions to Candidates: The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. SAH/03/2023. Detailed Curriculum Vitae (CV). Information such as educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents only Z83 and CV on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of

appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s).

**CLOSING DATE**

: 13 October 2023

**POST 35/121**

: **OPERATIONAL MANAGER NURSING (SPECIALTY NURSING STREAM)  
REF NO: OMN: OBSTETRICS AND GYNAECOLOGY (SPEC NURS  
STREAM) (X1 POST)**

Department: Nursing Department (Labour Ward)

**SALARY  
CENTRE  
REQUIREMENTS**

: Grade 1: R627 474 - R703 752 per annum

: Inkosi Albert Luthuli Central Hospital

: Senior certificate/ Grade 12, Diploma/ Degree in General Nursing and Midwifery that allows registration with the SANC as a professional nurse. One (1) year Post Basic Nursing Qualification Diploma/ Degree in Advanced Midwifery and Neonatal Nursing Science. Registration with SANC as a General Nurse and Midwife. Current registration receipt with SANC 2023. A minimum of 9 years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in general nursing. At least Five (5) years of the period referred above must be appropriate / recognisable experience in the Maternity department after obtaining the one (1) year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific Specialty after obtaining the 1 year post basic qualification in the specialized field. (No copies/qualifications/proof, only Z83 and CV submitted on application). Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Demonstrate understanding of HR and Financial policies. In-depth knowledge on procedures, policies, prescripts related to nursing care. Ability to make independent decisions, problem solving and conflict management. Skills: Leadership, planning and organizational, decision making, interpersonal skills within the limits of the public sector. Personal attributes: responsiveness, communication skills for dealing with patients, professionalism, supportive, assertive, writing of reports when required and must work within multi-disciplinary team. Demonstrate Basic computer literacy.

**DUTIES**

: Render optimal holistic quality specialised nursing care as directed by the scope of practice and service standards. Maintain quality standards by ensuring compliance with Regulated Norms and Standards and Ideal Hospital Realization and Maintenance. Develop and implement quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the unit. Ensure Maternal and Neonatal Programmes are implemented. Effective and efficient management of all resources at your disposal ensuring service delivery. Assist in planning, organizing and monitoring of objectives of the specialised unit. Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient records. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs and expectations (Batho Pele). Demonstrate effective communication with patients, supervisors and other clinicians. Participate in monitoring the training needs of staff and be actively involved in in-service education for staff to accumulate CPD points. Promote ethics and professionalism in the work environment. Be cognisant of measures to prevent patient safety incidents and litigation. Work effectively as a supervisor with persons of diverse cultural, intellectual, racial and religious groups.

**ENQUIRIES  
APPLICATIONS**

: H Ndemera, Acting Nursing Manager Tel No: (031) 2401063

: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

**NOTE**

: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website

[www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

- CLOSING DATE** : 13 October 2023
- POST 35/122** : **CHIEF RADIOGRAPHER (MAMMOGRAPHY) GRADE 1 REF NO: MAD 39/2023 (X1 POST)**
- SALARY** : R520 785 – R578 367 per annum. 12% In-Hospitable allowance, 13th cheque, Plus Medical Aid (Optional), Plus Housing Allowance, (Employee must meet prescribed conditions)
- CENTRE** : Madadeni Provincial Hospital
- REQUIREMENTS** : Bachelor's Degree/ B-Tech/ National Diploma in Diagnostic Radiography. Post Graduate Certificate in Mammography. Registration Certificate with HPCSA as a Radiographer (Independent Practice). A minimum of 3 years' experience after registration with HPCSA as a Radiographer (Independent Practice). Knowledge, Skills and Competencies Required: Sound knowledge of Diagnostic Radiography procedures and Mammography. Knowledge of radiographic equipment and accessories associated with relevant techniques. Sound knowledge of radiation control regulations, safety measures and policies. Knowledge of occupational health and safety and other relevant acts, policies and regulations. Knowledge of basic quality assurance procedures in diagnostic radiography. Knowledge of quality assurance procedures and methods as per radiation control directorate. Good leadership, negotiation, problem solving, communication and interpersonal skills. Knowledge of public service policies, acts and regulations.
- DUTIES** : Perform screening of Diagnostic Mammography examinations, Prepare for and assist the radiologist in completion in the invasive mammography examinations including breast biopsies. Educate patients regarding mammography examination and ensure good patient care. Produce high quality mammography images for the radiologist to evaluate. Maintain a high degree of accuracy in mammography positioning and exposure technique. Manage quality assurance related to Mammography, Minimize radiation to patient and staff by practicing correct radiation and protection techniques. Compile statistic and complete appropriate documentation. Follow infection control and safety guidelines. Perform General Radiography, CT scan, fluoroscopy, portable, and theatre examinations, Render after hour radiology services and participate in continuous professional development programmes. Assist in Departmental managerial duties, and supervision of junior staff.
- ENQUIRIES** : Dr X.F Nene Tel No: (034) 328 8169
- APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940.
- FOR ATTENTION** : The Recruitment Officer

**NOTE** : The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2023. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. EE Target (African Male).

**CLOSING DATE** : 20 October 2023

**POST 35/123** : **OPERATIONAL MANAGER NURSING: NIGHT DUTY REF NO: MAD 49/2023**

**SALARY** : Grade 1: R497 193 - R559 686 per annum plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

**CENTRE** : Madadeni Provincial Hospital

**REQUIREMENTS** : Basic R425 Degree/ Diploma in General Nursing and Midwifery. Minimum of 7 years appropriate recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. Knowledge, Skills, Training and Competencies Required: Leadership, Management, planning, organizing and co –ordination skills. Knowledge of relevant acts, prescriptions, policies and procedures governing health care service delivery especially the forensic unit. Sound knowledge of nursing care delivery approaches and scope of practice in the areas under their control. Sound knowledge of priority programs clinical guidelines, protocols, policies and procedures and best practices in nursing care service delivery. Good communication, interpersonal, negotiation, decision–making, problem–solving, conflict management, counselling, teaching, mentorship and supervisory skills. Knowledge of Code of conduct, Labour Relations and related policies. Knowledge of Mental Care Act17 of 2002.

**DUTIES** : Ensure adequate coverage and supervision of staff in all units to allow provision of quality patient care in an efficient and cost effective manner. Facilitate and strengthen implementation of health care services delivery policies, procedures, clinical guidelines, protocols, plans and strategies aimed at achieving service excellence. Promote implementation of Batho Pele principles, Patient’s Rights charter and acceptable professional/clinical-ethical standards within the applicable legal framework. Participate and ensure implementation on National Core Standards, National Health Priorities, and quality improvement initiatives including national priority program plans. Identify staff and student’s training needs, ensure that effective development takes place and monitor performance thereof. Demonstrate effective communication with staff, patients, colleagues, clinicians and other stakeholders including report writing and presentation. Ensure effective efficient management and utilization of resources including staff, material, financial etc. Exercise control of discipline, grievance and labour relations in terms of laid down policies, procedures. Ensure effective data management at night. Ensure all night services are coordinated. Strengthen ethics and professionalism. Ensure nursing documentation audits are done and maintain accurate records. Ensure compliance with infection prevention and control guidelines at night.

**ENQUIRIES** : Ms. N.W Kubheka Tel No: (034) 328 8137

**APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940.

**FOR ATTENTION** : The Recruitment Officer

<b><u>NOTE</u></b>	:	Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2023. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. EE Targets (African Male).
<b><u>CLOSING DATE</u></b>	:	13 October 2023
<b><u>POST 35/124</u></b>	:	<b><u>OPERATIONAL MANAGER –GENERAL STREAM REF NO: ITSH31/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R497 193 per annum. Other Benefits: 13th Cheque Medical Aid (Optional) Housing Allowance (Employee must meet prescribed requirements) 12 % Rural Allowance.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Itshelejuba Hospital Grade 12 (Senior Certificate) Standard 10 Degree/Diploma in General Nursing and Midwifery, Registration as a Professional Nurse with SANC in General Nursing and midwife; A minimum of 7 years appropriate/recognizable experience in General Nursing after registration as a Registered Nurse, Professional Nurse with SANC in General Nursing; Current SANC registration. Recommendations: 3 years management experience/unit management, Degree/Diploma in Nursing Administration. Knowledge, Skills, Training & Competences Required: Work effectively, co-operatively, amicably at supervisory level with person of diverse intellectual' cultural and racial differences, Human Resource and financial management skills; Sound knowledge of disciplinary processes and grievance procedures; Knowledge of nursing care process and procedures. Sound knowledge of all legislation and regulations applicable to the health services and nursing status.
<b><u>DUTIES</u></b>	:	To supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluate thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholder's e.g. inter-professional, inter-sectoral and multidisciplinary team. Participate in analysis, formulation and implementation of nursing guidelines, practices standards and procedures. Manage and monitor proper utilization of human resource, financial and physical resources. Participate in planning, organising and monitoring of objective of the unit in line with strategic and operational plan of the institution. Ensure compliance to professionalism and ethical practices. Promote health and wellness programs to increase productivity. Promote cost effective utilization of resources according to the relevant legislation. Ensure compliance with EPMDS. Deal with grievance and staff discipline in terms of laid down policies and procedures. Manage and monitor absenteeism. Work as part of multidisciplinary team. Ensure compliance to National Core Standards, Infection Prevention and Control; formulate quality improvement programmes and projects to improve the quality care. Implement quality data management and monitor data in the unit. Provide a safe therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescript. Display a concern for patients promoting, advocating and facilitating proper treatment and care in ensure that the unit adheres to principles of Batho Pele. Manage complaints and patients safety incidents according to departmental policy.

<b><u>ENQUIRIES</u></b>	:	All enquiries should be directed to Ms. JN Mthenjana Tel No: (034) 413 4000
<b><u>APPLICATIONS</u></b>	:	All applications must be addressed to Itshelejuba Hospital Private Bag X0047, Pongola, 3170 or Hand delivered to Human Resource Office. NB: Due to delays at Post Office applicants are encouraged to hand deliver, courier the applications or email to Slindokuhle.sithole@kznhealth.gov.za
<b><u>NOTE</u></b>	:	Applications must be submitted on the new Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. 2. The reference number must be indicated in the column provided on z83. E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.
<b><u>CLOSING DATE</u></b>	:	13 October 2023
<b><u>POST 35/125</u></b>	:	<b><u>OPERATIONAL MANAGER (GENERAL STREAM) REF NO: SAH 10/20203</u></b>
<b><u>SALARY</u></b>	:	R497 193 per annum. Plus other benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
<b><u>CENTRE</u></b>	:	St Andrews hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General Nursing and Midwifery plus, current registration with SANC (2023 receipt) as General Nurse, Midwifery and Primary Health Care plus A minimum of seven (7) years appropriate/ recognisable experience in Nursing after Registration as professional nurse with SANC in General Nursing. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge, Skills and Competencies: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks, Good verbal and written communication and report writing skills. Decision making and problem solving skills, Conflict management and negotiation skills, Project Management skills, Must have good knowledge of Cardiac Conditions, Basic Computer skills.
<b><u>DUTIES</u></b>	:	Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost effective, efficient manner, Assist in planning, organizing and monitoring of objectives of the specialised unit, Manage all resources within the unit effectively and efficiently to ensure optimum service delivery, Able to plan and organize own work and that of support personnel to ensure proper nursing care, Display a concern for patients, promoting and advocating proper treatment and care including, awareness and willingness to respond to patient's needs, requirements and expectations(Batho Pele),Work as part of the multidisciplinary team to ensure good nursing care, Demonstrate effective communication with patients, supervisors and other clinicians, including, Report writing when required, Ensure compliance with all National, Provincial and Professional prescripts in order to render a Safe patient service and improve client satisfaction, Participate in the analysis and formulation of nursing policies and procedures, Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff, Provide direct and indirect supervision of all staff within the unit and give guidance, Order appropriate level of consumables and monitor utilization, Ensure that equipment in the unit is adequate and is checked and functional, Provide for a



safe, therapeutic and hygienic environment, Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences, Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures, Monitor and evaluate the care and Management of all patients and ensure the maintenance of Accurate and complete patient records.

**ENQUIRIES** : Ms MR Singh Tel No: (039) 4331 955, ST Andrews Hospital Tel No: (039) 433 1955

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

**FOR ATTENTION NOTE** : Human Resources Management  
: The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. SAH/03/2023. Detailed Curriculum Vitae (CV). Information such as educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents only Z83 and CV on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s).

**CLOSING DATE** : 13 October 2023

**POST 35/126** : **CLINICAL PROGRAMME COORDINATOR: (INFECTION PREVENTION AND CONTROL) REF NO: ZUL/07/2023**

**SALARY** : R497 193 per annum. Other Benefits may include: Rural allowance on a claim basis, 13<sup>th</sup> cheque, housing allowance, medical aid (optional) employee must meet prescribed conditions

**CENTRE REQUIREMENTS** : Zululand Health District Office, Ulundi  
: Senior Certificate (Grade 12). Diploma /Degree in general Nursing and Midwifery. Current registration with SANC as a Professional Nurse. A minimum of 7 years appropriate or recognizable experience in nursing after registration as a professional Nurse with the SANC in General Nursing. Valid B Driving license. Only shortlisted candidates will attach proof of current and previous work experience endorsed and stamped by Human Resources Management/Office. Only shortlisted candidate will submit proof. Recommendations: One year experience must be in infection prevention control environment. Skills: Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to priorities issues and other work related matters and to comply with time frames. High level of accuracy.

**DUTIES** : Monitor Infection Prevention and Control indicators using identification tools and report on matters arising. Train and develop employees in Infection Prevention and Control practices to develop the necessary insight to sustain a climate sensitive to Infection Prevention and Control needs. Conduct inspections to ensure that Infection Prevention and Control plans are developed and thoroughly implemented. Manage the establishment and

training of Infection Prevention and Control Committees at health facilities. Interact with external health accreditation representatives to identify areas for improvement.

**ENQUIRIES  
APPLICATIONS**

: Mr SV Vilakazi Tel No: (035) 874 0713  
: KwaZulu-Natal Zululand Health District Office, Private Bag X81 Ulundi, 3838, King Dinuzulu High way, LA Building Ground floor, Ulundi, 3838.

**FOR ATTENTION  
NOTE**

: Ms BN Zulu  
: The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website (New Z83 form). Comprehensive Curriculum Vitae. Educational qualifications, SANC registration certificates, Driver's License, ID Copy, SANC receipts and proof of experience will be requested from shortlisted candidates only, don't include in your application. The Reference Number must be indicated in the column provided on the form Z83. Persons with disabilities should feel free to apply for the post. NB: (a) Failure to comply with the above instructions will disqualify the applicants. Faxed and e-mailed Applications will NOT be accepted. Only shortlisted candidates will submit proof. It is the responsibility of the applicant to ensure that Curriculum Vitae is detailed enough to reflect all information associate with the post applied for. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing, they must accept that their applications were unsuccessful. Please not that due to financial constraints no S&T claims will be considered for payment to candidates that are invited for interviews,(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department).

**CLOSING DATE**

: 20 October 2023

**POST 35/127**

: **CLINICAL PROGRAMME COORDINATOR (HAST) REF NO: ZUL/ 06/ 2023**

**SALARY  
CENTRE  
REQUIREMENTS**

: R497 193 – R559 686 per annum  
: Zululand Health District Office, Ulundi  
: Senior Certificate (Grade12). Diploma/ Degree in Nursing Science that allows registration with SANC as a Registered Nurse. Minimum of seven (7) appropriate experience in nursing after registration with SANC as a Registered Nurse in General Nursing. Current registration with SANC (2023). Only shortlisted candidates will attach proof of (Certificate of service of official letters of service from previous/current employers, signed and stamped by HR). Valid Driver's License. Only shortlisted candidates will submit proof. Skills: Good knowledge of Public Finance Management Act. Supply Chain Management Framework. Division of Revenue Act. National Tertiary Service Grant Framework, Treasury Regulations. Solid experience in budgeting, financial planning and analysis, asset management, Vulindlela and Basic Accounting System (BAS). Have ability to perform independently and under pressure as well as report writing & presentation at short notice. Decision-making, Problem solving, good communication, Advance proficiency in Microsoft Excel with excellent quantitative and Analytical skills. Strong leadership, innovation, concern for excellence, drive and enthusiasm. Ability to handle sensitive financial information in strictest confidence. Knowledge in budgeting, financial planning and analysis.

**DUTIES**

: Ensure that the budget is aligned to the Departmental Strategic Plans, Hospital business plan. Monitor and interpret cash flows and report on financial projections to District management and other relevant management officials within the department. Provide input towards the development of strategic, annual performance and business plans. Ensure the effective management of budgetary and expenditure control functions for a District. Take effective and appropriate steps to ensure maximum collection of revenue due to District. Implement and manage efficient, cost effective and integrated Supply Chain Management throughout the District. Perform Employee performance Management and Development (EPMDS) for staff as required. Ensure appropriate management and utilisation of resources allocated to the component. Regulations/procedures and proper internal control / SOP's are in place and adhered to at all times, overall responsibility and management of staff in Finance Component. Design, develop and implement financial strategies to ensure effective monitoring and action to keep monthly and progressive expenditure within budget limits. Ensure implementation of financial policies and management systems within broad Provincial guidelines

and to counteract on going audit findings. Assist managers and clinical staff within the institution to implement central cost structure i.e. cost centres. Actively assist managers with budgetary control and the management of budget variances. Ensure compliance with risk Management Policies. Ensure effective and efficient management of assets. Actively participate in infrastructure project management. Ensure cooperation and responsiveness to emergency service delivery situation.

**ENQUIRIES** : Mr SV Vilakazi Tel No: (035) 874 0713  
**APPLICATIONS** : KwaZulu-Natal Zululand Health District Office, Private Bag X81, Ulundi, 3838, King Dinuzulu High way, LA Building Ground floor, Ulundi, 3838.

**FOR ATTENTION** : Ms BN Zulu

**NOTE** : The following documents must be submitted: (a) Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website (New Z83 form). Comprehensive Curriculum Vitae. Educational qualifications, SANC registration certificates, Driver's License, ID Copy, SANC receipts and proof of experience will be requested from shortlisted candidates only, don't include in your application. The Reference Number must be indicated in the column provided on the form Z.83. Persons with disabilities should feel free to apply for the post. NB: Failure to comply with the above instructions will disqualify the applicants. Faxed and e-mailed Applications will NOT be accepted. Only shortlisted candidates will submit proof. It is the responsibility of the applicant to ensure that Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing, they must accept that their applications were unsuccessful. Please note that due to financial constraints no S&T claims will be considered for payment to candidates that are invited for interviews, (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department).

**CLOSING DATE** : 20 October 2023

**POST 35/128** : **CLINICAL PROGRAM CO- ORDINATOR: TRAINING REF NO: PSH 74/ 2023 (X1 POST)**

**SALARY** : R497 193 per annum. Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

**CENTRE** : Port Shepstone Regional Hospital (CETU)  
**REQUIREMENTS** : Matric / Senior Certificate. Diploma/Degree in General Midwifery Nursing Science, One year qualification in Nursing Education. Registration with SANC as General Nurse, Midwife and Nursing Educator. At least 7 years' experience as a professional nurse. A minimum of 3 years appropriate/ recognizable experience as a lecturer after registration with SANC as a Nursing Educator. Current SANC receipt for 2023. Computer Certificate. Certificate of service endorsed by HR. Knowledge, Skills and Competencies Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC Acts, rules and regulations. Knowledge of National strategic plan for nursing education and training & Practice. Knowledge of National Policy on Nursing Education and Training. Knowledge of National guidelines on establishment of CETU. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Good communication skills – verbal and written. Good leadership, interpersonal, problem-solving, conflict management, decision-making, coordinating and negotiation skills. Good facilitation and clinical assessment skills. Knowledge and experience in implementation of Batho Pele Principles and Patients' Rights Charter, Code of Conduct and Labour Relations. Knowledge of Norms and Standards and other relevant public service programmes. Sound knowledge of legacy and new qualifications.

**DUTIES** : Plan and coordinate clinical placements jointly with Nursing Education Institution (NEI). Organise training of preceptors in consultation with NEI/HEI. Organise and chair monthly CETU meetings. Supervise and monitor schedule of work of all preceptors. Manage clinical placements electronically using relevant software; record keeping of clinical training outcomes and nurse competence. Maintain compliance with South African Nursing council (SANC) and Council of Higher Education (CHE) requirements with regard to clinical training. Develop and monitor a quality assurance system for clinical training.

Develop and implement Standard Operating Procedures in relation to clinical training. Assist Nursing College staff with planning for clinical assessments. Provide nursing college with clinical progress of students on a monthly basis. Maintain jointly with HRD component a CPD (Continuous Professional Development) for nurses at Port Shepstone hospital. Develop a yearly in-service training program for full time staff. Ensure that a full orientation program for all categories of nursing staff is developed and implemented by trainers. Control all financial and material resources in the clinical teaching department. Attend workshops and seminars and give feedback. Serve as member of various committees e.g. research, policy making and all clinical governance committees. Attend workshops and seminars and give feedback. Assist programme managers with training in new programmes. Report all training matters to Deputy Manager nursing on a monthly basis.

**ENQUIRIES** : Mrs MC Maqutu Tel No: (039) 688 6117  
**APPLICATIONS** : should be posted to: Mr. ZM Zulu, The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone 4240, or 11 – 17 Bazley Street Port Shepstone, 4240. NB: Applicants are encouraged to utilise courier services.

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

**CLOSING DATE** : 13 October 2023

**POST 35/129** : **ULTRA-SONOGRAPHER REF NO: DANCHC 33/2023 (X1 POST)**

**SALARY** : Grade 1: R444 741 – R506 016 per annum  
 Grade 2: R520 785 – R595 251 per annum  
 Grade 3: R612 642 – R658 482 per annum  
 Other benefits: 13th Cheque, Medical Aid (Optional), Rural Allowance and Housing allowance: Prescribed requirements to be met.

**CENTRE** : Dannhauser CHC  
**REQUIREMENTS** : Grade 12/ Senior Certificate. Degree/ National Diploma in Ultrasound. Current registration with HPCSA as Sonographer. Experience: **Grade 1:** No experience after registration with the Health Profession Council of South Africa (HPCSA) as an ultra-sonographer in respect of RSA qualified employee who performed Community Service as required in South Africa. 1 year relevant experience after registration with HPCSA in respect of foreign qualified employees. Experience: **Grade 2:** A minimum of 10 years appropriate/recognisable experience after registration with HPCSA as an ultra-sonographer in respect of RSA qualified employees who performed community Service. 11 years' experience after registration with HPCSA in respect of foreign qualified employees. Experience: **Grade 3:** A minimum of 20 years appropriate /recognisable experience after registration with HPCSA as an ultra-sonographer in respect of RSA qualified employees who performed Community Service. 21 years' experience after registration with HPCSA in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills, Training and Competencies required for the post: Sound knowledge of Obstetrics and Gynaecology ultrasound. Sound knowledge of general ultrasound scans. Sound knowledge of Ultrasound procedures. Knowledge of relevant Health and Safety policies, regulations and acts. Sound report writing and administrative skills. Knowledge of Quality Assurance procedure and methods. Sound communication, interpersonal, problem solving, teaching and training skills. Good interpersonal relations and ability to perform with a team. Computer literacy.

**DUTIES** : Provide high quality ultrasound services consistent with scope of practice and clinical standards. Provide high quality ultrasound services according to the

patient's needs. To promote good health practices and ensure optimal patient care. Execute all ultrasound procedure completely to prevent complications. Provide general administrative duties as required. Provide guidance and supervision to junior staff. Participate in institutional radiographic policy making and planning for service delivery. Promote Batho Pele Principles in the execution of all duties for effective service delivery. Give factual information to patients and clients on ultrasound examinations. Participate in departmental Quality Assurance, Quality Improvement Programmes and National Core Standards. Inspect and utilize equipment professionally to ensure that they comply with safety standards. Develop protocols to ensure that sonographic services comply with the required prescripts. Participate in ultrasound quality assurance programmes. Participate in Continued Professional Development (CPD) programmes. Compile report and memos as required in the working environment. Assist with ultrasound patient booking. Perform other duties as per delegation by radiography management.

**ENQUIRIES  
APPLICATIONS**

: Dr FP Mtshali Tel No: (034) 621 6188  
 : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 or Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080.

**FOR ATTENTION  
NOTE**

: Mrs DBP Buthelezi  
 : Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae (ONLY). Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Preference will be given to African Male.

**CLOSING DATE**

: 13 October 2023

**POST 35/130**

: **CLINICAL NURSE PRACTITIONER REF NO: CTK 35 / 2023**  
 Branch: Human Resources

**SALARY**

: Grade 1: R431 265 - R479193 per annum, Plus 8% rural allowance  
 Grade 2: R528 696 - R645 720 per annum, Plus 8% rural allowance  
 Other Benefits: 8% Inhospitable Allowance, 13th Cheque, Medical Aid (Optional) and housing allowance (employee must meet prescribed requirements).

**CENTRE  
REQUIREMENTS**

: Christ the King Hospital (PHC)  
 : **Grade 1:** Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate). Degree / Diploma in General Nursing Science and Midwifery. One (01) post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as General Nurse plus. A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate). Degree/Diploma in General Nursing Science and Midwifery plus. One year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as General Nurse with Midwifery and Primary Health Care. A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. All the above mentioned documents need not be attached on application but will be requested only if shortlisted. Certificate of service endorsed and stamped by HR Office will be requested (only if shortlisted). Knowledge, Skills, Competencies and Training Required: Knowledge of all applicable legislations such as Nursing Acts,

Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills Co-ordination and planning skills Team building and supervisory skills. Good interpersonal relationship skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

**DUTIES** : Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net o Assist with capturing patients on patient registration (HPRS) system. Support the realization and maintenance of Ideal Clinic Programme in the facility. Coordinate and manage the provision of the services to manage COVID 19 pandemic.

**ENQUIRIES** : Miss PNS Shezi (PHC Manager: CTK Hospital) Tel No: (039) 834 7533  
**APPLICATIONS** : may be forwarded to: Assistant Director - HRM, Private bag X542, Ixopo, 3276 or Hand delivered to: Christ the King Hospital, Human Resource Office, No 1 Peter Hauff Drive, Ixopo, 3276.

**FOR ATTENTION** : Mr Z.C Mhlongo, Human Resources Tel No: (039) 834 7500  
**NOTE** : The application must include only completed and signed new FormZ83, obtainable from any Public Service Department or on the internet at www.gov.za, and detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. CTK 19/2023. Persons with disabilities should feel free to apply for the post/s. N.B. Failure to comply with the above instructions will disqualify applicants. No e-mailed or faxed applications will be accepted. Appointments are subject to positive outcomes obtained from State Security Agency (SSA) to the following checks: security clearance (vetting), criminal clearance, credit records, citizenship, verification of educational qualification by SAQA, and verification from the Company Intellectual Property (CIPC). Please note that due to financial constraints no S&T claims will be paid to candidates invited for the interview. The Employment Equity target for this post is African Male. This Department is an equal opportunity, affirmative action employer whose aim is to promote representivity in all levels of all occupational categories in the Department.

**CLOSING DATE** : 17 October 2023

**POST 35/131** : **PROFESSIONAL NURSE: SPECIALTY GRADE 1/2 REF NO: PSH 76/2023 (X2 POSTS)**

**SALARY** : Grade 1: R431 265 per annum  
 Grade 2: R528 696 per annum  
 Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

**CENTRE** : Port Shepstone Regional Hospital (PAEDS WARD)  
**REQUIREMENTS** : Grade 12 or Matric certificate. Diploma/Degree in General Nursing and Midwifery. Registration with SANC as General Nurse, midwifery and Child Health Nursing Science. SANC Receipt for 2023. NB: Shortlisted candidates

will be advised to submit proof of work experience endorsed by Human Resource Department/ Employer, qualification certificates and SANC receipt. **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing, midwifery and post basic qualification in Child Health Nursing Science. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing, and midwifery of which 10 years must be appropriate/ recognisable experience after obtaining the one (1) year post basic qualification in Child Health Nursing Science. Knowledge, Skills and Experience: Leadership, organizational, decision making, supervisory and problem solving abilities within the limit of the Public Sector and institutional policy framework. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to formulate patients care related policies, vision, mission and objective of the component. Communication and interpersonal skills including Public Relations, Negotiating, Coaching. Conflict handling and counselling skills. Financial and budgetary knowledge pertaining relevant resources under management. Insight into procedures and policies pertaining to nursing care, computer skills in basic programmes. Knowledge of MNCWH programmes. Willingness to work shifts, day and night duty, weekends, Public Holidays. Competencies (knowledge /skills). Good communications and interpersonal skills, planning and organizational skills.

**DUTIES** : Implement neonatal and child health care programmes. Develop and implement quality assurance policies & operational plans. Implement standards, practice and indication for Neonatal and Child Health Care. Participate in child PPIP meetings. Manage effective utilization of all resources in the unit. Develop and implement strategies for Infection Control and Prevention for the unit. Exercise control over discipline and labour relations issues. Develop/establish and maintain constructive working relationship with nursing and other stake holders. Ensure that the unit complies with Regulated Norms and Standards. Support the Mother Baby Friendly initiative. Support and mentor student nurses. Identify high risk, manage or refer them according to hospital policy. Develop vision and mission and objectives for neonates and paediatrics. Develop, implement and review neonatal and paediatric policies/SOP. Demonstrate adequate knowledge of Covid-19 protocols. Attend meetings held in the institution/outside.

**ENQUIRIES** : Mrs MC Maqutu Tel No: (039) 688 6117  
**APPLICATIONS** : should be posted to: Mr. ZM Zulu, The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone, 4240. Applicants are encouraged to utilise Courier Services.

**NOTE** : Detailed application form for employment (Z83) and Curriculum Vitae. (Only short listed candidates will be requested to submit proof of qualifications and other relevant documents) NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

**CLOSING DATE** : 13 October 2023

**POST 35/132** : **CLINICAL NURSE PRACTITIONER REF NO: SAHSANT06/20203 (X1 POST)**

**SALARY** : Grade 1: R431 265 - R497 193 per annum  
 Grade 2: R528 696 - R645 720 per annum  
 Other Benefits: 13th cheese, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

**CENTRE** : Santombe Clinic  
**REQUIREMENTS** : **Grade 1:** Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Science Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health

assessment, Diagnostic Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted. **Grade 2:** Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge, Skills and Competencies: Knowledge of SANC rules and regulations, Knowledge of legislative framework and departmental prescripts, Ability to formulate patients care related policies, Knowledge of provincial acts and national acts policies, Knowledge of sound Nursing care delivery approaches, Basic financial management skills and conflict management skills, Knowledge of human resource management, Ability to formulate vision, mission and objectives of the unit, Communication skills and decision making, Ability to provide mentoring and coaching, Have leadership and supervisory skills, report writing and time management skills. charter.

**DUTIES**

: Ensure data management at all levels, Manage and supervise effective utilization of allocated resources, Demonstrate effective communication with patients, supervisors and other clinicians Including report writing monthly and statistics as required, able to plan and organize own work and support personnel to ensure nursing care diagnose, treat and Dispense medication, Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all Health programmes including NGOs, CBOs, and CHWs, Deputize the operational Manager in charge of the facility, Monitor infection Prevention and control within the facility, Assist with performance reviews i.e. EPMDs, Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop as sense of care, Ensure that Batho Pele principles are implemented, Ensure increased accessibility of health services to all community members including Staff.

**ENQUIRIES**

: Ms VV Ncume Tel No: (039) 433 1955, ST Andrews Hospital Tel No: (039) 433 1955

**APPLICATIONS**

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

**FOR ATTENTION NOTE**

: Human Resources Management  
 : The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. SAH/03/2023. Detailed Curriculum Vitae (CV). Information such as educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents only Z83 and CV on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the



company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s).

- CLOSING DATE** : 13 October 2023
- POST 35/133** : **CLINICAL NURSE PRACTITIONER REF NO: SAHELIM 04/2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 - R497 193 per annum  
Grade 2: R528 696 - R645 720 per annum  
Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE REQUIREMENTS** : Elim Clinic  
**Grade 1:** Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted. **Grade 2:** Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge, Skills and Competencies: Knowledge of SANC rules and regulations, Knowledge of legislative framework and departmental prescripts, Ability to formulate patients care related policies, Knowledge of provincial acts and national acts policies, Knowledge of sound Nursing care delivery approaches, Basic financial management skills and conflict management skills, Knowledge of human resource management, Ability to formulate vision, mission and objectives of the unit, Communication skills and decision making, Ability to provide mentoring and coaching, Have leadership and supervisory skills, report writing and time management skills charter.
- DUTIES** : Ensure data management at all levels, Manage and supervise effective utilization of allocated resources, Demonstrate effective communication with patients, supervisors and other clinicians Including report writing monthly and statistics as required, able to plan and organize own work and support personnel to ensure nursing care diagnose, treat and Dispense medication, Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all Health programmes including NGOs, CBOs, and CHWs, Deputize the operational Manager in charge of the facility, Monitor infection Prevention and control within the facility, Assist with performance reviews i.e. EPMDS, Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop as sense of care, Ensure that Batho Pele principles are implemented, Ensure increased accessibility of health services to all community members including Staff.
- ENQUIRIES** : Ms VV Ncume Tel No: (039) 433 1955, ST Andrews Hospital Tel No: (039) 433 1955

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

**FOR ATTENTION NOTE** : Human Resources Management  
 : The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. SAH/03/2023. Detailed Curriculum Vitae (CV). Information such as educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents only Z83 and CV on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s).

**CLOSING DATE** : 13 October 2023

**POST 35/134** : **CLINICAL NURSE PRACTITIONER REF NO: SAHHARD 10/20203 (X1 POST)**

**SALARY** : Grade 1: R431 265 - R497 193 per annum  
 Grade 2: R528 696 - R645 720 per annum  
 Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

**CENTRE REQUIREMENTS** : Harding Clinic  
 : **Grade 1:** Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted. **Grade 2:** Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge, Skills and Competencies: Knowledge of SANC rules and regulations, Knowledge of

legislative framework and departmental prescripts, Ability to formulate patients care related policies, Knowledge of provincial acts and national acts policies, Knowledge of sound Nursing care delivery approaches, Basic financial management skills and conflict management skills, Knowledge of human resource management, Ability to formulate vision, mission and objectives of the unit, Communication skills and decision making, Ability to provide mentoring and coaching, Have leadership and supervisory skills, report writing and time management skills charter.

**DUTIES** : Ensure data management at all levels, Manage and supervise effective utilization of allocated resources, Demonstrate effective communication with patients, supervisors and other clinicians Including report writing monthly and statistics as required, able to plan and organize own work and support personnel to ensure nursing care diagnose, treat and Dispense medication, Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all Health programmes including NGOs, CBOs, and CHWs, Deputize the operational Manager in charge of the facility, Monitor infection Prevention and control within the facility, Assist with performance reviews i.e. EPMDS, Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop as sense of care, Ensure that Batho Pele principles are implemented, Ensure increased accessibility of health services to all community members including Staff.

**ENQUIRIES** : Ms VV Ncume Tel No: (039) 433 1955, ST Andrews Hospital Tel No: (039) 4331955

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

**FOR ATTENTION** : Human Resources Management

**NOTE** : The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: [www.kznhealth.gov.za](http://www.kznhealth.gov.za), The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. SAH/03/2023. Detailed Curriculum Vitae (CV). Information such as educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents only Z83 and CV on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s).

**CLOSING DATE** : 13 October 2023

**POST 35/135** : **CLINICAL NURSE PRACTITIONER REF NO: GAM CHC 13/2023 (X2 POSTS)**

**SALARY** : Grade 1: R431 265 per annum  
Grade 2: R559 686 per annum  
Other Benefits: 13th Cheque plus 12 % rural allowance, Housing allowance (employee must meet prescribed requirements) and Medical Aid (Optional)

**CENTRE** : Ludimala and Braemer Clinic  
**REQUIREMENTS** : Senior Certificate (Grade 12), Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration Certificate as General Nurse and Primary Health Care Nurse.

Current registration with SANC (2023 Receipt). Experience: **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing, after registration as a Professional Nurse with SANC in General Nursing and Midwifery. **Grade 2:** A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and midwifery of which 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills and Competencies: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients' Rights Charter, Labour Relations Act, Grievance procedures, etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and Counselling. Financial and budgetary knowledge. Good in-sight of procedures and policies pertaining to nursing care. Computer skills in basic programs.

**DUTIES** : Provide quality comprehensive community health care by promoting preventative, Curative and rehabilitative services. Provide administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise in assisting clients and families to develop a sense of self care. Promote scientific quality nursing care by functioning as a therapeutic team. Coordinating between CHC and community and preventing medico-legal hazards. Conduct outreach services to improve health outcomes. Ensure proper utilization and management of all resources. Ensure integration of health services. Encourage research by assisting in departmental projects and always ensuring the community needs, are taken into account. Strengthen and ensure implementation of IDEAL clinic strategies. Ability to handle obstetric, emergencies and high risk conditions. Assist unit Manager with overall management and necessary support for effective functioning in the facility. Participate in clinical records audits. Advocate for Nursing Ethics and Professionalism. Provide knowledge and understanding of Covid19 precautionary measures and clinical management thereof. Display knowledge on basic computer skills to be able to compile and submit reports.

**ENQUIRIES** : Mrs. N.O Ndwendwe Tel No: (039) 318 1113

**APPLICATIONS** : all applications should be forwarded to: The Chief Executive Officer, Gamalakhe Community Health Centre, Private Bag X709, Gamalakhe, 4249.

**FOR ATTENTION** : Human Resource Manager

**NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date.

**CLOSING DATE** : 13 October 2023

**POST 35/136** : **CLINICAL NURSE PRACTITIONER REF NO: GAM CHC 14/2023**

**SALARY** : Grade 1: R431 265 per annum  
Grade 2: R 559 686 per annum  
Other Benefits: 13th Cheque plus 12 % rural allowance, Housing allowance (employee must meet prescribed requirements) and Medical Aid (Optional)

**CENTRE REQUIREMENTS** : Gamalakhe CHC-Outreach  
Senior Certificate (Grade 12), Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration Certificate as General Nurse and Primary Health Care Nurse. Current registration with SANC (2023 Receipt). Experience: **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing, after registration as a Professional Nurse with SANC in General Nursing and Midwifery. **Grade 2:** A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and midwifery of which 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills and Competencies: Knowledge of nursing care processes and procedures, nursing statutes and other relevant

legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients' Rights Charter, Labour Relations Act, Grievance procedures, etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and Counselling. Financial and budgetary knowledge. Good in-sight of procedures and policies pertaining to nursing care. Computer skills in basic programs. Driving skills.

**DUTIES** : Provision of an integrated primary health care services to the community and refer to relevant structures for further management. Provision of good quality care according to National Core Standards, ideal clinic components and PHC package. Provide quality comprehensive community health care by promoting preventative, Curative and rehabilitative services for the clients and the community. Co-ordinate services within the facility and in the community e.g. Adolescents and Youth, Mom connect and CCMDD services. Screening, diagnosis, treatment and care. Supervise all Community Health Workers and other OTLs. Management of all resources for quality care. Ensure the availability of medication, essential equipment and supplies and proper utilization thereof. Collect, verify and validate all outreach statistics. Conduct trainings of CHWs and OTLs. Write all standard reports of the Outreach teams. Monitor profiling of community households. Attend Sukumasakhe meeting of all Wards within the catchment area. Monitoring and evaluation of all priority indicators performance. Organize and supervise all Phila Mntwana centers, Adherence clubs and Pack-up points. Apply strategies to improve all health indicators. Strengthen and ensure implementation of IDEAL clinic strategies. Motivate staff regarding development in order to increase level of expertise and assist. patients and families to develop a sense of self care. Advocate for Nursing Professionalism and Ethics.

**ENQUIRIES** : Ms. GB Tshiseka Tel No: (039) 318 1113

**APPLICATIONS** : all applications should be forwarded to: The Chief Executive Officer, Gamalakhe Community Health Centre, Private Bag X709, Gamalakhe, 4249.

**FOR ATTENTION** : Human Resource Manager

**NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date.

**CLOSING DATE** : 13 October 2023

**POST 35/137** : **PROFESSIONAL NURSE SPECIALTY (OPHTHALMOLOGY) REF NO: CBH37/ 2023 (X1 POST)**

**SALARY** : Grade 1: R431 265 – R497 193 per annum  
Grade 2: R528 696 - R645 720 per annum  
Other Benefits: Medical Aid: optional, commuted overtime, 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 post basic 1 year specialized qualification in Ophthalmology accredited with SANC. 4 years experience in nursing after registration with SANC as General Nurse. Current SANC annual practicing certificate. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. Knowledge of SANC rules and regulations. Knowledge of nursing procedures, relevant acts and policies. Knowledge of Batho Pele and Patient's Rights Charter. Knowledge of code of conduct and labour relations. Good communication skills. Decision making and problem solving skills. Basic financial management.

**DUTIES** : Manage ophthalmic services as per policies /protocols/ rules and regulation of the DOH and SANC. Provide in –service training to all professional nurses in all facilities. Supervise staff and patient care. Demonstrate procedure to staff with the aim of capacitating them. Provide reports and QIPs as required by DOH standards. Participate in the planning for all ward activities and equipment. Manage all complications in the absence of the doctor and report. Ensure all policies and SOP's of the unit are updated. Ensure all protocols and guidelines are available and known by the staff in all facilities. Maintain ethics and professionalism conduct.

- ENQUIRIES** : Mrs. P.Z. Mbonambi Tel No: (035) 474 8402
- 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 (from 07:30am to 16:00pm- Monday to Friday).
- 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](http://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' responsibilities 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. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of all occupational categories in the Department and persons with disabilities should feel free to apply for the post. Preference will be given to African Male.
- CLOSING DATE** : 13 October 2023
- POST 35/138** : **OCCUPATIONAL HEALTH NURSE REF NO: EST/65/2023 (X1 POST)**  
Re-Advertisement
- SALARY** : Grade 1: R431 265– R497 193 per annum  
Grade 2: R528 696 – R645 720 per annum  
Other benefits:13<sup>th</sup> Cheque, Rural allowance, Medical Aid (Optional) and Home Owner Allowance (employee must meet prescribed
- CENTRE** : Estcourt District Hospital
- REQUIREMENTS** : Senior Certificate – Grade 12, Degree/Diploma in General nursing and Midwifery plus 1 year post basic Qualification in Occupational Health, Current registration with SANC as General Nurse and Occupational Health Nurse. Recommendations: Valid driver's licence. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Occupational Health. Knowledge, Skills and Competencies: Sound knowledge of Occupational Health and Safety Act No. 85/1993. Compensation for Occupational Injuries & Disease Act No. 130/1993 and other Public Service regulations. Ability to uphold high level of confidentiality. Computer skills in basic programs. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Ability to make independent decisions and adhere knowledge of infection, prevention and control policies. Ability to formulate patient care related policies.
- DUTIES** : Provide support and assistant to ensure optimal health status for all employees in the institution and clinics. Roll out Occupational Health programmes for the Hospital and Clinics. Conduct baseline medical surveillance, periodical and exit medical examinations for the Hospital and Clinics. Execute all duties, functions and responsibility in compliance with Occupational Health and Safety Act and other relevant legislation. Compile and submit occupational health statistics. Maintain accurate staff records and submit reports to relevant stakeholders. Ensure the unit complies with infection with infection prevention control as well as Occupational Health and safety policies. Advocate a proper health care treatment and willingness to respond to employee's needs, requirements and expectations. Maintain accreditation standards by ensuring compliance with norms and standards. Develop quality improvement plans, strategic, plan, policies and procedures for the unit. Manage and supervise effective utilisation of all resources i.e. Human, Financial, Material. Participate in disaster preparedness programs within the institution. Assist the unit manager with

		overall management and necessary support for effective functioning. Ensure proper utilization and safe keeping of basic medical, surgical, pharmaceutical and stock. Home visitation of sick staff.
<b><u>ENQUIRIES</u></b>	:	Mr. S.S. Manyathi Tel No: (036) 342 7094
<b><u>APPLICATIONS</u></b>	:	All documents to be posted to: The Chief Executive Officer, Estcourt District Hospital, Private Bag X7058, Estcourt, 3310 for the attention of Human Resource Section Or be hand delivered to Human Resource Office, (Estcourt Hospital) No. 01 Old Main Road Estcourt.
<b><u>NOTE</u></b>	:	Applications should be submitted on the new Z83 form obtainable from any Public Service Department or at <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> website and should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed. Please note that to due financial constraints no S&T will be considered for payment to candidates that are invited for interviews. This Department is an equal opportunity, Affirmative Action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. People with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	13 October 2023
<b><u>POST 35/139</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER GRADE1 OR GRADE 2: REF NO: ITSH33/2023 (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R431 265 per annum Grade 2: R528 696 per annum Other Benefits: 12% Rural Allowance, 13th Cheque, Housing Allowance (Employee must meet Prescribed Requirement and Medical Aid (Optional)
<b><u>CENTRE</u></b>	:	Itshelejuba Hospital: Pongola Clinic Gateway Clinic KwaNkundla Clinic Belgrade Clinic Ncotshane Clinic
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/ Grade 12 or Equivalent qualification, Degree/National Diploma in general nursing and Midwifery plus one year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), Current registration with SANC as a Professional Nurse General and Primary Health care plus, A minimum of four (4) years appropriate/ recognizable Nursing Experience as a General Nurse. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/ recognizable experience as General Nurse, <b>Grade 2:</b> A minimum of fourteen (14) appropriate/recognizable experiences as General Nurse. At least ten (10) of period must be appropriate/recognizable experience in PHC after obtaining the one year post basic qualification for the relevant specialty (PHC). Knowledge, Skills and Competencies Required: Knowledge and experience of Public Service Policies and Regulations, Sound Management and negotiation skills. Knowledge of Labour Relations, Clinical Competences, Knowledge of nursing care delivery approaches.
<b><u>DUTIES</u></b>	:	Provide quality comprehensive Primary Health Care by promoting, preventative, Curative and rehabilitative services for the clients in community in line with PHC re-engineering, Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care, Provide administrative services such as providing accurate statistics for evaluation and future planning identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization, Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care, Provide safe and therapeutic environment as laid down by the Nursing Acts, Occupational Health and Safety Acts and all other applicable prescripts, Plan and organise own work and that of support personnel to ensure proper nursing care, Be able to implement the institutional major incident (disaster) plan as required, Work as part of the multidisciplinary team to ensure good nursing care, Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required, Participate in the analysis and formulation of nursing SOP's and procedures, Provide direct and indirect supervision of all staff within the unit and give the guidance in support of the operational manager, Order and monitor appropriate level of consumables. Participate in clinical record audit and acts on GAPS identity, Work effectively, co-operatively and amicably with persons of diverse intellectual, culture, racial or religious differences, Display a concern for patients, promoting and

advocating proper treatment and care including willingness to respond to patient's need and expectations according to Batho Pele Principles, Promote quality of nursing care as directed by standards at primary health care facilities, Manage all resources within the facility effectively and efficiently to ensure optimum service delivery.

**ENQUIRIES  
APPLICATIONS**

: All enquiries should be directed to Ms. CN Mwelase Tel No: (034) 4134000  
: All applications must be addressed to Itshelejuba Hospital Private Bag X0047, Pongola, 3170 or Hand delivered to Human Resource Office. NB: Due to delays at Post Office applicants are encouraged to hand deliver, courier the applications or email to Slindokuhle.sithole@kznhealth.gov.za

**NOTE**

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

**CLOSING DATE**

: 13 October 2023

**POST 35/140**

: **PROFESSIONAL NURSE SPECIALTY OPERATING THEATRE REF NO:  
ITSH 38/2023**

**SALARY**

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

**CENTRE  
REQUIREMENTS**

: Itshelejuba Hospital  
: **Grade 1:** Matric Senior Certificate (Grade 12). Degree/Diploma in General nursing or equivalent qualification that allows registration with the SANC as a professional nurse and midwife plus one (1) year post basic qualification in specialty (Diploma in Operating Theatre Technique). A minimum of four years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** Matric Senior Certificate (Grade 12). Degree/Diploma in General nursing or equivalent qualification that allows registration with the SANC as a professional nurse and midwife plus one (1) year post basic qualification in Specialty (diploma in Operating Theatre Technique). A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC in General Nursing and Midwife. At least ten years of the period referred to above must be recognizable experience in the specific Specialty after obtaining the relevant one (1) year Post Basic qualification required for the relevant Specialty. Current registration with SANC as General Nurse, midwife and operating theatre. Knowledge, Skills, Training & Competencies Required: Knowledge of nursing care process procedures, nursing statuses and other relevant legal framework. Knowledge of public services regulation, Disciplinary Code, Human Resources policies. Hospital Generic and specific policies, financial and budgetary knowledge pertaining to the relevant resources under management. Knowledge and experience in implementation of Batho Pele Principles and Patients, Rights Charter, Code of Conduct. Ability to function well within a team, Good communication skills (verbal, written). Knowledge of national Core standards.



<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care provided within the set standards i.e. Professional/legal. Maintain accurate and complete patient's records according to legal requirements. Compilation and analysis of statistics. Participate in auditing of clinical charts and develop QIPS. Participate in the implementation of National Core Standards, guidelines, protocols. Effective, Efficient and economical use of allocated Resources. Provision of effective support to Nursing Services. Assist in supervision and Development of staff. Participate in training and research and programmes EG. IPC, Quality assurance. Scrubbing for minor and major operations. Provide safe, therapeutic and hygienic environment for patients, visitors and staff. To participate in the care of swabs and instruments in theatre. To provide immediate care to all patients who have been operated. To prepare for the operations ensuring smooth running of the theatre. Maintain professional Growth/ ethical Standards and self-Development. Promote good working relationships with multidisciplinary team. Ensuring the availability of necessary basic equipment and stock. Manage Resources.
<b><u>ENQUIRIES</u></b>	:	All enquiries should be directed to Ms. JN Mthenjana Tel No: (034) 413 4000
<b><u>APPLICATIONS</u></b>	:	All applications must be addressed to Itshelejuba Hospital Private Bag X0047, Pongola, 3170 or Hand delivered to Human Resource Office. NB: Due to delays at Post Office applicants are encouraged to hand deliver, courier the applications or email to Slindokuhle.sithole@kznhealth.gov.za
<b><u>NOTE</u></b>	:	Applications must be submitted on the new Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. The reference number must be indicated in the column provided on z83. E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.
<b><u>CLOSING DATE</u></b>	:	13 October 2023
<b><u>POST 35/141</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALTY-ORTHOPEADIC REF NO: ITSH 39/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R431 265 per annum Grade 2: R528 696 per annum Other Benefits: 12% Rural Allowance, 13th Cheque, Housing Allowance (Employee must meet Prescribed Requirement and Medical Aid (Optional)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Itshelejuba Hospital (Out Patient Department) Senior Certificate/ Grade 12 or equivalent qualification. Degree/ National Diploma in General nursing and Midwifery. One year Post Basic Qualification in the Speciality- Diploma in Orthopaedic Nursing. A minimum of four years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/ recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least ten years of the period referred to above must be appropriate/recognizable experience in Orthopaedic Nursing Speciality after obtaining the 1 year Post Basic qualification in relevant specialty. Knowledge, Skills, Training & Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Good

communication skills, verbal and written leadership, interpersonal skills problem solving, conflict management and decision making skills. Co-ordination and liaison skills, Knowledge of public services policies Act, and Regulations, Knowledge of Labour Relations Act, disciplinary and grievances procedures, Knowledge of Nursing Act, Occupational Health and Safety Act of 1995. Knowledge and implementation of Batho Pele Principles, Patient's Rights Charter and Code of Conduct.

**DUTIES**

: Provide comprehensive, quality nursing care to patients/clients in speciality unit in a cost effective manner. Assist in planning, organizing and monitoring of objectives of the specialized unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including the awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele principles). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all national, provincial and professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff within the unit and give guidance. Order and monitor appropriate level of consumables. Ensure that equipment in the unit is adequate and is checked and in working order. Provide for a safe, therapeutic and hygienic environment. Work effective and amicably at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate and understanding of Human Resource and financial management policies and procedures. Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient's records. To deliver quality nursing care to orthopaedic patients in the ward, OPD and clinics. To offer patients by assessing, collecting interpreting information on orthopaedic clients and prescribing interventions. Assist in the formulation of policies and procedures for nursing services and to ensure that this is keeping with the current statutory regulations, guidelines and code of ethics. To co-operate the multidisciplinary health team in the provision of quality holistic and individualized patient care. To facilitate experiential training for neophyte nurses allocated in the unit.

**ENQUIRIES  
APPLICATIONS**

: All enquiries should be directed to Ms. JN Mthenjana Tel No: (034) 413 4000  
 : All applications must be addressed to Itshelejuba Hospital Private Bag X0047, Pongola, 3170 or Hand delivered to Human Resource Office. NB: Due to delays at Post Office applicants are encouraged to hand deliver, courier the applications or email to Slindokuhle.sithole@kznhealth.gov.za

**NOTE**

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

**CLOSING DATE**

: 13 October 2023

**POST 35/142** : **PROFESSIONAL NURSE: ADVANCED MIDWIFERY SPECIALTY REF NO: RCH34/2023 (X1 POST)**

**SALARY** : R431 265 per annum. Plus 8% Rural Allowance 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet prescribed)

**CENTRE** : Richmond Clinic-Richmond Hospital

**REQUIREMENTS** : Degree/Diploma in General Nursing plus 1 year post basic qualification in Advance Midwifery. Registration with SANC as a General Nurse, as an advanced Midwife. A minimum of 4 years appropriate/recognizable experience as a General Nurse. **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience as a General Nurse and 1 year in the specialty (Advanced Midwifery). **Grade 2:** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant specialty (Advanced Midwifery). NB: Certificate of service from previous employers is compulsory (only when shortlisted), please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management (only when shortlisted). Knowledge, Skills and Competencies Required for the post: Demonstrate understanding of nursing legislation and related and ethical nursing practices within a primary health care environment. Demonstrate a basic understanding of HR and financial policies and practices. Good communication skills. Good interpersonal skills.

**DUTIES** : Perform clinical nursing practice in accordance with the scope of practices 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 multi-disciplinary team to ensure good nursing care to primary health care level. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial, or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient needs and expectations according to Batho Pele principles. Promote quality of nursing care as directed by standards at primary health facilities. Diagnose and manage obstetric emergencies in the absence of a doctor i.e. Eclampsia, APH etc. Identify high risk clients during ante-partum and post-partum manage them or refer them according to policy. Develop mission and vision and objective for obstetric unit. Develop, implement and review obstetric policies and procedures. Facilitate facility perinatal Mortality review or meeting. Know South African Nursing Council rules and regulations pertaining to obstetrics. The incumbent will be expected to work overtime and extended hours.

**ENQUIRIES** : Mrs. N.A Mbana Tel No: (033) 212 2170

**APPLICATIONS** : All applications to be posted to: The Acting Chief Executive Officer, Richmond Hospital, Private Bag X133, Richmond, 3780.

**FOR ATTENTION** : Mrs.SR Ranjoomia

**NOTE** : The applicants must include only completed and signed new Z83, Obtained from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of identity Documents, Senior Certificate, and the highest required qualification as well as driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.

**CLOSING DATE** : 13 October 2023

**POST 35/143** : **PROFESSIONAL NURSE: ADVANCED MIDWIFERY SPECIALTY RCH35/2023 (X1 POST)**

**SALARY** : R431 265 per annum. Plus 8% Rural Allowance 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet prescribed)

**CENTRE** : Richmond Clinic-Richmond Hospital

**REQUIREMENTS** : Degree/Diploma in General Nursing plus 1 year post basic qualification in Advance Midwifery. Registration with SANC as a General Nurse, as an advanced Midwife. A minimum of 4 years appropriate/recognizable experience as a General Nurse. **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience as a General Nurse and 1 year in the specialty (Advanced Midwifery). **Grade 2:** Experience: A minimum of 14 years

appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant specialty (Advanced Midwifery). NB: Certificate of service from previous employers is compulsory (only when shortlisted), please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management (only when shortlisted). Knowledge, Skills and Competencies Required for the post: Demonstrate understanding of nursing legislation and related and ethical nursing practices within a primary health care environment. Demonstrate a basic understanding of HR and financial policies and practices. Good communication skills. Good interpersonal skills.

**DUTIES**

: Perform clinical nursing practice in accordance with the scope of practices 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 multi-disciplinary team to ensure good nursing care to primary health care level. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial, or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient needs and expectations according to Batho Pele principles. Promote quality of nursing care as directed by standards at primary health facilities. Diagnose and manage obstetric emergencies in the absence of a doctor i.e. Eclampsia, APH etc. Identify high risk clients during ante-partum and post-partum manage them or refer them according to policy. Develop mission and vision and objective for obstetric unit. Develop, implement and review obstetric policies and procedures. Facilitate facility perinatal Mortality review or meeting. Know South African Nursing Council rules and regulations pertaining to obstetrics. The incumbent will be expected to work overtime and extended hours.

**ENQUIRIES**

: Mrs. N.A Mbana Tel No: (033) 212 2170

**APPLICATIONS**

: All applications to be posted to: The Acting Chief Executive Officer, Richmond Hospital, Private Bag X133, Richmond, 3780.

**FOR ATTENTION NOTE**

: Mrs.SR Ranjoomia

: The applicants must include only completed and signed new Z83, obtained from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of identity Documents, Senior Certificate, and the highest required qualification as well as driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.

**CLOSING DATE**

: 13 October 2023

**POST 35/144**

: **PROFESSIONAL NURSE GRADE 1&2 SPECIALTY- PAEDIATRIC REF NO: LRH 58/2023 (X1 POST)**

**SALARY**

: Grade 1: R431 265 – R497 193 per annum  
Grade 2: R528 696 – R645 720 per annum  
Other Benefits: 13<sup>th</sup> Cheque, Housing Allowance (employees must meet the prescribed requirements), (Medical Aid optional), 8% inhospitable rural allowance.

**CENTRE**

: Ladysmith Regional Hospital

**REQUIREMENTS**

: Grade 12 (Senior Certificate) or equivalent qualification. Diploma/Degree in General nursing and Midwifery. Current Registration with SANC (2023). A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in child nursing or critical care Nursing Science. appropriate/recognisable experience after registration in the specialty is recognised to determine the salary on appointment. only certificate/s of service from the previous employer/s in the specialty is recognised for this purpose. **Grade 1:** A minimum of 4/four years appropriate/recognizable experience after registration with SANC as a General Nurse Plus one year Post Basic Qualification in child nursing science or intensive / critical care Nursing Science or Neonatal Nursing science. **Grade 2:** A minimum of 14 years appropriate/recognizable experience after registration with SANC as a General Nurse. At least 10 years of the period mentioned above must be appropriate/recognizable experience after obtaining one year Post Basic Qualification in child nursing science or intensive /critical care Nursing Science or Neonatal

Nursing Science. NB: only shortlisted candidates will be required to submit certified documents and certificate of service on or before day of the interview following communication from HR. Knowledge, Skills and Experience Required: Knowledge of nursing care process and procedures and other relevant legal framework. Labour relations and Grievance procedures. Good communication and interpersonal skills. Ability to make independent decisions. Good interpersonal skills including public relations, conflict handling and counselling. Expertise in clinical nursing practices. Working as an independent practitioner in the ward environment. Team building and supervisory skills. In depth Knowledge of Acts, Policies, Procedures, Prescripts and Legislations.

**DUTIES** : Provide optimal holistic specialised quality nursing care with set standards and relevant legal framework. Implement neonatal / child Health care programmes. Develop and implement quality assurance policies and operational plans. Implement standards, practices, criteria and indicators for quality nursing care (quality practice). Ensures provision of optimal, holistic, specialized care in accordance with laws and regulations relevant to nursing and health care in the Unit. Provide a safe, therapeutic and hygienic environment for the patient. Maintain clinical, professional and ethical standards. Maintain a constructive working relationship with the multi-disciplinary team. Assist with the administration and management of the Unit. Provide direct and indirect supervision. Ensure effective and efficient management of resources and availability of essential equipment. Support the Mother Baby friendly initiative. Participate in nursing audits and maintain accurate records. Train and supervise junior staff on neonatal programmes.

**ENQUIRIES** : Ms. T.M. Buthelezi Tel No: (036) 637 2111

**APPLICATIONS** : All applications should be emailed to [LadysmithHospitalJobApp@kznhealth.gov.za](mailto:LadysmithHospitalJobApp@kznhealth.gov.za) or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370

**FOR ATTENTION** : Mr S.L.Dlozi

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

**CLOSING DATE** : 13 October 2023

**POST 35/145** : **PROFESSIONAL NURSE GRADE1&2 SPECIALTY-OPERATING THEATRE& CSSD REF NO: LRH 60/2023 (X2 POSTS)**

**SALARY** : Grade 1: R431 265 – R497 193 per annum  
Grade 2: R528 696 – R645 720 per annum  
Other Benefits: 13<sup>th</sup> Cheque, Housing Allowance (employees must meet the prescribed requirements), (Medical Aid optional), 8% inhospitable rural allowance.

**CENTRE** : Ladysmith Regional Hospital

**REQUIREMENTS** : Senior Certificate/Grade 12. Degree/Diploma in General Nursing and Midwifery PLUS. Current registration with SANC (2023 Receipt). Registration certificates with SANC IN General Nursing and Midwifery Plus. A post-basic

nursing qualification with a duration of at least 1 year accredited with SANC in Theatre Tech Nursing Science. appropriate/recognisable experience after registration in the specialty is recognised to determine the salary on appointment. Only certificate/s of service from the previous employer/s in the specialty is recognised for this purpose. **Grade 1:** A minimum of 4 years appropriate recognizable experience in Nursing after Registration as a Professional Nurse General with the SANC. A post-basic qualification with a duration of at least 1 year Accredited with the SANC of SA in Theater tech. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after Registration as a Professional Nurse with the SANC in General Nursing and Midwifery. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific Specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Knowledge, Skills and Experience Required: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs requirements and expectations (Batho-Pele).

**DUTIES** : To execute duties and functions with proficiency within prescripts of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. Assist Operational Manager with overall management and necessary support for effective functioning. To provide nursing care that lends itself to improve service delivery by upholding Batho-Pele Principles. Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Ensure the provision and supervision of patients' needs. Promote health for clients. Evaluate patient care programmes from time to time and make proposals for improvement.

**ENQUIRIES** : Ms. T.M. Buthelezi Tel No: (036) 637 2111  
**APPLICATIONS** : All applications should be emailed to [LadysmithHospitalJobApp@kznhealth.gov.za](mailto:LadysmithHospitalJobApp@kznhealth.gov.za) or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370

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

**CLOSING DATE** : 13 October 2023

<b><u>POST 35/146</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE (CONDITIONAL GRANT) REF NO: ETH DO 10/2023 (X1 POST)</u></b> Nature of appointment: Permanent
<b><u>SALARY</u></b>	:	R424 104 per annum (Level 09). plus benefits 13 <sup>th</sup> cheque, homeowner's allowance employers' contribution to pension and medical aid (optional – employee must meet prescribed conditions)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Ethekwini District Office Bachelor degree/ National Diploma in Financial Management/ Cost & Management Accounting/ Financial Accounting, 3-5 years supervisory experience in Public Service within Financial Administration/Management component (Accounts payable, voucher control, budget & expenditure management and reporting). Valid driver's license. Knowledge, Skills, Training and Competencies Required: Detailed knowledge of budgeting and financial management area of operation and associated processes. Ability to communicate with all stakeholders and role –players at all levels in clear and unambiguous language. Good knowledge of Public Finance Management as well as relevant Acts and Regulations Sound Management, negotiation, interpersonal and problem solving skills. Knowledge of Labour Relations, discipline and grievance procedure. Good Organizational and Planning skills and ability to make independent decisions. Knowledge of departmental and transversal systems e.g. (PERSAL, Vulindlela and BAS). Numerical skills and understanding of grant funding management. Knowledge of MS office Software applications.
<b><u>DUTIES</u></b>	:	Facilitate development of grant funding business plan per financial year, Coordinate, manage and collate/consolidate budget estimates for grant funding as per business plans, Facilitate the division/distribution of the budget allocation between all sub-programmes, Prepare, analyse and report on expenditure versus budget for the entire grant funding in the District, Manage, coordinate and provide guidance to cash flow meetings and spending patterns, Identify, rate and institute control measures to minimise financial risks in the district, Conduct analysis on the expenditure trend to determine whether budgetary allocations are in line with the envisaged output performance and targets as per business plan, Provide regular reports pertaining to the grant performance e.g. DORA reports, variance reports, etc, Manage the journalising process within the institution, Ensure correct staff linking and verification within objectives and responsibility, Manage resources with the sub-directorate and Conduct support visits to institutions within the district.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. S Moodley Tel No: (031) 273 5321 all applications should be forwarded to: Email to: <a href="mailto:Nolindo.bitshana@kznhealth.gov.za">Nolindo.bitshana@kznhealth.gov.za</a> Hand delivery: The HR Manager EThekwini District Office, 85 King Cetshwayo Highway Mayville Durban, 4000 Or Posted to: The HR Manager, EThekwini District Office, Private Bag X54318, Durban, 4000.
<b><u>FOR ATTENTION NOTE</u></b>	:	Mrs MR Mkhize Applications must be submitted on the NEW prescribed Application for Employment form (Z83) which must be originally signed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Detailed Curriculum Vitae must accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission only from shortlisted candidates. The Reference Number must be indicated in the column (Part A) provided on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification if shortlisted will have to provide an evaluation certificate from the South African Qualifications Authority (SAQA). Non- RSA Citizens/Permanent Residents/ Work Permit holders if shortlisted will be required to provide documentary proof. All employees in the Public Service that are presently on

the same salary level but on a notch/package above of the advertised post are free to apply.

- CLOSING DATE** : 13 October 2023
- POST 35/147** : **ASSISTANT DIRECTOR: HRM REF NO: IMBALCHC11/2023 (X1 POST)**
- SALARY** : R424 104 – R496 467 per annum. Allowances: 13th cheque, housing allowance and medical aid (employee must meet the prescribed requirements)
- CENTRE** : Imbalenhle CHC
- REQUIREMENTS** : Senior Certificate (Grade 12), Degree/ National Diploma in Human Resource Management, Public Administration or Public Management, PLUS, 3 to 5 years Supervisory experience in Human Resource Management, PLUS, PERSAL service record stamped and endorsed by HR Manager. Recommendations: Must be in possession of PERSAL and computer literacy certificate, Unendorsed valid driving license. Knowledge, Skills, Trainings and Competencies: Basic Conditions of Employment Act. Labour Relations Act. Public Service Act. Public Service Regulations. Computer Literacy. Communication skills (Verbal and Written). Presentation skills. Interpersonal skills. Organising skills. NB: Only shortlisted candidates will be required to submit certified copies of documents on or before the day of the interview.
- DUTIES** : Manage all Human Resources components i.e. Human Resource Practices, Human Resource Planning and development, Staff Relations and Employee Wellness. To ensure that Recruitment and Selection services are implemented in line with the departmental policies, Develop and implement the Human Resource Plan, Employment Equity Plan, and Workplace Skills Plan for the institution and monitor the implementation and adherence thereof. Participate in strategic and other planning processes within the institution. Develop human Resource policies that are in line with HR strategies of the department and ensure that they are implemented. Oversee the effective and efficient implementation of Performance and Development System. Identify training needs and ensure the implementation of suitable training programmes. Maintain discipline and ensure sound Labour Relations within the institution in terms of laid down policies and procedures. Ensure the high risks areas in human Resource Practices are effectively and efficiently managed guided by the departmental policies and procedures. Ensure adequate availability and efficient utilization and retention of staff. Plan, monitor and control the use of budget and other resources allocated to Human Resource Department. Management of the day to day functioning of the Human Resource Department in the institution to ensure the rendering of high quality HR services. Provide expert advice to management in all aspects of human Resource Management. Participation in the ideal clinic assessment.
- ENQUIRIES** : Mrs XNT Mtunzi at 063 406 3128
- APPLICATIONS** : must be forwarded to: Human Resources Department, Imbalenhle Community Health Centre, Private Bag X9104, Pietermaritzburg, 3200 or Hand delivered to the Office of the Chief Executive Officer at Imbalenhle Community Health Centre, Unit 3, Thwala Road, Imbali, Pietermaritzburg.
- CLOSING DATE** : 13 October 2023
- POST 35/148** : **ASSISTANT DIRECTOR: CONTRACT ADMINISTRATION REF NO: PMMH/ADCA/1/2023 (X1 POST)**  
Component: Contract Management- (reporting to Systems Management)
- SALARY** : R424 104 – R496 467 per annum (Level 09). Other Benefits: Home Owner Allowance (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional)
- CENTRE** : Prince Mshiyeni Memorial Hospital
- REQUIREMENTS** : Qualification: Degree/ National Diploma in Law/ Public Administration or equivalent qualification. Experience: 3-5 years clerical/ administrative experience functional in a contract management environment. Knowledge, Skills, Training and Competencies. Knowledge: Knowledge of PFMA, Treasury Regulations and applicable legislations governing contract management, internal policies. Understanding of different contracting models for implementation of projects. Ability to resolve contract related disputes and provide advices on handling of contract breaches. Policy development and implementation. Skills: Computer literacy in MS Office; Excellent writing, analytical, communication, presentation and facilitation skills; Stakeholder management and understanding of government processes, planning and



organising, problem solving, attention to detail, Self-starter with good negotiation skills, Ability to manage multiple tasks. Values/ Attributes: Innovation, concern for excellence, courtesy, drive & enthusiasm, interpersonal relations.

**DUTIES**

: Examine performance requirements and delivery schedules of services provided by private companies to ensure compliance with service level agreements. Advise management timeously of expiry of contracts. Identify service deficiencies and recommend strategies to reduce shortcomings. Manage and implement mutual acceptable amendments to the agreement, record all requested agreement changes, ensure they have been evaluated and record the nature of such changes. Develop internal & external communication plan that addresses formal meetings and required reports. Monitor, analyse and determine actions to ensure effective contract administration. Maintain the register of transversal contracts. Coordinate the development of Service Level Agreements and filling all signed contracts. Monitor and evaluate contract performance in line with the SLA. Monitor Compliance and control in contract management, coordinate improved service delivery. Manage resources of the Division.

**ENQUIRIES  
APPLICATIONS**

: Mr K.N Ngcobo Tel No: (031) 907 8615  
: to be forwarded to: The Human Resource Manager or Hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060.

**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](http://www.kznhealth.gov.za) or [www.dpsa.gov.za-vacancies](http://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/AD/PHARM/1/2023. 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](http://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**

: 13 October 2023

<b><u>POST 35/149</u></b>	:	<b><u>DENTAL THERAPIST REF NO: GAM CHC 15/2023</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R359 622 per annum Grade 2: R420 015 per annum Grade 3: R420 015 per annum Other Benefits: 13th Cheque plus 12 % rural allowance, Housing allowance (employee must meet prescribed requirements) and Medical Aid (Optional)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Gamalakhe CHC Senior Certificate (Grade 12), Degree in Dental Therapy plus Registration Certificate with HPCSA as Dental Therapist. Current registration with HPCSA (2023 Receipt). <b>Grade 1:</b> No Experience Required. <b>Grade 2:</b> Bachelor of Dental Therapy and a certificate of registration with the HPCSA plus 10 year's appropriate experience after registration as a Dental Therapist. <b>Grade 3:</b> Bachelor of Dental Therapist and certificate of registration with HPCSA plus 20 year's appropriate experience after registration as a Dental Therapist. Knowledge, Skills and Competencies: Knowledge and understanding of the legislative prescription governing the Public Service. Ability to communicate effectively with all levels of Staff and the public. Computer skills in basic programs and be able to work under pressure. Presentation, planning, organising, decision making and problem solving abilities.
<b><u>DUTIES</u></b>	:	Render clinical dental services within the institution, including travelling to the clinics. Ensure appropriate management and treatment of dental patients. Render quality oral health care to patients (whole spectrum: extractions, restorative care, preventative care, pathology, infection control, waste management, etc.) Ensure appropriate referral system of patients. Provide and ensure quality health care and information management including generation, collection, collation, and analysis of data. Implement departmental policies. Ensure oral health promotion and patient education. Participate in oral health month activities (i.e., screening, health talks, etc.) Conduct service need index screening at schools (OHI/OHE, Fluoride, referrals). Conduct oral health education to patients and identified groups (e.g. Wards, interdepartmental trainings, school children, clinics etc.)
<b><u>ENQUIRIES APPLICATIONS FOR ATTENTION NOTE</u></b>	:	Dr. PF Shongwe Tel No: (039) 318 1113 all applications should be forwarded to: The Chief Executive Officer, Gamalakhe Community Health Centre, Private Bag X709, Gamalakhe, 4249. Human Resource Manager The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date.
<b><u>CLOSING DATE</u></b>	:	13 October 2023
<b><u>POST 35/150</u></b>	:	<b><u>EMPLOYEE ASSISTANT PRACTITIONER (EAP) REF NO: SAH 35/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R359 517 – R420 402 per annum. Other Benefits: 13th cheque, home owners allowance (employee must meet prescribed requirements), medical aid (optional)
<b><u>CENTRE REQUIREMENTS</u></b>	:	St Andrews Hospital Senior Certificate (Standard 10/Grade 12) or equivalent plus, Bachelor's Degree/Diploma in Social Science/Social Work or National Diploma in Employee Wellness/Nursing/Healthcare and Therapy plus, Current registration with the relevant statutory body e.g. South African Council for Social Services Professions (SACSSP), South African Nursing Council, etc plus 3-5 years' experience in the Employee Wellness Field. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge, Skills and Competencies: Knowledge of the Public Sector, Employee Wellness and developing guidelines and Standards, Knowledge of Healthy Lifestyle Programmes, HIV/AIDS, Sick Leave, PILLIR, Stress Management, etc, Knowledge of National, Provincial and Departmental policies, prescripts and legislations, Knowledge of HIV/AIDS Counselling and crisis management, Ability to display problem solving and analytical thinking skills, Ability to display research analysis, presentation and excellent report writing and general,

Writing skills, Boasts project planning and management, change management and facilitation skills, Boasts time management, policy development, and communication and conflict Management skills, Boasts good interpersonal relations and the ability to deal with all levels of management, Boasts computer literacy, tact and diplomacy skills, Boasts planning, organizational and leadership skills, Boasts honesty and integrity, respect/courtesy and confidentiality, Boasts fairness and objectivity, diligence and loyalty, reliability, professionalism, innovative and team orientatedness, Ability to work under pressure.

**DUTIES** : Ensure the implementation and maintenance of policies and procedures that will address Employee Wellness Programme at institutional level, Establish and facilitate Employee Wellness Programmes based on policies, trends, needs and case analysis, and Monitor and evaluate the Employee Wellness Programme, and: Provide an assessment, referral, intervention and appropriate counselling and aftercare Services to employees at the institution based on relevant qualifications and experience, Market and Promote EWP services within the institution, Ensure the implementation of Special Programmes such as HCT, Financial Wellness, that Is, retirement planning, garnishee management, financial education, as well as Substance Abuse and absenteeism management, To ensure implementation and maintenance of policies and procedures that will address Employee Wellness Programme at institutional level, Establish and facilitate Employee Wellness Programmes, Monitor and evaluate the Employee Wellness Programme, Marketing and Promotion of Employee Wellness Programme within institution, Co-ordinate sport activities for staff at the facility.

**ENQUIRIES** : Ms NV Ndlovu Tel No: (039) 433 1955, ST Andrews Hospital Tel No: (039) 433 1955

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

**FOR ATTENTION** : Human Resources Management

**NOTE** : The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: [www.kznhealth.gov.za](http://www.kznhealth.gov.za), The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. SAH/03/2023. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents only Z83 and CV on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s).

**CLOSING DATE** : 13 October 2023

**POST 35/151** : **DENTAL THERAPIST (GRADE 1) REF NO: DANHC 35/2023 (X1 POST)**

**SALARY** : Grade 1: R359 622 – R408 201 per annum  
Grade 2: R420 015 – R477 771 per annum  
Grade 3: R491 676 – R595 251 per annum  
Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance:  
Prescribed requirements to be met. Prescribed requirements must be met.

<b><u>CENTRE REQUIREMENTS</u></b>	: Dannhauser CHC : Grade 12 senior certificate. Bachelor's Degree in Dental Therapy. Current registration with the HPCSA as a Dental Therapy. Driver's License. Experience: <b>Grade 1:</b> No experience after registration with the Health Profession Council of South Africa (HPCSA) as a Dental Therapist. Experience: <b>Grade 2:</b> A minimum of 10 years appropriate /recognisable experience after registration with HPCSA as a Dental Therapist. Experience: <b>Grade 3:</b> A minimum of 20 years appropriate /recognisable experience after registration with HPCSA as a Dental Therapist. Knowledge, Skills, Training and Competencies Required for the post: Knowledge and understanding of the legislative prescript governing the public service. Ability to communicate effectively with all levels of staff and the public. Computer literacy. Ability to work under pressure. Presentation, planning and organising skills. Ability to manage conflict and apply discipline. Decision making and problem solving skills.
<b><u>DUTIES</u></b>	: Render clinical dental services within the CHC including clinics. Ensure appropriate management. ensure appropriate management and treatment of dental patients. Render quality oral health care to patients. Ensure appropriate referral of patients. Provide and assure quality health care and information management including generation, collection, and analysis of data. Implement departmental policies. Ensure oral health promotion and patient education. Conduct oral health education to patients and identified group. Interdepartmental training, school children, clinics. Participate in oral health month activities. Conduct service index screening at schools. Carry out any clinical duties as allocated by the supervisor. Responsible for dental extractions. Take dental impressions and dental radiograph. Recognise, identify and interpret abnormalities and common pathology.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Dr Mtshali Tel No: (034) 621 6188 : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 or Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080.
<b><u>FOR ATTENTION NOTE</u></b>	: Mrs DBP Buthelezi : Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae (ONLY). Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Preference will be given to African Male.
<b><u>CLOSING DATE</u></b>	: 13 October 2023
<b><u>POST 35/152</u></b>	: <b><u>OCCUPATIONAL THERAPIST REF NO: DANCHC 32/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	: Grade 1: R359 622 – R408 201 per annum Grade 2: R420 015 – R477 771 per annum Grade 3: R491 676 – R595 251 per annum Other benefits: 13th Cheque, Medical Aid (Optional), Rural Allowance and Housing allowance: Prescribed requirements to be met.
<b><u>CENTRE REQUIREMENTS</u></b>	: Dannhauser CHC : Grade 12(Senior Certificate) or equivalent qualification. Degree in Occupational Therapist. Current registration with HPCSA as an Occupational Therapist. Driver's license. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. experience: <b>Grade 2:</b> A minimum of 10 years appropriate /recognisable experience as Occupational Therapist after registration with HPCSA as an Occupational Therapist.

Experience: **Grade 3:** A minimum of 20 years appropriate /recognisable experience as Occupational Therapist after registration with HPCSA as an Occupational Therapist. Knowledge, Skills, Training and Competencies Required for the post: Sound knowledge of the current Health and Public Service Legislation, Regulations and Policies. Sound knowledge in the application of clinical Occupational Therapy theory, practice and ethics. Good communication, team building and problem solving skills. Demonstrate leadership ability, discipline and interpersonal relationship skills. Ability to communicate in a professional manner at all times.

**DUTIES** : To provide high quality diagnostic and therapeutic Occupational Therapy services according to patients needs and to provide patients with factual information on occupational therapy. Provision of mental health groups and individual therapy within allocated wards and as per the expectation of the respective multi-disciplinary team. Ensure the provision of high quality vocational rehabilitation services to patients and the management of these projects. Execute all clinical procedures and programs competently utilizing available resources effectively and efficiently. Compile reports and memos as required within the ambit of the delegations and environment. To participate and contribute to the overall wellbeing of the patients in the multi-disciplinary team effort in treatment and psychosocial rehabilitation of patients. Active involvement in creation and implementation of psychosocial rehabilitation programs and activities. To maintain and demonstrate commitment to continuous professional development programs. To maintain clinical profiles on individual patients. To promote the implementation of Batho Pele Principles in the execution of duties for effective service delivery. Supervise allocated community services trainee according to the agreement with the department and contribute to related training activities. Manage allocated human resources including supervision and performance appraisal according to regulations of the department, public service and the HPCSA.

**ENQUIRIES** : Dr FP Mtshali Tel No: (034) 621 6188  
**APPLICATIONS** : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 or Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080.

**FOR ATTENTION** : Mrs DBP Buthelezi  
**NOTE** : Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae (ONLY). Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Preference will be given to African Male.

**CLOSING DATE** : 13 October 2023

**POST 35/153** : **SENIOR SYSTEMS MANAGEMENT OFFICER REF NO: CJMH 25/2023 (X1 POST)**  
those who had previously applied need to re- apply.

**SALARY** : R359 517 per annum (Level 08). Other benefits: 13<sup>th</sup> Cheque, Medical Aid (Optional), Home owners Allowance (Employee must meet prescribed requirements)

**CENTRE** : Charles Johnson Memorial Hospital  
**REQUIREMENTS** : Grade 12 / Senior Certificate. Three years Bachelor Degree/National Diploma in Public Administration, Public Management plus at least three years (3) appropriate experience in Systems Component. Only shortlisted candidates will be required to submit proof of current and previous experience endorsed by HR department. Recommendation: Computer literacy. Valid driver's license.

		Knowledge, Skills Training and Competencies Required: Knowledge and experience in Public Service, PFMA, Treasury Regulation, Legislation ETC. Knowledge of Labour Relations. Leadership skills and ability to supervise. Good communication and interpersonal relations. Management discipline and grievance skills. Cross culture awareness.
<b><u>DUTIES</u></b>	:	To ensure proper management and optimal usage in cost effective manner, and maintaining the overall control of the following areas: Laundry Services, Registry Cleaning Services, Telecommunication Services, registry, Information Systems and Technology services, Gardening and Grounds Services, Patient Administration, Mortuary, Housekeeping, Security services, Transport services and Catering services within the institution. Training and development of staff to deliver efficient exercise budget and expenditure control. Implement, monitor and evaluate staff performance management in the various departments under your control. Monitor and advise contractors in order to deliver quality services. Maintain adequate availability and efficient utilization of staff in all sub-section. Oversee risk management systems at the institution to ensure that an effective, up to date disaster and major incident management plans are maintained. Render expert advice to management on matters relating to systems administration to ensure compliance with all statutory regulations. Contribute as member of multi-disciplinary management team towards the effective and efficient management of the institution. Deputizing as the systems head in the absence of the Assistant Director: facilities management.
<b><u>ENQUIRIES</u></b>	:	Mr. T. D. Ndaba Tel No: (034) 271 6410
<b><u>APPLICATIONS</u></b>	:	All application should be forwarded to: zanele.zwane@kznhealth.gov.za or Hand delivered to Registry Office, Lot 92, Hlubi Street C. J. M. Hospital, Nqutu, 3135.
<b><u>FOR ATTENTION</u></b>	:	Human Resource Manager
<b><u>NOTE</u></b>	:	Due to cost containment no S&T or relocation expenses will be paid.
<b><u>CLOSING DATE</u></b>	:	13 October 2023. No late applications beyond 16h00 of the closing date will be considered.
<b><u>POST 35/154</u></b>	:	<b><u>DIAGNOSTIC RADIOGRAPHER GRADE 1, 2 &amp; 3 REF NO: LRH 57/2023 (X1 POST)</u></b> Component: Radiology
<b><u>SALARY</u></b>	:	Grade 1 R359 622 - R408 201 per annum Grade 2: R 420 015 - R477 771 per annum Grade 3: R 491 676 - R595 251 per annum Other Benefits: 13th Cheque, Housing Allowance (employees must Meet the prescribed requirements), (Medical Aid Optional)
<b><u>CENTRE</u></b>	:	Ladysmith Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Matric) Certificate. National Diploma/Degree in Diagnostic Radiography. Registration with the HPCSA as a Diagnostic Radiographer (Independent Practice). Current registration as a Diagnostic Radiographer (2023/2024). <b>Grade 1:</b> No Experience after registration with HPCSA in respect of RSA qualified who have performed community services, and 1 year appropriate/recognizable experience in respect of foreign qualified not required to perform community service. <b>Grade 2:</b> minimum of 10 years appropriate/recognizable experience after registration as a Radiographer with the HPCSA in respect of RSA qualified who have performed community services, and 11 year appropriate/recognizable experience after registration as a Radiographer with the HPCSA in respect of foreign qualified not required to perform community service. <b>Grade 3:</b> Minimum of 20 years appropriate/recognizable experience after registration as a Radiographer with the HPCSA in respect of RSA qualified who have performed community services, and 21 year appropriate/recognizable experience after registration as a Radiographer with the HPCSA in respect of foreign qualified not required to perform community service. NB: only shortlisted candidates will be required to submit certified documents and certificate of service on or before day of the interview following communication from HR. Knowledge, Skills, Training and Competences Required. Sound knowledge of Diagnostic Radiography procedures, including computed tomography and fluoroscopy, and equipment. Sound knowledge of radiation control and safety measures. Computer literacy. Knowledge of relevant Health and Safety Acts. Ability to communicate effectively and problem solving skills. Good interpersonal relations and ability to perform well within a team. Ability to perform basic quality assurance tests.

- DUTIES** : To provide high quality Diagnostic Radiographic service according to patient needs. To promote good health practices and ensure optimal care of patients. To execute all clinical procedures competently to prevent complications. To provide a 24 hour radiographic service including weekends and public holidays. To perform reception, clerical duties as required. To compile reports as required in working environment. To comply with safe radiation protection standards. To contribute to the overall work process in the component. To comply with and promote Batho Pele principles. To inspect and utilize equipment professionally and thus ensure compliance with safety regulations. To participate in quality assurance and quality improvement projects. To participate and comply with National core standards.
- ENQUIRIES APPLICATIONS** : Mr. B. Mbana (Assistant Director Radiography) Tel No: (036) 6372111  
: should be emailed to [LadysmithHospitalJobApp@kznhealth.gov.za](mailto:LadysmithHospitalJobApp@kznhealth.gov.za) or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.
- FOR ATTENTION NOTE** : Mr S.L.Dlozi  
: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. (Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application only when shortlisted). The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.
- CLOSING DATE** : 13 October 2023
- POST 35/155** : **SOCIAL WORKER REF NO: CBH36/2023**
- SALARY** : Grade 1: R294 411 - R338 712 per annum  
Grade 2: R359 520 - R410 289 per annum  
Other benefits: Medical aid (optional), 13th cheque, Housing allowance:  
Employee must meet the requirements.
- CENTRE REQUIREMENTS** : Catherine Booth Hospital  
: Grade 12/ Senior certificate, Bachelor degree of Social Work, Current, registration with the South African Council for Social Services Professions, Driver's license, Applicants in possession of foreign qualifications, only shortlisted candidates will submit an evaluation certificate from the South African Qualification Authority (SAQA), **Grade 1:** No experience required, **Grade 2:** Ten (10) years experience after registration with the South African Council for Social Services Professions as a social worker. Sound knowledge and understanding of human behaviour, Department of Health Legislations, Framework, Regulations, Conflict Management, Groups Facilitation, Family Therapy, counselling, decision making, problem solving ability to work under pressure with good tact diplomacy, advocacy, understanding DOH referral path ways, Time management, Policy Development , Planning and organizing skills, Good Interpersonal relations, communication, facilitation presentation and report writing, innovation skills, sound professional and ethical behaviour, including professionalism, team orientation and good working relation with multidisciplinary team member, reliability , integrity and confidentiality.
- DUTIES** : Ensure the rendering of Social Work Programs which are in line with Psychosocial Rehabilitation to Mental Health Care Users, To conduct home visit to assess the home circumstances and support system of the mental

health care user, To obtain information about Mental Health Care user and family with an aim of assessing their personal and home circumstances, Identify and make the recommendations on the appropriate interventions required to render Psychosocial Rehabilitation, Family Therapy, Family, Reunification and Community integration in line with Mental Health Act no 17 of 2023, Rendering individual counselling , Group Therapy and Community meetings to state presidents Patients, their families and community for successful reintegration, Ensure rendering of Quality Social Work services to Mental Health Care Users and their family and communities, Adhere to the Referral Pathway of Department of Health as Provided for in the National Health Policy Framework and Strategic Plan, Study, interpret, apply and give information on legislation and policies in the identified work field to social auxiliary workers, students, volunteers and the other role players or stakeholders, Perform all the statutory functions applicable to the relevant function, compile court reports and attend to court enquiries and the other task emanating from the courts, Monitor and study social service, legal and policy framework continuously, undertake first level Social Work Research and Developments, engage in continuous professional development as prescribed.

**ENQUIRIES  
APPLICATIONS**

: Dr SM Dlula (Acting Medical Manager) Tel No: (035) 474 8407/8/9  
 : All application should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or hand delivered to Kwa-Khoza Reserve, Ezingwenya area, Amatikulu, 3801 (from 07:30am to 16:00pm- Monday to Friday).

**NOTE**

: The following documents must be submitted: Application for employment form (Z83 form), obtainable at any Public Service Department or from the website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za) and a comprehensive CV indicating three reference persons: Names and contact numbers, Therefore only shortlisted candidates for a post will be required to submit certified copies of qualification/s and other relevant documents on or before the day of the interview following communication from HR, A 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. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of all occupational categories in the Department and persons with disabilities should feel free to apply for the post. Preference will be given to African Male.

**CLOSING DATE**

: 13 October 2023

**POST 35/156**

: **ADMINISTRATION CLERK SUPERVISOR (GENERAL) REF NO: VRH 15/2023**

**SALARY**

: R294 321 per annum (Level 07). Plus 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)

**CENTRE  
REQUIREMENTS**

: Vryheid District Hospital  
 : Senior Certificate / Matric grade 12. 3-5 years' experience in Clerical / Administrative experience in patients records Administration in a Hospital environment, Valid driver's license. NB: Proof of working experience endorsed by Human Resource, will be required from shortlisted candidates (service certificate). Recommendation Registry management course and /or records management course will be an added advantage. Knowledge, Skills, Training and Competencies Required: Possess knowledge of the functions and regulations applicable to the area of operation. Applicable Public service policies, legislations and procedures including but not limited to Batho Pele Principles, Labour Relations Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, and Public Finance Management Act. Possess sound knowledge of Department of health general filing system, disposable procedures, Standard Operating Procedures for filing and Hospital Fees Manual. Be computer literate with proficiency in Ms Word, Excel, Outlook and PowerPoint applications and knowledge of IT equipment operation e.g., including printer, copier, facsimile, scanner and data-projects. Information and record management, including collection, collation and dissemination of data/statistics. Have report writing skills. Have advance written communication, verbal and non-verbal skills. Have good financial



management, time management, team building and organisational skills. Excellent analytical and problem solving skills. Have good telephone etiquette and people's skills. Have sound organizational skills and able to operate independently to act with tact and discretion. Be willing to work shifts whenever it is required.

**DUTIES** : Ensure maintenance, storing and retrieving of all manual and electronic medical records within the facility's patient records department in accordance with applicable policies and guidelines designed to facilitate effective and efficient handling of records. Ensure mortuary department within the hospital complies with recommended standards for Mortuary facilities and Departmental policy directives. Ensure effective and efficient Porter and messenger services. Design and ensure implementation of records retention and disposal schedules, also advising on policies and records classification systems. Facilitates the development of the structure of health information management system that is easily accessible, organized, protects patients confidentiality and compliant to policy directives and procedures. Effectively manage all resources allocated to the component. Ensure that patients information is maintained, stored and properly managed to enable the efficient retrieval and filing thereof. Ensure the collection and verification of patient related information/statistics and the development of reports in support of accurate and timeous management reporting processes. Ensure Proper Management and control of MVA Patients files. Ensure the proper management of attorney applications for patient records. Champion the E Health system at the hospital and HPRS systems at clinics. Be responsible for management control and monitoring of revenue collection at the admission section. Oversee and report on the status of patient records administration at clinics.

**ENQUIRIES** : Mr S Pillay (Assistant Director Facilities management) Tel No: (034) 982 2111, ext. 5927

**APPLICATIONS** : All applications should be forwarded to: Assistant Director: HRM, Vryheid District Hospital, Private Bag X9371, Vryheid, 3100 or be hand delivered at Human Resource Office no 9. NB: Applicants are encouraged to used courier service since we are experiencing challenges with post office.

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

**CLOSING DATE** : 20 October 2023

**POST 35/157** : **ADMINISTRATIVE CLERK SUPERVISOR-GENERAL REF NO: NDH 2023/21 (X1 POST)**

**SALARY** : R294 321 per annum (Level 07). Plus 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

**CENTRE** : Northdale Hospital  
**REQUIREMENTS** : Senior Certificate (Grade 12) or equipment qualification. 3-5 years appropriate experience in Patient Administration. Certificate of service endorsed by HR department. NB: Only shortlisted candidates will be required to submit certified

document on or before the day of the interview following communication from HR. Recommendation: Unendorsed/Valid driver's License. Computer Literacy. Knowledge, Skills and Competencies Required for the post: Knowledge of legislative, prescripts governing the public service e.g. treasury regulations, archives act, hospital fees manual, practice notes and any other related acts. Knowledge of uniform patient fees schedule and ICD 10 coding. Strong leadership qualities good decision making, communication skills and problem solving skills. Excellent customer and interpersonal and team building skills. Ability to work under pressure and meet set deadlines. Knowledge and ability to handle cash register machine. Must be driven, courteous and enthusiastic and demonstrate high level of efficiency and display high level of planning and organizational skills.

**DUTIES** : Ensure effective, efficient and economical utilization of resources allocated to patient administration and including the development of staff. Manage the following areas to ensure efficiency and cost effectiveness in patient administration, medical records and mortuary. Ensure that patient registration and assessment are carried out correct and accurate. Monitor generation of revenue in accordance with public finance management act and other policies. Ensure compliance with all statutory regulations and policies. Manage performance and development of staff and comply with the legislative prescripts of the department. Train, develop and monitor staff in order to improve service delivery. Ensure that the patients are registered timeously and proceed to their respective clinics and do monthly statistic for patient administration and mortuary. Regularly conduct internal audits in patient administration, medical records and mortuary. Conduct the maintenance, disposal and duration of medical records in accordance with the laid down procedures. Check and sign monthly statistics return of out-patient department headcounter, admission, discharge, classification and assessment of patients accounts registers in accordance with laid down procedure (fees manual)

**ENQUIRIES** : Mr. WL Malevu Tel No: (033) 387 9020  
**APPLICATIONS** : All applications to be posted to: The Human Resource Department, Northdale Hospital, Private Bag X9006, Pietermaritzburg, 3200.

**FOR ATTENTION** : Mrs NR Madlala  
**NOTE** : The applicants must include only completed and signed new Z83, obtained from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of identity Documents, Senior Certificate, and the highest required qualification as well as driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.

**CLOSING DATE** : 13 October 2023

**POST 35/158** : **ADMINISTRATIVE CLERK SUPERVISOR: TRANSPORT REF NO: NDH2023/22 (X1 POST)**

**SALARY** : R294 321 per annum (Level 07). Plus 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

**CENTRE** : Northdale Hospital  
**REQUIREMENTS** : Senior Certificate (Grade 12) or equipment qualification. 3-5 years appropriate experience in Fleet/Transport Administration. Certificate of service endorsed by HR department. NB: Only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. Recommendation: Unendorsed/Valid driver's License. Computer Literacy. National Diploma/Degree in Fleet Management or Transport Logistics. Knowledge, Skills and Experience: Interpersonal skills and good report writing. Strong Leadership qualities, good decision making, communication skills and problem solving skills. Ability to work under pressure and meet deadlines. Supervisory skills, knowledge of vehicle maintenance and service procedure. Knowledge of fleet disposal and knowledge of traffic laws. Knowledge and understanding of legislative framework governing the public service.

**DUTIES** : Allocate of state/government vehicles to the drivers for official use. Ensure that drivers and other officials have valid drivers' license before issuing them with state vehicle. Ensure that trip inspection is performed, make sure that all state vehicles are roadworthy and ensure that all state vehicles are clean at all times. Monitor utilization of petrol cards and analyses the transaction reports from the bank and ensure that petrol cards are available and valid. Compile monthly reports, update the invoices received, register the invoices on monthly basis

and complete state vehicles log-sheets. Manage performance and development of transport staff and comply with the legislative prescripts of the Department. Ensure that vehicle service plan is available, all vehicle are booked on time for services and repairs without compromising the services delivery. Ensure that the institution have full and functional Accident Committee. Monitor the vehicle expenditure and ensure that all the repairs and services are cost effective. Ensure that all the addendums are presented at the Cash Flow Committee meeting.

**ENQUIRIES** : Mr. WL Malevu Tel No: (033) 387 9020  
**APPLICATIONS** : All applications to be posted to: The Human Resource Department, Northdale Hospital, Private Bag X9006, Pietermaritzburg, 3200.  
**FOR ATTENTION** : Mrs NR Madlala  
**CLOSING DATE** : 13 October 2023

**POST 35/159** : **ADMINISTRATIVE SUPERVISOR: PATIENT ADMINISTRATION REF NO: EB27/2023 (X1 POST)**

**SALARY** : R294 321 – R343 815 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), home owners allowance (employees must meet prescribed requirements)

**CENTRE** : East Boom CHC  
**REQUIREMENTS** : Senior Certificate (Grade 12, 3 to 5 years' experience in Patient Administration. Computer literacy (MS Word, Excel, PowerPoint, Outlook) Proof of previous and current work experience in Patient Administration endorsed by your Human Resource Department. Proof will only be required from shortlisted candidates. Recommendations: Valid code 08/10 drivers licence, National Diploma in Public Management. Knowledge, Skills, Trainings and Competencies required for the post: Applicable knowledge of public service policies, legislation and procedures including but not limited to Batho Pele, Labour Relations Act, Public Service Act, Public Service Relations, Basic Conditions of Employment Act and Public Finance Managers Act., Broad knowledge of HPRS system, Strong leadership qualities, good decision making, communication skills and problem solving skills, Ability to work under pressure and meet deadlines, Excellent customer care and interpersonal team building skills, Must be driven, courteous enthusiastic and demonstrate a high level of efficiency, Must be able to promote, practice and maintain patient confidentiality, Good report writing and presentation skills, Have a high level of planning and organisational skills.

**DUTIES** : Supervise the provision of a 24 hour Patient Administration Service, Ensure that effective systems are in place to facilitate appropriate management/registration of new patients and servicing repeat patients attending the Outpatients Department, Ensure effective, efficient utilisation of resources allocated to Patient Administration, including the development of staff, Provide mechanisms for the safe and efficient maintenance of patients medical records and other relevant records a per record management prescripts, Develop and implement risk management tools to prevent the loss of revenue, resources and patient medical records, Develop, implement and monitor measures aimed at reducing patient waiting times in Patient Administration, Receive, investigate and resolve all complaints promptly and efficiently and provide feedback to the necessary role players, Monitor and assess staff performance as per Key Performance Areas outlined on EPMS and Job Description, Manage leave and absenteeism in accordance with Human Resource Policies, Uphold the principals of Batho Pele, Develop, implement and monitor Standard Operating Procedures and policies for improved service delivery, Manage conflict and grievances in an efficient and unbiased manner, Perform regular spot checks and after hour visits in Patient Administration, Completion and submission of monthly statistics, Ensure effective and efficient implementation of the HPRS for scanning, tracking and safe keeping of patient information, Ability to function in a resource constraint environment.

**ENQUIRIES** : Mr EJ Wynia Tel No: (033) 264 4904  
**APPLICATIONS** : to be submitted, East Boom CHC Private Bag X4018, Willowton, Pietermaritzburg, 3201 or hand delivered to 541 Boom Street, Pietermaritzburg, 3201.

**FOR ATTENTION** : Human Resource Practices  
**NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit fully completed Z83 form and

detailed curriculum vitae, only shortlisted candidates will be required to submit documents. Target group for this post is an African Male

**CLOSING DATE** : 13 October 2023

**POST 35/160** : **SUPPLY CHAIN MANAGEMENT PRACTITIONER- LOGISTICS REF NO: LRH 59/2023 (X1 POST)**

**SALARY** : R294 321 – R343 815 per annum. Other Benefits: 13th Cheque, Housing Allowance (employees must Meet the prescribed requirements), (Medical Aid optional)

**CENTRE REQUIREMENTS** : Ladysmith Regional Hospital  
 Senior Certificate (Grade 12) Plus, Degree/National Diploma in supply Chain Management/Business Management or Public Management. A minimum of 3 to 5 years' experience in supply chain management environment. NB: only shortlisted candidates will be required to submit certified documents and certificate of service on or before day of the interview following communication from HR. Recommendation: Valid Code B driver's License (Code 8). Knowledge, Skills, Training and Competences Required: Knowledge of Treasury regulations and Public Finance Management Act. Constitution of republic of South Africa (as amended). Public service regulation. Knowledge of SCM Preferential Procurement Regulation 2022; Occupational Health and Safety Act; Batho Pele. Promotion of Access of information Act. Computer Literate with proficiency in MS Office software applications. Research and analysis, report writing and general writing. Problem solving, decision Making, risk management.

**DUTIES** : Maintain adequate availability of stock by ensuring timeous and continuous replenishment of stock. Maintain proper record of all inventory items by updating RIDV template. Ensure stocktaking is done on quarterly and annual basis. Prepare and submit monthly, quarterly and annual SCM reports within stipulated timeframes. Provide support to wards and clinics in terms of stock management. Manage accounts and systems by ensuring that payments are done within 30 days. Maintain a proper filing system and effective control of all records and registers. Manage purchase ordering process and safeguard SCM records for audit purposes.

**ENQUIRIES APPLICATIONS** : Mr S.P.Ndlovu (Assistant Director: Supply Chain) Tel No: (036) 638 0050  
 : All applications should be emailed to [LadysmithHospitalJobApp@kznhealth.gov.za](mailto:LadysmithHospitalJobApp@kznhealth.gov.za) or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.

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

**CLOSING DATE** : 13 October 2023

**POST 35/161** : **HUMAN RESOURCE PRACTITIONER REF NO: UGU 08/2023 (X1 POST)**  
Component: Human Resources

**SALARY** : R294 321 per annum  
**CENTRE** : Ugu Health District Office  
**REQUIREMENTS** : Grade 12, Minimum of 3-5 years' experience in Human Resource Management environment, recommended especially in HR Practices or HRD. Computer literacy, code 08 valid driver's license. Knowledge: Broad Knowledge and understanding of Human Resource Management In depth knowledge of Human Resources Practices. Good knowledge and understanding Of Employee Performance Management and Development System, Human Resource planning. In-depth knowledge of relevant acts, policies and regulations in HR management. Sound communication, analytical and decision making and presentation skills. Good leadership, coaching, mentoring and personal skills. Sound knowledge of PERSAL and financial management. Knowledge of computer software (Ms. Word, Excel, PowerPoint, Outlook).

**DUTIES** : Day-to-day management of Human Resources practices and ensure high quality of service. To properly check and approve transactions and give guidance to Human Resource Officers in respect of PERSAL functions. Ensure proper communication and provision of expert advice on matters related to Human Resources Practices. Ensure proper implementation of policies and procedures related to Human Resources. Ensure effective utilization of resources allocated to Human Resources Component including financial resources. Ensuring integrity of District training records and compiling of reports. Ensure Proper management of EPMDS for the District Office, EMS and Forensics. Ensure that all records are maintained and regularly updated. Ensure timeous submission of all necessary report relevant to HR practices and HRD. Ensure that employment practices i.e. recruitment and selection, appointment, verification of qualifications, security check, transfers and e-Disclosure are dealt with in accordance with the laid down policies and procedures. Effective management of normal overtime and commuted overtime. Ensure the recovery of staff debt in line with policies and procedures. Coordinate and Developing a Workplace Skills Plan (WSP) and WSP Implementation plan for the by determining training requirements, consolidating the WSP and WSP implementation plan for the District Office. Compile monthly, quarterly (QMR) and Annual (ATR) training report for the District Office. Co-ordinating, support, monitoring and evaluating staff training and development and Develop training solutions and conducting training, inclusive of Orientation of new employees. Implementation of EPMDS and monitor capturing of all EPMDS documents. Administer and co-ordinate Performance Management (EPMDS) to ensure departmental deadlines adherence and evaluations are conducted timeously. Ensure submission of performance agreements, reviews and assessment within the timelines. Assist with the management of quality checking of all EPMDS documents. Coordinate the development and implementation of the Integrated Human Resource Plan Employment Equity (EE) planning and reporting for District office. Ensuring the day-to-day function of the Human Resource Planning and Development component in District office.

**ENQUIRIES** : Mr. J.L Majola Tel No: (039) 688 3038  
**APPLICATIONS** : application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240

**FOR ATTENTION** : Mr. J.L. Majola  
**NOTE** : Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae (ONLY). Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and emailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Non-RSA

Citizens/Permanent Residents/Work Permit holders must submit documentary proof only when they are shortlisted.

**CLOSING DATE** : 13 October 2023

**POST 35/162** : **PERSONAL ASSISTANT REF NO: GS 79/23**  
Component: Office of The Chief Executive Officer

**SALARY** : R294 321 per annum (Level 07). Plus 13th Cheque, Medical Aid (Optional and Housing Allowance) Employee Must Meet Prescribed Conditions

**CENTRE** : Greys Hospital: Pietermaritzburg

**REQUIREMENTS** : Senior Certificate (Standard 10/Grade 12) or equivalent, Secretarial/Administration Diploma or Certificate higher than Senior Certificate from a recognized higher education institution (Registered with the Department of Higher Education and Training in terms of the Higher Education Act of 1997, Three(3) to Five (5) years' clerical/administrative experience in rendering support service to senior executive management; Only shortlisted candidates will be required to submit proof of experience/ certificate of service endorsed by HR Department. Technical exercise will be done. Knowledge, Skills and Experience: General computer literacy. Good telephone etiquette and above average planning and organizing skills. Good people skills and high level of reliability. Good written and verbal communication skills and ability to communicate well with people at different levels and from different background. Ability to act with tact and discretion and to identify and handle confidential matters. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid driver's license.

**DUTIES** : Provide effective and efficient personal assistant support services to the Chief Executive Officer by: Rendering secretarial and receptionist support services to the Chief Executive Officer; Receiving telephone calls and refer them to the correct officials if not meant for the Chief Executive Officer; Controlling incoming and outgoing correspondence and file and keep the mail register; Keeping records of appointments and events in the diary of the Chief Executive Officer; Ordering office supplies and keep register of goods ordered and issued; Operating office equipment like fax machines and photocopiers; Liaising with travel agencies to make travel arrangements for the Chief Executive Officer; Checking the arrangements when relevant documents are received; Arranging meetings and events for the Chief Executive Officer; Identifying venues, invite stakeholders, organize refreshments and set up schedules of meetings and events; Recording minutes of meetings; Drafting routine correspondence and reports; Maintaining a good filing system in the Office of the Chief Executive Officer; Tracking correspondence sent out from the office to ensure deadlines are kept on information required by the Chief Executive Officer; and Remaining abreast with the procedures and processes that apply in the Office of the Chief Executive Officer. Provide effective and efficient personnel administration support services by: Maintaining a leave register for the Office of the Chief Executive Officer. Keeping and maintain personnel records in the Office of the Chief Executive Officer. Keeping and maintain the attendance register in the Office of the Chief Executive Officer. Arranging travelling and accommodation logistics for the Chief Executive Officer. Provide effective and efficient financial administrative support services by: Capturing and updating financial reports in the Office of the Chief Executive Officer. Checking correctness of subsistence and travelling claims in the Office of the Chief Executive Officer. Submitting subsistence and travelling claims for approval. Consolidating documents for Cash Flow Committee Meetings.

**ENQUIRIES** : Mr BM Shezi Tel No: (033) 897 3321

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

**FOR ATTENTION** : Mrs M. Chandulal

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

**CLOSING DATE** : 16 October 2023

**POST 35/163** : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: GS 83/23**  
Component: Supply Chain Management

**SALARY** : R294 321 per annum (Level 07). Plus 13th Cheque, Medical Aid (Optional and Housing Allowance) Employee Must Meet Prescribed Conditions

**CENTRE** : Greys Hospital: Pietermaritzburg

**REQUIREMENTS** : Grade 12 or Equivalent. 3-5 Clerical/Administrative experience within Supply Chain Management Component. Only shortlisted candidates will be required to submit proof of experience/certificate of service endorsed by HR Department. Recommendation: Code 8/10 driver's license. Hospital environment experience. Knowledge, Skills and Experience: Computer Literacy with proficiency in Microsoft office Software applications, MS Word and Excel. Possess knowledge of legislative prescripts governing the Public Service e.g P.F.M.A, Treasury Regulations, and related acts. Good verbal and written communication skills. Possess technical knowledge of Supply Chain Management practices, directives, regulations and legislation. Sound knowledge of Warehouse/Logistic Management. Ability to work under pressure and team player. Good Organizational, planning, and team building skills. Ability to uphold confidentiality. Ability to plan, organize and meet deadlines.

**DUTIES** : Supervise Demand Management, Acquisition Management, Logistic Management, Warehouse Management and other SCM component delegated to supervise. Ensure procurement Plan is compiled and approved on time. Manage receiving of requisition (NSI/Replenishment) and ensure that are checked against approved procurement plan. Monitor management of contract. Supervise invitation of quotations. Ensure that goods and services are procured according to SCM prescripts. Supervise order issuing and manual payments process. Management of warehouse. Management of Assets & Disposal. Staff supervision.

**ENQUIRIES** : Mrs. B. Malwanda Tel No: (033) 897 3769

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

**FOR ATTENTION** : Mrs M. Chandulal

**NOTE** : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, White Male, Indian male, Coloured Male

**CLOSING DATE** : 16 October 2023

**POST 35/164** : **SECURITY OFFICER SUPERVISOR: SYSTEMS REF NO: HRM 74/2023 (X1 POST)**  
Directorate: Systems

**SALARY** : R202 233 – R235 611 per annum (Level 05)

**CENTRE** : King Edward VIII Hospital Complex

**REQUIREMENTS** : Senior Certificate/Grade 12 Plus, 3 years' Security Experience. Recommendation: Intermediate computer literacy, Valid driver's license, Security Certificate of service (A minimum of 1 year of study) Grade B or C PSIRA Certificate and Knowledge of CCTV cameras operations. Knowledge, Skills, Training and Competencies Required: Knowledge of the relevant emergency procedures, Knowledge of the access control procedures, Knowledge of measures for the control and movement of equipment and stores, Knowledge of prescribed security procedures (eg MIS, NISA, Protection of information Act etc.) and the authority of security officers under this documents. Knowledge of legislation and procedures Act, Batho Pele Principles, Labour Relation ACT, and Human Rights Act. Be computer literate with proficiency in Microsoft office. Have a report writing, Supervisory and conflict management skills and have advance written communication verbal and non-verbal skills.

**DUTIES** : Supervise the Security Functions, performed by security officers determining training needs and ensure compliance with EPMDS policy, Supervise outsourced security service and oversee performance of staff and report thereon, Identify and report on safety hazards such as defects and breaches in perimeter and internal security, Formulate and implement internal policies relating to security safety standards within the institution. Provide security related services e.g. Administer key control system, identify risk and treats to the security of the department, conduct security investigations and write reports thereon, check incidents/occurrence books/registers conduct preliminary

		incident to investigating officers, Monitor access control to prevent unauthorized entry in the building and other premises. Determine rosters shift schedule and overtime for security officers/service providers.
<b><u>ENQUIRIES</u></b>	:	Dr NN Khuzwayo Tel No: (031) 360 3022/3853
<b><u>APPLICATIONS</u></b>	:	must be addressed to the Human Resources Manager, and all hand delivered applications should be placed in the red application box situated next to the ATM in the Admin. Building or email. Lindokuhle.Ngcobo2@kznhealth.gov.za
<b><u>NOTE</u></b>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. (This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)
<b><u>CLOSING DATE</u></b>	:	13 October 2023
<b><u>POST 35/165</u></b>	:	<b><u>SECURITY OFFICER SUPERVISOR REF NO: DANCHC 36/2023 (X1 POST)</u></b> Re-Advertisement: Those who previously applied need not to re-apply
<b><u>SALARY</u></b>	:	R202 233 – R235 611 per annum (Level 05). Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met Prescribed requirements.
<b><u>CENTRE</u></b>	:	Dannhauser CHC
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Senior Certificate). A minimum of 6 years or more experience in the security field. Firearm Certificate. Experience: A minimum of six (06) years or more experience in the security field. Valid Driver's License. Knowledge, Skills, Training and Competencies Required for the post: Knowledge of Human Resource. Knowledge of Occupational Health and Safety. Sound knowledge of the Security Management Services. Knowledge of the Public Service Regulations and Labour Relations, Security Legislation and Policies. Possess fire arms and safety management skills. Have excellent verbal and written communication and interpersonal skills. Have investigating, conflict resolution and problem solving skills. Be computer literate.
<b><u>DUTIES</u></b>	:	Provide security related services, identify risk and threats to the security of the department, conduct security investigation and write reports, check incidents/occurrence books/ registers. Monitor access control to prevent unauthorised entry buildings and other premises. Report all incidents and any identified non-compliance relating to security prescripts, supervise the security functions performed by security officers, control leave and related personnel matters in line with HR procedure and prescripts, ensure the authorisation of equipment, documents and stores into or out of the building or premises, identify and report on safety hazards such as defects and breaches in perimeter and internal security, inspect perimeters to ensure that it is safe and that security is not compromised, update all registers for the incidents observed, formulate and implement internal policies relating to security safety standards within the institution, formulate and update policies for the institution, implement the policies in the institution and monitor compliance, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards.
<b><u>ENQUIRIES</u></b>	:	Mr B.N. Manatha Tel No: (034) 621 6100
<b><u>APPLICATIONS</u></b>	:	All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 or Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080



**FOR ATTENTION NOTE** : Mrs DBP Buthelezi  
 : Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae (ONLY). Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Preference will be given to African Male.

**CLOSING DATE** : 13 October 2023

**POST 35/166** : **FORENSIC PATHOLOGY OFFICER REF NO: UGU 09/2023 (X1 POST)**  
 Component: Park Rynie Medoco-Legal Mortuary

**SALARY CENTRE REQUIREMENTS** : R196 536 per annum  
 : Ugu Health District Office  
 : Grade 12, code 08 valid driver's license. Knowledge: Knowledge of Mortuary administrative processes and policies, Knowledge of Medico-legal protocols and prescripts, Knowledge of criminal justice system, Knowledge of waste management policy, Knowledge of infection control protocols and OHS, Knowledge of cleaning materials and use of cleaning equipment.

**DUTIES** : To provide an efficient and effective administrative autopsy service - Preparation of relevant documentation required during autopsy process, Identification of body to doctor, Taking of verbatim notes as dictated by the doctor, Fingerprinting of deceased for identification of deceased, Photographing (including downloading of images into relevant database) for identification and record keeping, Collection of exhibits and samples/specimens under direct supervision of medical practitioner, Documentation and appropriate safe keeping and handover to SAPS of all exhibits and specimens to maintain chain of evidence, Maintain chain of evidence register, Assist families with identification process. To provide an effective transportation service in the collection and off-loading of bodies from crime scene to the mortuary; Collection and transportation of corpse between death scene and medico legal mortuary including loading and off-loading of corpse, Ensure completion of all relevant documentation necessary in the collection and transportation process, Admission of bodies into medico legal mortuary in accordance with prescripts. To maintain a technical autopsy service; Perform reconstruction of a corpse under direction/instruction/supervision of the Medical Officer in charge of the case/s, Movement and weighing of corpse, Ensure washing, shrouding and labelling of bodies post examination and ensuring area of work is maintained in a clean and hygienic condition, Handle and safe guard property of deceased and disposal of property to next-of-kin in the prescribed manner. To perform all administrative duties including registry, fleet, assets and stock control activities; Typing of all post mortem reports and any other subsequent documentation generated as a result of the post mortem examination, Communication and making necessary arrangements with relevant role players in preparation of post mortem examination as per medical officer's instructions, Maintain an effective and efficient filing system for all post mortem related documentation and to ensure safe custody thereof, Develop and maintain a database of all information pertaining to the autopsy service and the timely provision of monthly summary statistics to relevant stakeholders, Stock control including early warning arrangements, Reception and switchboard duties, Liaison with next-of-kin, undertakers, municipalities, hospitals and SAPS to arrange burials, cremations and pauper burials of unclaimed bodies, Liaison with court, negotiate court attendance by medical officers and other medico mortuary staff

**ENQUIRIES** : Mr. BO Magubane Tel No: (039) 682 6296

- APPLICATIONS** : Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240
- FOR ATTENTION** : Mr. J.L. Majola
- NOTE** : Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae (ONLY). Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and emailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof only when they are shortlisted.
- CLOSING DATE** : 13 October 2023