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Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 33 OF 2023

DATE ISSUED 15 SEPTEMBER 2023

### 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**

**ERRATUM:** Kindly note that the following post were advertised in Public Service Vacancy Circular 32 dated 08 September 2023, The Administration Clerk (Mortuary) (X1 Post) with Ref No: MURCH 32/2023 (**For UGU Health District: Murchison Hospital**) is hereby withdrawn. Kindly note that the following post was advertised in Public Service Vacancy Circular 32 dated 08 September 2023. The Clinical Programme co-ordinator (Quality Assurance) with Ref No: ILE 14/2023 (X1 Post), (**For ILembe District office**) has been withdrawn. Kindly note that the position of Ultrasound Radiographer/Sonographer with Ref No: GJGM61/2023 (X1 Post) and Diagnostic Radiographer with Ref No: GJGM60/2023 (X1 post) that was advertised on Public Service Vacancy Circular 31 dated 01 September 2023 (**For General Justice Gizenga Mpanza Regional Hospital**), includes the following other benefits: 13th Cheque, Medical Aid – optional, 12% inhospitable allowance, Home owner allowance, employee must meet prescribed requirements. Kindly note that the following post was advertised in Public Service Vacancy Circular 32 dated 08 September 2023, Professional Nurse - Specialty (Peads): (X1 Post) Ref No: CTK 31/2023 (**For Harry Gwala Health District: Christ The King Hospital**) have been withdrawn.

**OTHER POSTS**

<b><u>POST 33/290</u></b>	:	<b><u>MEDICAL SPECIALIST</u></b> Discipline: Medicine Sub-speciality training will be a contract appointment for 3/4 years, depending on the Discipline. For a 3 year contract, 2 years will be for training and 1 year for service. For a 4 year contract, 3 years will be for training and 1 year for service.
<b><u>SALARY</u></b>	:	Grade 1: R1 214 805 per annum. Salary package is subject to OSD determination plus commuted overtime depending on needs of the Discipline/Institution.
<b><u>CENTRE</u></b>	:	Various (KZN): Sub-Speciality Training in the following sub-specialities: Sub-Specialty: Cardiology Ref No: S05/2023 (X2 Posts) Infectious Diseases Ref No: S06/2023 (X1 Post) Diabetes and Endocrinology Ref No: S07/2023 (X1 Post) Clinical Haematology Ref No: S08/2023 (X1 Post) Rheumatology Ref No: S09/2023 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Tertiary qualification (MBCHB) or equivalent; PLUS current registration for Independent Practice as a Medical Specialist with the Health Professions Council of South Africa, Valid driver's license. Preference will be given to candidates with at least two (2) years' experience as a specialist. Basic knowledge of the relevant sub-speciality, basic knowledge of Medical Practice Ethics, clinical skills relevant to the sub-speciality, ability to manage patients independently, ability to learn, innovate and be prepared to work overtime, good interpersonal and communication skills, good administrative and organizational skills, good decision-making ability, knowledge of the ethical and academic basics of research principles and an interest in conducting research, knowledge and respect of the Patients' Rights Charter and Batho Pele Principles.
<b><u>DUTIES</u></b>	:	Participation in academic and teaching programmes and meetings in the respective departments, responsibility for care of patients at designated levels/sites, e.g. outpatients, wards, theatres, ICUs etc., clinical management of patients in the relevant sub-speciality, attendance at ward rounds and/or tutorials, supervision and teaching of undergraduates, registrars, medical officers, nursing and ancillary staff, provision of after-hours care for emergency services, clerking and keeping of comprehensive records of patients in the hospital file, outreach activities as deemed necessary by the clinical supervisor.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs Rolize Erasmus Tel No: (033) 395 2742 All applications must be addressed to Mrs R Erasmus, Human Resource Management Services, Registrar Programme, Department of Health, Private Bag X9051, Pietermaritzburg, 3200 or hand deliver to Mrs R Erasmus, Human

**FOR ATTENTION  
NOTE**

Resource Management Services, Registrar Programme, 330 Langalibalele Street, Natalia Building, Room 6-106 South Tower

Mrs R Erasmus Human Resources Tel No: (033) 395 2742

All trainees will be expected to register with the University of KwaZulu Natal at their own expense. All trainees will be required to sign a contract which includes training and service responsibilities. Trainees will be required to complete Performance Agreements and assessments as stipulated by the Department. The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2022. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. No late applications will be accepted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Non- SA Citizens/ Permanent Residents / Work permit holders must provide documentary proof on or before the day of the interview. Failure to comply may result in the application not being considered. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Faxed / emailed applications will not be considered. Persons with disabilities should feel free to apply for the post/s. Failure to comply with the above instructions will disqualify applicants. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Whilst applications are invited for the above sub-specialties, not all may be filled. Applicants will be advised in due course, should a sub-specialty which has been applied for be excluded from this process. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.

**CLOSING DATE**

02 October 2023

**POST 33/291**

**ADVANCED DISTRICT NURSING PROFESSIONAL – ADVANCED PEDIATRICS REF NO: AMAJ20/2023**

Component: District Specialist Team

**SALARY**

R1 045 731 per annum, all-inclusive package. Other Benefits: Rural allowance on a claim basis.

**CENTRE  
REQUIREMENTS**

Amajuba Health District Office  
Senior Certificate / Grade 12. A basic qualification (i.e diploma/degree in Nursing) or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Plus A post-basic Nursing qualification with a duration of at least 1 (one) year accredited with the SANC in a relevant speciality; ( Diploma in Nursing Science Health Assessment ,Treatment and Care) Plus A minimum of 10 (ten) years appropriate / recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing: At least 6 (six) years of the referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one-year post basic qualification in the relevant specialty. At least 4 (four) years of the referred to above must be appropriate/recognizable experience at management level. (Minimum of 6 years as an Assistant Manager Nursing). Valid code EB Driver's License (code8). (Applicants are not submitting copies/attachments/proof/certificates/ID/Driver license/qualifications on application, only when shortlisted). Knowledge, Skills, Behavioural Attributes and Competencies Required: Knowledge: Own discipline. Relevant legislation, regulations and policies, Programme planning, implementation and evaluation. Information Management, Quality assurance and improvement programmes. Programme planning, and evaluation. Information management. Human resources and

financial management skills: Leadership. Communication. Problem solving. Computer literacy. Behavioural Attributes: Stress tolerance, Self confidence. Objective. Emphatic.

**DUTIES**

: Represent own discipline as member of Clinical Specialist Team responsible for the delivery of quality health care for mothers, new born and children at all levels within a health District. Promote equitable access to an appropriate level of care mothers, new born and children throughout the district. Maintain personal competency in own clinical discipline. Supports clinical effectiveness in all facilities through supporting outreach programs and developments, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Facilitate and participate in the development, training and mentorship of health professionals in all facilities within the district. Facilitate and participate in the development, training and mentorship of nursing and allied health professionals and community workers under their supervision. Work with the district management team to establish and maintain systems including surveillance, health information, communication and referral guidelines and process to support the delivery of services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care. Assist, support and participate in risk management activities for patients (e.g. critical event analysis, morbidity and mortality meetings) practitioner (e.g. infection control) and the organization (e.g. performance reviews). Assist, support and participate in the clinical audits and quality improvement cycles in health facilities and, where appropriate, in community settings such as schools and Ward based Primary Health Care teams. 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. Foster effective teamwork and collaborate within the district specialist team and with other professionals in the district involved in the delivery of Primary Health Care. Enable engagement with the local community and relevant non-government organizations, promoting adherence to district clinical and public health guidance as appropriate. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospitals-coordinate and supervise discipline related services with the district. Assist with the recruitment and management of relevant human resources.

**ENQUIRIES**

: Dr Amet Tshabalala Tel No: (034) 328 7000

**APPLICATIONS**

: All applications should be forwarded to: The Acting Deputy Director: Human Resource Management Services: KZN Department of Health, Private Bag X6661, Newcastle, 2940 or Hand delivered to: 38 Voortrekker Street, Newcastle.

**FOR ATTENTION**

: Mr V.J Khumalo

**NOTE**

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

		claims. Employment Equity Target for this post is African Male, and peoples with disability may feel free to apply.
<b><u>CLOSING DATE</u></b>	:	02 October 2023
<b><u>POST 33/292</u></b>	:	<b><u>DEPUTY MANAGER NURSING REF NO: OTH CHC 27/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R930 747 per annum, (all-inclusive package). Other Benefits: 12% Rural Allowance.
<b><u>CENTRE</u></b>	:	Othobothini Community Health Centre
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / STD 10/ Grade12. Basic R425 qualification (i.e. diploma/ degree in Nursing) or equivalent qualification that allows registration as SANC as a Professional Nurse. A minimum of 9 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level. Current registration with SANC (2023 Receipt). Valid Driver's Licence. Recommendation: Degree / Diploma in Nursing Administration. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required: Knowledge of Nursing Care process and procedures, nursing statuses and other relevant legal frameworks such as Nursing Act, Occupational Health and Safety Act, Patients; Rights Charter, Batho-Pele Principles, etc. Sound Management, negotiations, interpersonal and problem solving skills. Good verbal and written communication skills. Sound working knowledge of nursing management. Knowledge of HR and Financial Policies and practices such as Skills Development Act, Public Service Regulations, Labour Relations Act including disciplinary procedures. Basic Financial Management Skills. Demonstrate an in Depth understanding of Nursing Legislation and related legal and ethical practices. Computer literacy.
<b><u>DUTIES</u></b>	:	Provide guidance and leadership towards the realization of strategic goals and objectives. Support and promote relevant research. Lead change in the Nursing. Delegate, Supervise and coordinate the provision of effective efficient quality of care. Ensure the promotion of nursing ethos and professionalism. Manage and utilize resources in accordance with relevant directives and legislation. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Utilize information technology and other management information system to manage nursing information for the enhancement of service delivery. Develop and monitor the implementation of policies, programmes, regulations, practices, Procedures and Standards pertaining to nursing care. Ensure the implementation of Nursing Care Management activities according to the standards of Practice and Scope of Practice. Provide Professional, Technical and Management support for the provision of Quality Patient Care through proper Management of Nursing Care Programs. Represent Nursing Department in the Senior Management Team.
<b><u>ENQUIRIES</u></b>	:	Mrs. D.S Mkhwanazi Tel No: (035) 572 9002
<b><u>APPLICATIONS</u></b>	:	Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X12, Jozini, 3969 or hand deliver to Othobothini CHC, HR Department.
<b><u>NOTE</u></b>	:	Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- <a href="http://www.kzhealth.gov.za">www.kzhealth.gov.za</a> . Curriculum Vitae (CV). Only shortlisted candidates will submit copies of ID, Std 10 Certificate, educational qualifications, Certificate of service/Proof of experience signed by HR officer. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful. African Males are most welcome to apply.
<b><u>CLOSING DATE</u></b>	:	06 October 2023
<b><u>POST 33/293</u></b>	:	<b><u>DEPUTY DIRECTOR: WOMEN'S HEALTH PROGRAM REF NO: G101/2023</u></b> Cluster: Maternal Child and Women's Health and Nutrition
<b><u>SALARY</u></b>	:	R811 560 per annum (Level 11), an all-inclusive MMS salary package

**CENTRE  
REQUIREMENTS**

: Head Office: Pietermaritzburg  
: Matric Certificate (Grade 12) Plus An undergraduate qualification (NQF Level 7 or Diploma (NQF6) in Nursing. Medicine (MBChB) Plus Registration SANC or HPCSA Plus A minimum of 3-5 years as an Assistant Director Plus Five (5) years' experience after registration with professional body in Maternal, Child and Women's Health Programme PLUS Valid code EB Driver's License (code 8) Plus Computer literacy Recommendations: A Masters in Public Health or similar in research will be a great advantage. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required: Job Purpose: To promote the right to Sexual and Reproductive Health (SRH) for women and adolescent girls, and guide provincial and district policy makers and Programme managers in implementing quality effective integrated, comprehensive SRH services which are standardized across the province. This must include access to an appropriate method-mix of voluntary contraceptive options for all women and girls at risk of pregnancy; coverage of first and second trimester termination of pregnancy services; companionate and professional care for victims of sexual assault; effective cervical and breast screening and treatment Programme; access for Department of Health clinical staff to training in women's health knowledge and skills; comprehensive data collection, analysis and strategic planning in the field of women's health. The Ideal candidate must possess the following: Technical knowledge on women's health policies, Knowledge of the current health and public health services legislation, Financial management skills, Project management skills, Understanding of epidemiology and statistics, Leadership skills, including Good communication, decision making and clinical skills, Possess sound knowledge of human resources, Management skills, including budgeting, planning, implementation, and quality assurance. Note: candidates will only be considered if they are willing to actively promote comprehensive coverage of Choice on Termination of Pregnancy (CTOP) services across the province. Those with a conscientious objection to CTOP services cannot be considered for this post.

**DUTIES**

: Develop, review and ensure implementation of relevant policies and guidelines: Performance standard, Update existing provincial women's health-related guidelines and policies, Develop new guidelines and policies for the Province in response to identified issues in women's health field, Provide guidance to districts regarding best practices for women's health coordinators; Identify women's health advocacy needs according to priorities; Develop and implement strategies to reduce women's health-related morbidity and mortality: Performance standard; Develop annual strategy for each key area of Programme (family planning/contraceptive services; CTOP services; cervical screening; sexual assault); Report on key activities conducted aligned to these strategies; Facilitate engagement on programme performance at women's health management and provincial quarterly meetings; To provide technical support and capacity building at the district Performance standard; Facilitate district-specific women's health issues; Support the districts in devising district plans to address district-specific women's health issues; Provide technical assistance to district and facility management team; conduct outreach support visits (on site or virtual to all districts) with priority given to districts with poorest performance; Facilitate training in all key areas of women's health Programme; Monitoring and evaluation of policies and strategic planning: Performance standard; Reviews and update women's health data elements; Quarterly reports prepared with remedial actions; Women's health data improved; Analysis of women's health indicator performance with the team; Compile and submit quarterly women's health performance reports; Monitor quarterly the implementation of women's health policy recommendations; Improve partnership with the community: Performance standard; Ensure working relationship with the NGO's; Ensure community activities; Conduct relevant campaigns to promote women's health in the community (e.g. pap smear drive) Undertake other managerial and administration duties: Performance standard ;Completion of women's health administrative task; EPMDS completed ;Compile DORA Report; Reports submitted on request; Supervise, support and input into district women's health activities; Support HR women's health Programme related trainings and workshops; Participate in provincial and district interviews as panel member.

**ENQUIRIES**

: Dr. M Netshinombelo Tel No: (033) 395 2740

**APPLICATIONS** : All applications should be forwarded to: The Chief Director: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 or Hand delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower

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

**CLOSING DATE** : 03 October 2023

**POST 33/294** : **PHARMACIST GRADE 1&2 REF NO: EB25/2023 (X1 POST)**

**SALARY** : Grade 1: R768 489 – R814 437 per annum, all-inclusive package in terms of OSD  
 Grade 2: R830 751 – R880 521 per annum, all-inclusive package in terms of OSD

**CENTRE REQUIREMENTS** : East Boom CHC  
 : Matric / Grade 12 certificate or equivalent, Bachelor of Pharmacy (BPharm) Degree, Current Registration as a Pharmacist with the South African Pharmacy Council (SAPC) (2023), Current annual fee payment to SAPC (2023), Proof of work experience as a registered pharmacist, endorsed and stamped by your Human Resources Department (Proof will only be required from shortlisted candidates), Locum experience must include letters of service, stating relevant period of experience, indicating number of hours per day or if is full time Proof will only be required from shortlisted candidates, Non-South African citizen applicants need to have a valid work permit in compliance with HR Circular 49 of 2008 obtainable from any government department. **Grade 1:** South African Qualified persons, registration with the South African Pharmacy Council after Community Service has been completed. Foreign qualification, one (1) year relevant experience after registration as a pharmacist with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. **Grade 2:** Five (5) years relevant experience after registration with SAPC as a pharmacist. Six (6) years relevant experience after registrations as a pharmacist with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Knowledge, Skills, Trainings and Competencies Required for the post: Knowledge and understanding of the legislation, policies and regulations pertaining to Pharmacy Practice, Control of Medicines, Public Service and Public Finance Management, among others, Knowledge of Pharmacy pertaining to OHSC and SAPC audit structures, Appropriate clinical knowledge and experience in all aspects of Medicine Supply Management, Good communication skills, leadership, decision-making and problem solving qualities, Ability to apply principles of Clinical and Corporate Governance, Proficiency in Microsoft Office Software, Good supervisory, analytical, team building skills, project and time management

<b><u>DUTIES</u></b>	:	skills, Commitment to service excellence, Willingness to register as a tutor with the South African Pharmacy Council.
	:	Provision of pharmaceutical care for all patients within the Msunduzi Central Sub-District, Ensure effective and efficient functioning of the supported PHC Clinics Pharmaceutical Processes, Perform duties of a Pharmacist, maintaining and improving the quality of patient care as a member of the multidisciplinary team, Promote Public Health, Quality, Priorities, Patients' Rights Charter and Batho Pele Principles, Evaluation of the patient medicine related needs by determining the indication, safety and effectiveness of the prescribed therapy, Furnishing of information and advice to any person, regarding the safety, effectiveness and use of medicine, Provision of comprehensive patient counselling and liaison with clinicians to ensure optimal therapeutic outcomes, Ensure medicine availability through implementation of all aspects of Medicine Supply Management [Demand Management, Procurement, Logistics and Distribution] within the Msunduzi Central Sub-District, Ensure that section 21 medicine procedures are adhere to by health professionals and schedule 5 and 6 registers are balanced and maintained, Assist to implement and monitor adherence to standard operating procedures, OHSC, SAPC and Ideal Community Health Centre and Clinics norms and standards, and other statutory regulations, Management of resources in the Pharmacy (including human resources), Supervising, evaluating and managing performance for all categories of staff in the allocated and delegated section, including Outreach, Compiling of reports for submissions to the Pharmacy Management, Deputize for the Assistant Manager: Pharmaceutical Services and Sectional Heads when required, Attend to performance management, discipline and counselling of staff, Provide support to East Boom CHC departments as well as EB CHC down-referral clinics, Tutoring of Intern Pharmacists and Learner Pharmacist Assistants, Perform all duties within the scope of a pharmacist, according to the South African Pharmacy Council, Compliance with the Performance Management and Development System (contracting, quarterly reviews, and final assessment), Perform any other duties/ tasks as may be deemed necessary by the Pharmacy Management.
<b><u>ENQUIRIES</u></b>	:	Ms L Majazi Tel No: (033) 264 3201
<b><u>APPLICATIONS</u></b>	:	to be submitted, East Boom CHC Private Bag X4018, Willowton, Pietermaritzburg, 3201 or hand delivered to 541 Boom Street, Pietermaritzburg, 3201.
<b><u>FOR ATTENTION</u></b>	:	Human Resource Practices
<b><u>NOTE</u></b>	:	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.
<b><u>CLOSING DATE</u></b>	:	02 October 2023
<b><u>POST 33/295</u></b>	:	<b><u>PHARMACIST GRADE 1 REF NO: MAN21/2023 (X1 POST)</u></b> Component: Pharmaceutical services
<b><u>SALARY</u></b>	:	R768 489 – R769 368 per annum. Other Benefit: 13th Cheque (service bonus) Plus 17% rural allowance medical aid: optional. Housing allowance: employee must meet prescribe requirements.
<b><u>CENTRE</u></b>	:	Manguzi Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate. Bachelor of Pharmacy Degree / Diploma, Registration as pharmacist with the South African Pharmacy Council. Current registration with South African Pharmacy Council for 2023. Valid driver's license. NB: All shortlisted will be requested to provide certificate of service endorsed by Human Resource Department. Knowledge, Skills and Competencies Required: Thorough understanding and knowledge of the relevant Acts, Good Pharmacy practices, the national drug policy, District Health System and essential drug list. Sound knowledge of work processes and procedures in the pharmacy department. Good communication, organizational and interpersonal skills. Computer literacy. Ability to manage conflict and apply discipline. Ability to work under pressure. Commitment to service excellence with sound decision making, ethical and innovative skills.
<b><u>DUTIES</u></b>	:	Provide accurate, efficient cost and quality pharmaceutical services. Provide comprehensive pharmaceutical services for inpatients and outpatient sections. Provide expert and professional advice regarding medicine information, counselling and education services to health care professionals and patients. Assist with management of human, financial and material resources in the



pharmacy. Maintain accurate and appropriate patient's records and statistics. Supervise Pharmacist interns, Pharmacist Assistants. Exercise rational medicine use and participate in PTC activities. Ensure maintenance of cold chain in the pharmacy and satellite clinics. Monitor expenditure of pharmaceuticals to prevent over expenditure and wastage of pharmacy resources. Provide adequate pharmaceutical support to all clinics attached to the hospital. Provide training to Pharmacist Interns and Pharmacist Assistants. Perform management duties when required. Organize and control the prepacking and compounding of pharmaceutical products. Ensure compliance with Good Pharmacy Practice, Norms and Standards, policies and procedures. Provision of pharmaceutical services after normal working hours.

**ENQUIRIES  
APPLICATIONS**

: Mr. NT Ngubane Tel No: (035) 592 0150  
 : should be forwarded to: Mr. N.T Ngubane, Assistant Director: HRM, Manguzi District Hospital, Private Bag X301, KwaNgwanase, 3973.

**NOTE**

: The following documents must be submitted: Application must be accompanied by new Z83 form, obtainable from any Public Service Department, or obtainable at ([www.kznhealth.gov.za](http://www.kznhealth.gov.za)) and a recent updated Comprehensive Curriculum Vitae (previous experience must be comprehensively detailed i.e. positions held and dates). In the case of foreign qualification: it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) or other regulating bodies to their applications if shortlisted. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the department failure to submit the requested document/ information will result in your application not be considered. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: Security clearance, credit records, qualification, citizenship and previous experience verifications. Failures to comply with the above instructions will result to your application being disqualified. Note: Due to financial constraints S&T Claims will not be considered.

**CLOSING DATE**

: 02 October 2023

**POST 33/296**

: **OPERATIONAL MANAGER NURSING (OUTPATIENT DEPARTMENT) REF NO: CJMH 22/2023 (X1 POST)**

**SALARY**

: R627 474 - R703 752 per annum. Other Benefits: 13th Cheque Rural Allowance is compulsory Homeowner's allowance must meet Prescribed requirements.

**CENTRE  
REQUIREMENTS**

: Charles Johnson Memorial Hospital  
 : Grade 12/Senior certificate, An appropriate B Degree/Diploma in General nursing .Post basic diploma in Trauma & Emergency Nursing Science or Orthopedic Nursing Science, Minimum of 9 years appropriate/recognizable nursing experience after registration as Professional nurse with SANC in General Nursing with 4 year post basic qualification in Trauma & Emergency /Orthopedic Nursing Science (no attachments/copies/certified copies/proof/certificates on application, only Z83 and CV, applicants will submit documents only when shortlisted). Knowledge, Skills Training and Competencies Required: Leadership, organizational, decision making, supervisory and problem solving abilities within the limit of the Public sector and institutional policy framework, Knowledge of nursing care process and procedures, Nursing statutes and other relevant legal framework, Ability to formulate patient's care related policies, vision, mission and objectives 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 relevant resources under programmes. Willingness to work shift, day and night duty, weekends and Public holidays, Competencies (knowledge/ skills), Good communications and interpersonal skills, planning and organizational skills.

<b><u>DUTIES</u></b>	:	Provide optimal, holistic specialized nursing care according to set standards and a professional/legal growth. Provide comprehensive, quality nursing care to patient/clients in a specialty unit in a cost effective, efficient manner. Assist in decreasing burden of diseases. Assist in planning, organizing and monitoring of objective of the specialized unit and OPD. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that support personnel to ensure proper nursing care. Display concern for patient, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirement and expectation (Batho Pele). Able to manager clients during disaster and implement disaster plans. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patient, 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's satisfaction. Participate in the analysis and formulation of nursing policies and procedure. 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 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 hygiene environment. Work effectively 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 management of all patients and ensure the maintenance of accurate and complete patient records.
<b><u>ENQUIRIES</u></b>	:	Mrs. T. P. Ndlovu Tel No: (034) 271 6400
<b><u>APPLICATIONS</u></b>	:	All application should be forwarded to: Human Resource Manager, 92 Hlubi Street C. J. M. Hospital Nqutu, Private Bag X5503, Nqutu, 3135.
<b><u>FOR ATTENTION</u></b>	:	Human Resource Manager
<b><u>NOTE</u></b>	:	Due to financial constraints no S&T or relocation costs will be paid for attending interviews.
<b><u>CLOSING DATE</u></b>	:	04 October 2023
<b><u>POST 33/297</u></b>	:	<b><u>ASSISTANT MANAGER NURSING: M&amp;E REF NO: MONT 11/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R627 474 per annum
<b><u>CENTRE</u></b>	:	Montebello Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or Equivalent qualification. Basic R425 qualification i.e. Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional. Current registration with South African Nursing Council as a Professional Nurse. A minimum of eight (8) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management level. Computer literacy (Ms Word, PowerPoint, Excel etc.). Valid Driver's Licence Recommendations: Diploma / Degree in Nursing Administration /Management. A supporting qualification/experience in Planning, Monitoring and Evaluation in a health care environment will be an added advantage.
<b><u>DUTIES</u></b>	:	Coordinate development of the operational plan in the institution with the input from all departments in the facility. Ensure all plans for departments are in place, facilitate and co-ordinate planning sessions. Ensure alignment of plans with the Annual Performance Plan (APP) and District Health Plan (DHP). Monitor compliance with implementing the M&E Framework, Data Management Policy and SOP, Quality Assurance and Infection Prevention and Control policy and guidelines. Co-ordinate functions of Health Information Team. Ensure data is collected and analysed on a monthly basis and validated as per data management standard operating procedures. Plan and co-ordinate the implementation and monitoring of data quality and quality assurance in service delivery. Ensure that standards, quality assurance and risk management is maintained within the hospital in line with the Norms and Standards. Ensure the development, review and maintenance of institutional policies and protocols. Monitor and report on the performance of all departments in the facility. Provide reports to the management and governance structure. Monitor inspection process that is in keeping with the established quality assurance goals, which seek to ensure that patient care is maintained

at an optimal level and delivered in a cost effective manner. Promote patient care practices and professional performance that is regularly assessed using valid and reliable criteria. Monitor, evaluate and report on delivery of quality care at the institution including clinical care, waiting times and client experience of care. Monitor implementation of plans to promote clean audits. Ensure efficient and effective utilization of resources allocated to the component, inclusive of the development of staff. Monitor and evaluate staff performance (EPMDS) and deal with identified developmental needs. Exercise control over discipline and manage grievances and staff conflicts in terms of laid down policies and procedures.

- ENQUIRIES** : Mrs Z.C. Mzobe Tel No: (033) 506 7008
- APPLICATIONS** : all applications should be forwarded to: The Chief Executive Officer: Montebello Hospital, P/Bag X506, Dalton, 3236.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.
- CLOSING DATE** : 06 October 2023
- POST 33/298** : **OPERATIONAL MANAGER (GENERAL - FEMALE WARD) REF NO: BETH 49/2023 (X1 POST)**
- SALARY** : R497 193 per annum, (all –inclusive package). Plus 12% rural allowance, 13th Cheque, Medical aid (optional) and housing Allowance (employee must meet the prescribed requirements)
- CENTRE** : Bethesda District Hospital - (KwaZulu - Natal)
- REQUIREMENTS** : Standard 10/ Grade 12. Diploma / Degree in General Nursing. Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a professional nurse. Current Registration with SANC as a General Nurse. Knowledge Skills Training and Competencies Required: Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework. Strong interpersonal, communication and presentation skills. Ability to make independent decisions, problem solving and conflict resolution. Ability to prioritize issues and other work related matters and to comply with time frames. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills.
- DUTIES** : Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Demonstrate effective communication with patients and other health professionals and junior colleagues including complex report writing as required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Manage and monitor proper utilization of human, financial and physical resources. Develop and implement quality assurance programs, policies, operational plan, standard operating procedures

and guidelines for the unit. Improve quality care through reduction of patient complaints. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention policies are implemented in the unit. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Develop, monitor and evaluate staff in terms of EPMDs. Exercise control over discipline, grievance and all labour relations issues. Perform both clinical and administrative duties as required. Attend to meetings and workshops as directed. Adhere to correct channels of communication as per the hospital organogram.

- ENQUIRIES** : Ms. S.T Gumede (Assistant Nurse Manager) Tel No: (035) 595 3101  
Email address: BethesdaHospital.JobApp@kznhealth.gov.za
- APPLICATIONS** : The Human Resources Manager, Bethesda Hospital, Private Bag X602 Ubombo 3970. Hand delivered applications may be submitted at Human Resources office Bethesda Hospital Ubombo Main Road.
- NOTE** : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za) and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s). The KwaZulu-Natal Department of Health is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups. It is the Department's intention to promote to equity (race, gender and disability) through the filing of this post with a candidate whose transfer/promotion / appointment will promote representatively in line with the numeric targets as contained in our Employment Equity plan.
- CLOSING DATE** : 06 October 2023
- POST 33/299** : **OPERATIONAL MANAGER NURSING: (GENERAL STREAM) REF NO: PMMH/OMN/OS/01/2023 (X1 POST)**  
Component: Outpatient Services
- SALARY** : R497 193 – R559 686 per annum. Other Benefits: Home Owner Allowance (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional), In-hospital Area Allowance (8% of basic salary)
- CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital  
Basic R425 qualification (i.e. Diploma/ Degree in General Nursing and Midwifery) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. Certificates of Registration with the SANC (General Nursing and Midwifery). Current registration with the SANC (2023). Experience: a minimum of 7 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Recommendation: Computer literacy. Knowledge, Skills, Training and Competencies: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Demonstrate

a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit.

**DUTIES**

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

**ENQUIRIES**

: Mrs R.M Abboo Tel No: (031) 907 8518

**APPLICATIONS**

: 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, Mobezi, 4060

**FOR ATTENTION**

: Mr. M.F Mlambo

**NOTE**

: 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/OMN/OS/01/2023. 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**

: 02 October 2023

**POST 33/300**

: **CLINICAL NURSE PRACTITIONER (HAST) REF NO: UNTU 34/2023**

**SALARY**

: Grade 1 R431 265 per annum

Grade 2: R528 696 per annum

Other Benefits: 13th Cheque, Home Owner's Allowance (Employee Must Meet Prescribed Requirements), Medical Aid (optional) and 8% rural allowance

**CENTRE  
REQUIREMENTS**

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: Untunjambili Hospital  
: Senior Certificate. Degree/Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse Computer Literacy: MS Software. A Valid Driver's License code 08 or code 10. **Grade 1:** Grade 12 or Senior Certificate. A minimum of 4 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. One year Post Basic Qualification in Primary Health Care. **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 primary Health Care. One Year Post Basic Qualification in Primary Health Care. Applicants are not submitting copies/ attachment/ proof/ certificates /ID/Driver's License/ qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing Principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies.

**DUTIES**

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: Coordinating, overseeing and managing delivery of comprehensive PHC services in High Transmission Area sites focusing mainly on prevention, case finding, linkage and retention of Key Populations, to HIV, SIT'S and TB health services and thus assist with the acceleration of activities in order achieve 95 95 95 HAST goals. Conducting community dialogues and awareness campaigns. Participate in Operation Sukuma Sakhe initiatives. Ensure safe keeping and proper utilization medical equipment and pharmaceutical and surgical stock. Participate in induction, training and monitoring of all support and nursing staff. Provide direct and indirect supervision and guidance to all support and nursing staff. Identification of high transmission areas for HIV, TB, STI's and other communicable diseases (TVET colleges, Truck stops, correctional services establishments, taverns, brothels, factories, farms and other areas with marginalized and vulnerable populations). Work with other governmental departments, civil society and other non-governmental organizations to address social determinants of health. Collaborate with other outreach teams. Assist with implementation of differentiated models of care. Participate in new Operation Phuthuma approach nerve Centre meetings. Be willing to work flexi-hours and shifts in order to increase access of health services to key populations.

**ENQUIRIES  
APPLICATIONS**

: Mrs NP Ngubane Tel No: (033) 444 1707  
: should be forwarded to: Human Resource Manager, Private Bag X216 Kranskop, 3268 or hand deliver or courier your application.

**NOTE**

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

accompany the application. You will submit these documents only when shortlisted. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.

- CLOSING DATE** : 06 October 2023
- POST 33/301** : **PROFESSIONAL NURSE- SPECIALTY REF NO: CTK 34 / 2023**  
Branch: Human Resources
- SALARY** : Grade 1: R431 265 – R497 123 per annum  
Grade 2: R528 696 - R645 720 per annum
- CENTRE** : Christ the King Hospital
- REQUIREMENTS** : **Grade 1:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing and midwifery that allow registration with SANC as a Professional Nurse and a midwife. A post basic diploma in Operating Theatre Nursing Science. Registration with the SANC as a Professional Nurse and Midwife. Current SANC receipt for 2023. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and midwifery. Certificate of service endorsed by Human Resource department (certificate of service). **Grade 2:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing and midwifery that allow registration with SANC as a Professional Nurse and a midwife. A post basic qualification in Operating Theatre Nursing Science. Registration with the SANC as a Professional Nurse and Midwife. Current SANC receipt for 2023. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Nurse. At least 10 years of the period referred above must be appropriate/recognizable experience in a specific field after obtaining post basic qualification in that specialized field. Certificate of service endorsed by Human Resource department. Knowledge, Skills, Competencies and Training Required: Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector but not overstepping scope of practice. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations. Supervisory, team-building, problem-solving, communication and skills to practice in the field of work.
- DUTIES** : Execute professional Nurse's duties and functions with proficiency in support of the strategic objectives and operational plan of the Institution. Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs. Advocate for quality care of patients Maintain accurate and complete patient records. Assist the Operational manager with overall management and necessary support for the effective functioning of the unit. Train and supervise junior staff. Strengthen ethics and professionalism. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure effective and efficient management of resources and availability of essential medical/ surgical equipment. Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital programmes. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Participate in staff development using EPMDS System and other work related. Continuous Professional Development (CPD) training. Participate in the departmental quality improvement committees. Assist and supervise in CSSD. Manage/ co-ordinate the smooth functioning of the instrument/package room.
- ENQUIRIES** : Miss MNL Mthembu – DMN Tel No: (039) 834 7500, ext. 7503

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

**FOR ATTENTION NOTE** : Mr 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 constrains 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** : 02 October 2023

**POST 33/302** : **LECTURER: CLINICAL FACILITATOR REF NO: CJMNC04/2023 (X1 POST)**  
 Component: Charles Johnson Memorial Nursing Campus

**SALARY** : PND1: R431 265 per annum  
 PND2: R528 696 per annum  
 Other Benefits: 13th Cheque, 12% Rural allowance, Medical aid (optional) and Housing allowance (Home owners allowance (Employee must meet prescribed requirements))

**CENTRE REQUIREMENTS** : Charles Johnson Memorial Hospital  
 : Senior Certificate/Grade 12 Plus, A Diploma/Degree in Nursing, Midwifery and Community, Plus A post registration qualification in Nursing Education registered with the South African Nursing Council, Current registration (2023) with SANC as a General Nurse, Midwife/Accoucher Plus; **PND 1:** A minimum of 4(four years appropriate/ recognizable nursing experience after registration as Professional Nurse with SANC. **PND 2:** A minimum of 14 (Fourteen) years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing of which 10 (Ten) years of years of period referred to above must be appropriate/ recognizable experience in Nursing Education. Unendorsed valid driver's licence. Recommendations: Master's Degree in Nursing, Basic Computer Literacy. Knowledge, Skills and Experience: Possess knowledge of the relevant legislation, Acts, Prescripts and Policy Frameworks informing the area of operation. Have in-depth knowledge of procedures and processes related to nursing and nursing education. Possess sound knowledge and understanding of nursing code of ethics and professional practice. Possess in-depth knowledge of teaching and clinical approaches. Have good research and analytical skills. Competence in conflict management and problem solving skills. Possess good communication and interpersonal skills. Willingness to travel. Computer literacy.

**DUTIES** : Provide effective and efficient clinical training of student nurses. Develop/design, review and evaluate clinical evaluation tools. Coordinate clinical learning exposure of student nurses between the Campus and Clinical area. Implement assessment strategies to determine student nurses competencies. Exercise control over student nurses. Help learners to integrate theoretical practical knowledge and continuously. Socialize learners into nursing profession. Participate in the Academic management of learners experiential learning. Organise and maximise learning opportunities for learners. Implement the quality management system for the Nursing Education Institution. Implement the new programmes in line with SANC and CHE regulations. Support the mission and promote the image of the College.

**ENQUIRIES APPLICATIONS** : Ms RE Khoza Tel No: (034) 271 6412  
 : The Chief Executive Officer, Charles Johnson Memorial Hospital, Private Bag X5503, Nqutu, 3135 or Hand Delivered to Charles Johnson Memorial Hospital HR.



**FOR ATTENTION NOTE** : Human Resource Manager  
 : The following documents must be submitted: Application for Employment Form (form Z83), which is obtainable at any Government Department OR from the website- www.kznhealth.gov.za. 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. The Reference Number must be indicated in the column provided on the Z83, e.g. CJMNC04/2023. Faxed and emailed applications will NOT be accepted. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that due to a large number of applications we receive, applications will not be acknowledged. Communication will only be entered into with candidates that have been shortlisted. If you have not heard from us one month after the closing date, please consider your application as being unsuccessful. Non-RSA Citizens/Permanent Work. Please note that due to financial constraints, No S&T claims will be considered for payment to candidates that are invited for interviews.

**CLOSING DATE** : 04 October 2023

**POST 33/303** : **LECTURER REF NO: CJMNC05/2023 (X1 POST)**  
 Component: Charles Johnson Memorial Nursing Campus

**SALARY** : PND1: R431 265 per annum  
 PND2: R528 696 per annum  
 Other Benefits:13th Cheque, 12% Rural allowance, Medical aid (optional) and Housing allowance (Home owners allowance (Employee must meet prescribed requirements))

**CENTRE REQUIREMENTS** : Charles Johnson Memorial Hospital  
 : Senior Certificate/Grade 12 Plus, A Diploma/Degree in Nursing, Midwifery and Community, Plus A post registration qualification in Nursing Education registered with the South African Nursing Council, Current registration (2023) with SANC as a General Nurse, Midwife/Accoucher plus; **PND 1:** A minimum of 4(four years appropriate/ recognizable nursing experience after registration as Professional Nurse with SANC. **PND 2:** A minimum of 14 (Fourteen) years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing of which 10(Ten) years of years of period referred to above must be appropriate/ recognizable experience in Nursing Education. Unendorsed valid Code EB drivers licence. Recommendations: Master's Degree in Nursing, Basic Computer Literacy. Knowledge, Skills and Experience: Possess knowledge of the relevant legislation, Acts, Prescripts and Policy Frameworks informing the area of operation. Have in-depth knowledge of procedures and processes related to nursing and nursing education. Possess sound knowledge and understanding of nursing code of ethics and professional practice. Possess in-depth knowledge of teaching and clinical approaches. Have good research and analytical skills. Competence in conflict management and problem solving skills. Possess good communication and interpersonal skills. Willingness to travel. Computer literacy.

**DUTIES** : Provide effective and efficient clinical training of nurse learners. Develop/design, review and evaluate clinical evaluation tools. Coordinate clinical learning exposure of nurse learners between the Campus and Clinical area. Implement assessment strategies to determine nurse learners competencies. Exercise control over nurse learners. Help learners to integrate theoretical knowledge and attitude continuously. Socialize learners into nursing profession. Participate in the Academic management of learners experiential learning. Organise and maximise learning opportunities for learners. Support the mission and promote the image of the College. Implement the quality management system for the Nursing Education Institution. Implement the new programmes in line with SANC and CHE regulations.

**ENQUIRIES APPLICATIONS** : Ms RE Khoza Tel No: (034) 271 6412  
 : must be forwarded to: The Chief Executive Officer, Charles Johnson Memorial Hospital, Private Bag X5503, Nqutu, 3135 OR Hand Delivered to Charles Johnson Memorial Hospital HR

**FOR ATTENTION** : Human Resource Manager

<b><u>NOTE</u></b>	:	The following documents must be submitted: Application for Employment Form (form Z83), which is obtainable at any Government Department OR from the website- www.kznhealth.gov.za. 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. The Reference Number must be indicated in the column provided on the Z83, e.g. CJMNC05/2023. Faxed and emailed applications will not be accepted. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that due to a large number of applications we receive, applications will not be acknowledged. Communication will only be entered into with candidates that have been shortlisted. If you have not heard from us one month after the closing date, please consider your application as being unsuccessful. Non-RSA Citizens/Permanent Work. Please note that due to financial constraints, No S&T and resettlement claims will be considered for payment to candidates that are invited for interviews.
<b><u>CLOSING DATE</u></b>	:	04 October 2023
<b><u>POST 33/304</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALTY GRADE 1 &amp; 2 (PAEDIATRICS) REF NO: GTN 40/2023 (X2 POSTS)</u></b> Component: Paediatric
<b><u>SALARY</u></b>	:	Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum Other benefits: 13th cheque, plus 12% Rural allowance, Medical aid (Optional). Housing allowance
<b><u>CENTRE REQUIREMENTS</u></b>	:	Greytown Hospital Senior certificate (grade 12). Basic R425 qualification (i.e. Diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. Diploma/Degree in general nursing and midwifery. A post basic nursing qualification in child nursing science with duration of at least one year one year accredited with SANC. Current registration with SANC as a General Nurse, Midwifery and Child nursing science (2023). <b>Grade 1:</b> A Minimum 4 years appropriate / recognizable experience in nursing after registration as a Professional nurse with the SANC in General Nurse with one year post basic Child Nursing Science. <b>Grade 2:</b> A Minimum of 14 years appropriate / recognizable experience IN Nursing after registration as Professional nurse with SANC in General nursing of which at least ten (10) years of the period referred to above must be appropriate/recognizable experience in Paediatric ward after obtaining the 1 year post basic qualification in Child Nursing Science. Knowledge, skills, Training and Competences required. Demonstrate effective communication with patients, supervisor and other clinicians, including report within required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively co-operatively, amicably with person of diverse intellectual, cultural, racial or religious differences. Able to plan organise own work and that of support personnel to ensure proper nursing care. A sound knowledge of the Provincial Health Act of 2000, the Nursing Act, Occupational Health and Safety Act of 1995.
<b><u>DUTIES</u></b>	:	Provider of holistic, specialized nursing care with set standard and within legal framework. Implement standard, practices, criteria and indicators for quality nursing and (quality practices). Practice nursing and health care accordance with laws and regulations relevant to nursing and health care. Maintain in a constructive working relationship with nursing and other stake holder. Utilize human, material and physical resources efficiency and effectively. Delegate duties and support staff executing of patient care delivery. To do re-adjustment as required on shift to provide adequate nursing coverage. Assist in orientation and mentoring of all nursing staff and orientation of other staff. To assist in the planning and co-ordinating of training and promote learning opportunity for all nursing categories. To maintain code of conduct for the public services and the professional body. To complete patient related data and partake in research. To do re-adjustment as required on shift to provide adequate nursing coverage. Assess suitability of equipment and consumable for specialized areas. Assist

in relief duties of the supervisor. Act as junior shift leader on both day and night shift.

**ENQUIRIES** : Ms. P.P.L Nkala Tel No: (033) 4139 400  
**APPLICATIONS** : forwarded to: Human Resource Manager, Private Bag X5562, Greytown, 3250.  
**FOR ATTENTION** : Mrs Z.J Ngobe  
**NOTE** :

The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of educational qualification.

**CLOSING DATE** : 02 October 2023

**POST 33/305** : **CLINICAL NURSE PRACTITIONER REF NO: GTN 41/2023 (X2 POSTS)**

**SALARY** : Grade 1: R431 265 – R497 193 per annum  
Grade 2: R528 696 – R645 720 per annum  
Other Benefits: 13th Cheque, plus 12% Rural allowance, Medical aid (optional), Housing allowance

**CENTRE** : Greytown Hospital (Kranskop Clinic)  
**REQUIREMENTS** : Senior Certificate /Grade 12. Diploma/ Degree in General Nursing PLUS 1 year post basic qualification in Primary Health Care and Midwifery. Registration with SANC as a registered and Primary Health Care nurse. Current S.A.N.C receipt 2023. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with SANC. **Grade 2:** A minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post –basic qualification in the relevant specialty. Knowledge, skills, Training and Competences required. Knowledge of SANC rules and Regulations of Legislatives Framework and Department prescripts. Knowledge of National and Provincial Acts Policies. Basic financial management skills, sound management, negotiations problem solving and decision making skills. Good communication skills both written and verbal. Provide mentoring and coaching skills. Display a concern for patient promoting and advocating and facilitating proper treatment and ensuring that the unit adheres to Batho Pele Principles.

**DUTIES** : Ensuring data management at all levels. Manage and supervise effective utilization of allocated resources. Demonstrate effective communication with health team, supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organize own work and that of support personnel to ensure good communication care. Provide quality comprehensive health care to the community. Provide educational services to staff and communities. Work as part of multidisciplinary team to ensure good health care at PHC setting in all health programmes including NGOs, CBOs and CHWs. Display concern for the community, promoting and advocating proper care including awareness and willingness to respond to community needs. Assist with performance reviews i.e. EPMDs. Motivate staff regarding development in order to increase level of expertise and assist the community to develop a sense of care. Ensure 24 hours health services to all community members.

**ENQUIRIES** : Ms. P.P.L Nkala Tel No: (033) 4139 400  
**APPLICATIONS** : forwarded to: Human Resource Manager, Private Bag X5562, Greytown, 3250.  
**FOR ATTENTION** : Mrs Z.J Ngobe  
**NOTE** :

The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based

on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of educational qualification.

- CLOSING DATE** : 02 October 2023
- POST 33/306** : **PROFESSIONAL NURSE (SPECIALTY THEATRE AND CSSD) REF NO: GTN 42/2023 (X1 POST)**  
Component: Nursing (Theatre & CSSD)
- SALARY** : Grade 1: R431 265 – R497 193 per annum  
Grade 2: R528 696 – R645 720 per annum  
Other benefits: 13th cheque, plus 12% Rural allowance, Medical aid (Optional).  
Housing allowance
- CENTRE** : Greytown Hospital
- REQUIREMENTS** : Grade 12 (senior certificate) Standard 10 Plus Diploma/Degree qualification that allows registration to General and Midwifery Nursing Science Plus One (1) year Diploma / Degree in Medical and Surgical Nursing Science (Diploma in Operating Theatre technique) (DOTT) PLUS. Current registration with SANC as General Nurse with Midwifery, Medical and Surgical Nursing Science (DOTT). Registration with SANC 2023 receipt. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable experience after registration as a Professional Nurse with S.A.N.C. in General Nursing plus one (1) year post basic qualification in relevant field (DOTT). **Grade 2:** A Minimum of 14 years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with S.A.N.C. in General Nursing. At least 10 years of the period referred to above must be appropriate / recognisable Theatre experience after obtaining one (1) year post basic qualification in relevant field (DOTT). Knowledge, skills, Training and Competences required. Sound knowledge of latest technology in Theatre Nursing. Sound knowledge nursing care. Sound knowledge of nursing care delivery approaches. Formulation of mission and objectives of the unit. A Sound knowledge of the Provincial Health Act of 2000, the Nursing Act, Occupational Health & Safety Act of 1995. Maintain accurate and complete patient records according to legal requirements.
- DUTIES** : Ensure obstetric and emergencies and high risk conditions are handled appropriately. Provide a safe therapeutic environment and ensure ethical standards within a professional and legal framework is maintained as laid down by the Nursing Act. Provide an optimal, holistic specialized nursing care with set standards and within a professional/ legal framework. Delegate duties and support staff in the execution of patient care. Assist with relief duties of the supervisor and act as a junior shift-leader on both day and night shift. To participate in quality improvement programmes and clinical audits. Co-ordination of optimal holistic specialised nursing care provided within set standards and a professional / legal framework. Manage effectively the utilization and supervision of human, financial, physical and material resources and services. Co-ordination of the provision of effective training research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development. To relieve with duties of the supervisor i.e. Operational Manager. To partake in overall specialized unit functions i.e. Team Building. Participate in the analysis, formulation and implementation of nursing guidelines practice standards and procedures. Ensure and monitor adherence of decontamination policy in CSSD. Ensure safe handling of unused and used instruments, including their checking and transport to CSSD. Ensure implementation and monitoring of evaluation and testing of instruments and all equipment. Maintain constructive working relationships with nursing and other stakeholder's i.e inter-professional and inter-sectoral and multi-disciplinary team work. Exercise control over discipline, grievance and labour relation issues.

**ENQUIRIES APPLICATIONS FOR ATTENTION NOTE** : Ms. P.P.L Nkala Tel No: (033) 4139 400  
: forwarded to: Human Resource Manager, Private Bag X5562, Greytown, 3250.  
: Mrs Z.J Ngobe  
: The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of educational qualification.

**CLOSING DATE** : 02 October 2023

**POST 33/307** : **CLINICAL NURSE PRACTITIONER GRADE 1 & 2 (PHC) REF NO: VRH 49 /2023 (X2 POSTS)**

**SALARY** : Grade 1: R431 265 - R497 193 per annum  
Grade 2: R528 696 - R645 720 per annum  
Other Benefits: 12% Rural Allowance, 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

**CENTRE REQUIREMENTS** : Thembumusa Clinic  
: An appropriate B Degree/Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Registration with SANC for 2023. NB: Proof of working experience endorsed by Human Resource, will be required from shortlisted candidates (service certificate).  
**Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.  
**Grade 2:** A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill.

**DUTIES** : Quality comprehensive Primary Health Care by providing promotive, preventive, curative and rehabilitative services for clients and community.3 streams PHC services, MCWH/ Family planning/ STI'S/ Health Education health lifestyle promotion. ART/ARV/NIMART/ Integrated HAST Program/ Male circumcision campaigns Tuberculosis Services. HIV Counselling and Testing. Nutritional services. Antenatal care services/ PMTCT and post-natal care services. Emergency deliveries. Centre for chronic medicine dispensing and distribution (CCMDD) and chronics (NCD). Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of divert intellectual, cultural race or religious differences.

**ENQUIRIES APPLICATIONS** : Mrs Sibiya ATS (Assistant Manager Nursing) Tel No: (034) 982 2111, ext .5918  
: should be forwarded to: Assistant Director: HRM, Vryheid District Hospital, Private Bag X9371, Vryheid, 3100 or be hand delivered at Human Resource

**NOTE**

Office no 9. NB: Applicants are encouraged to use courier service since we are experiencing challenges with post office.

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. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](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 disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

**CLOSING DATE**

02 October 2023

**POST 33/308**

**LECTURER PND1/PND2 REF NO: PMMC05/2023 (X3 POSTS)**

**SALARY**

Grade 1: R431 265 per annum  
Grade 2: R528 696 per annum  
8% Rural Allowance, 13th Cheque, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

**CENTRE**

Prince Mshiyeni Memorial Campus

**REQUIREMENTS**

Senior Certificate/Grade 12. A Diploma /Degree in Nursing (General, Psychiatry and Community) and Midwifery registered with the South African Nursing Council (SANC) as a Professional Nurse. A post registration qualification in Nursing Education registered with the South African Nursing Council (SANC). Shortlisted candidates will be required to submit proof of current registration with the South African Nursing Council (SANC) 2023. Unendorsed valid Code RSA driver's licence (code EB/08). A minimum of four (4) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing, Midwife/Accoucheur, community and Psychiatric nurse (in the case of grade 1). A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing of which ten (10) years of the period referred to above must be appropriate / recognizable experience in Nursing Education (in the case of grade 2). Recommendations: Master's Degree in nursing. Basic Computer Literacy. Knowledge, Skills and Experience: Have in-depth knowledge of procedures and processes of General Nursing and Midwifery Nursing Programmes. Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Possess good communication (written & verbal) and presentation skills. Knowledge of policy development, interpretation, implementation, monitoring and evaluation. Sound conflict management and decision making / problem solving skills. Willingness to travel. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy.

**DUTIES**

Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Coordinate and ensure clinical accompaniment of students. Implementation of R174 Bachelor of Nursing, R171 and R1497 programmes including teaching and learning and assessment of R171 and R1497 programmes. Develop and ensure

implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Oversee 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. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the college. Exercise control over students.

**ENQUIRIES** : Mrs R Bridgemohan Tel No: (031) 907 8314  
**APPLICATIONS** : should be posted to: The Registrar, Prince Mshiyeni Memorial Campus, Private Bag X10, Mobenzi, 4060.

**FOR ATTENTION** : Miss.NP Mkhwanazi  
**NOTE** : Applications must be submitted on the most recent prescribed Z83 application form for employment obtainable from all Public Service Departments or from website-www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The reference number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. Faxed and emailed applications will not be accepted. 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). Shortlisted candidates in possession of a foreign qualification will be required to submit an evaluation certificate from the South Africans Authority (SAQA). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Please note that communication will only be entered into with candidates that have been shortlisted. If you have not heard from us within two months after the closing date, please consider your application as being unsuccessful. Due to financial constraints, S&T claims will not be paid to candidates who attended interviews.

**CLOSING DATE** : 02 October 2023

**POST 33/309** : **PROFESSIONAL NURSE – SPECIALTY (ADVANCED MIDWIFERY) REF NO: MAL CHC 30/2023 (X3 POSTS)**

**SALARY** : Grade 1: R431 265 per annum, plus 12% Rural Allowance  
 Grade 2: R528 696 per annum, plus 12% Rural Allowance  
 Other Benefits: 13th Cheque, Medical Aid (Optional), Home Owners Allowance

**CENTRE** : Mfundo Arnold Lushaba CHC  
**REQUIREMENTS** : Degree / Diploma in General Nursing and Midwifery; Registration with SANC as General Nurse, Midwife; A minimum of 4 years appropriate / recognizable registration experience as a General Nurse; 1 year Post Basic Qualification in Advanced Midwifery; Current Certificate with SANC to practice in 2023. **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing plus one year post basic Qualification in Advanced 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 which 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Advanced Midwifery. only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the date of the interview. Skills, Training, and Competence Required: 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, Public Service Regulations, Disciplinary Code and procedures in the Public Service, etc; Leadership, organizational, decision making and problem solving abilities; Interpersonal skills within the limits of the Public Sector, Personal Attitudes, Responsiveness, Professionalism, supportive, assertive and must be a team player.

<b><u>DUTIES</u></b>	:	Coordination of optimal, holistic specialized nursing care provided within set standards and professional/legal framework; Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery; Provide a therapeutic environment for staff, patients and public; Manage utilization of all resources efficiently and effectively; Maintain competence in the execution of her/his duties, while managing high standards of performance including for others; Assist in the coordination and implementation of the Norms & Standards and Ideal CHC in Maternity and in the whole institution for better quality patient care; Manage the unit in the absence of the Supervisor; Interpersonal skills including public relations, negotiating, conflict handling & counselling; Ensure adherence to principles of IPC practices in the unit; Assist with the allocation / change list, day and night duty rosters and inputs for leave; Assist in orientation, induction and monitoring of all nursing staff; To complete patient related data and partake in research; Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital; Ensure accurate record keeping for statics purposes; Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility; Computer skills in basic programmes.
<b><u>ENQUIRIES</u></b>	:	Mrs T.T Shezi: Deputy Nursing Manager Tel No: (039) 972 8265
<b><u>APPLICATIONS</u></b>	:	to be forwarded to: The Assistant Director: HRM, Mfundo Arnold Lushaba Community Health Centre, Private Bag X07, Hibberdene, 4220.
<b><u>FOR ATTENTION</u></b>	:	Miss S. Pillay
<b><u>CLOSING DATE</u></b>	:	13 October 2023
<b><u>POST 33/310</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONERS (PHC STREAM)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R431 265 per annum, (all –inclusive package) Grade 2: R528 696 per annum, (all –inclusive package) 13th Cheque, 12% rural allowance, Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements).
<b><u>CENTRE</u></b>	:	Bethesda District Hospital - (KwaZulu - Natal): Ophansi Clinic Ref No: OPH 02/2023 (X1 Post) Mkuze Clinic Ref No: MKU 03/2023 (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	<b>Grade 1:</b> Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate). Degree / Diploma in General Nursing Science and Midwifery. (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as General Nurse and Primary Health Care. A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. <b>Grade 2:</b> Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate). Degree/Diploma in General Nursing Science and Midwifery. (1) 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. Knowledge Skills Training and Competencies Required: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skills. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.
<b><u>DUTIES</u></b>	:	Provide quality comprehensive Primary Health Care by providing primitive, 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. 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** : Ms KB Mabika Tel No: (035) 595 3103  
Email address: BethesdaHospital.JobApp@kznhealth.gov.za
- APPLICATIONS** : The Human Resources Manager, Bethesda Hospital, Private Bag X602, Ubombo, 3970. Hand delivered applications may be submitted at Human Resources office Bethesda Hospital Ubombo Main Road.
- NOTE** : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification form the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s). The KwaZulu-Natal Department of Health is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups. It is the Department's to intension to promote to equity (race, gender and disability) through the filing of this post with a candidate whose transfer/ promotion / appointment will promote representatively in line with the numeric targets as contained in our Employment Equity plan.
- CLOSING DATE** : 06 October 2023
- POST 33/311** : **OPTOMETRIST REF NO: BETH 48/2023 (X1 POST)**
- SALARY** : Grade 1: R359 622 per annum, (all-inclusive package)  
Grade 2: R420 015 per annum, (all-inclusive package)  
Grade 3: R491 676 per annum, (all-inclusive package)  
Plus 17% rural allowance, 13th Cheque, Medical aid (optional) and housing Allowance (employee must meet the prescribed requirements)
- CENTRE REQUIREMENTS** : Bethesda District Hospital - (KwaZulu - Natal)  
: **Grade 1:** Grade 12 / Senior Certificate. No experience required after registration with the Health Professions Council of South Africa (HPCSA) as an Optometrist. **Grade 2:** Grade 12 / Senior Certificate. A minimum of ten (10) years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Optometrist. **Grade 3:** Grade 12 / Senior Certificate. A minimum of twenty (20) years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Optometrist. Knowledge Skills Training and Competencies Required: Good verbal and written communication skills. Good interpersonal skills. Knowledge of departmental administrative tasks. Knowledge of ethical code and scope of practice. Ability to problem-solving and apply analytical processes to patient care. Supervisory skills for junior and students.

- DUTIES** : Conduct screening and comprehensive eye and visual examinations. Provide clinical and professional intervention, order and dispense optical devices. Screen and diagnose eye problems associated with systemic diseases. Ensure execution of appropriate treatment and provide visual counselling. Refer patients requiring more specialized care to specific institution for further management. Maintain accurate patient medical records and compile daily statistics. Be part of multidisciplinary team in patient management and link with external service providers, NGO's and organizations for persons living with disabilities for holistic care. Assist with management of department, ordering and maintenance of departmental equipment. Ensure rotational visits to attached clinics to provide optometry services conduct or partake in departmental in-service training. Participate in clinical audits and quality improvement programs. Participate in planned healthcare awareness's and outreach campaigns to communities.
- ENQUIRIES** : Dr. T.C Ngwenya (Medical manager services) Tel No: (035) 595 3106  
Email address: BethesdaHospital.JobApp@kznhealth.gov.za
- APPLICATIONS** : The Human Resources Manager, Bethesda Hospital, Private Bag X602 Ubombo, 3970. Hand delivered applications may be submitted at Human Resources office, Bethesda Hospital, Ubombo, Main Road.
- NOTE** : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification form the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s). The KwaZulu-Natal Department of Health is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups. It is the Department's intention to promote to equity (race, gender and disability) through the filling of this post with a candidate whose transfer/promotion / appointment will promote representatively in line with the numeric targets as contained in our Employment Equity plan.
- CLOSING DATE** : 06 October 2023
- POST 33/312** : **DIETICIAN GRADE 1, 2 & 3 REF NO: GJGM70/2023 (X1 POST)**  
Component: Allied Health Component
- SALARY** : Grade 1: R359 622 per annum  
Grade 2: R420 015 per annum  
Grade 3: R491 676 per annum  
Other benefits: 13thCheque, Medical Aid – optional, 12% inhospitable allowance, Home owner allowance, employee must meet prescribed requirements.
- CENTRE** : General Justice Gizenga Mpanza Regional Hospital
- REQUIREMENTS** : **Grade 1:** Experience – No relevant working experience with HPCSA as a Dietician. **Grade 2:** 10 years actual service and/or recognizable experience after registration with HPCSA as Dietician. **Grade 3:** 20 years actual service and/ or recognizable experience after registration with HPCSA as Dietician. Knowledge, Skills and Competencies: Good verbal and communication skills. Good interpersonal skills. Knowledge of departmental administrative tasks. Knowledge of ethical code and scope of practice. Ability to problem solve and apply analytical processes to patient care. Supervising students. Performance management skills.

- DUTIES** : Render nutritional counselling services. Prescribe and authorize special diet products. Implement guidelines for the maintenance of healthy nutritional practices. Compile and implement information pamphlets on nutrition. Plan and implement a suitable program for an individual or a group.
- ENQUIRIES** : Dr R Lesenyehlo (Manager: Medical Services) Tel No: (032) 437 6000
- APPLICATIONS** : should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450
- FOR ATTENTION** : Mr. T Latha
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.
- CLOSING DATE** : 04 October 2023
- POST 33/313** : **SPEECH THERAPIST GRADE 1, 2 & 3 REF NO: GJGM71/2023 (X1 POST)**  
Component: Allied Health Component
- SALARY** : Grade 1: R359 622 per annum  
Grade 2: R420 015 per annum  
Grade 3: R491 676 per annum  
Other benefits: 13thCheque, Medical Aid – optional, 12% inhospitable allowance, Home owner allowance, employee must meet prescribed requirements.
- CENTRE** : General Justice Gizenga Mpanza Regional Hospital
- REQUIREMENTS** : **Grade 1:** Experience – No relevant working experience with HPCSA as a Speech Therapist. **Grade 2:** 10 years actual service and/or recognizable experience after registration with HPCSA a Speech Therapist. **Grade 3:** 20 years actual service and/ or recognizable experience after registration with HPCSA a Speech Therapist. Knowledge, Skills and Competencies: Sound knowledge and skill of diagnostic and therapeutic procedures in line with speech therapy. Knowledge of departmental administrative tasks. Knowledge of ethical code and scope of practice. Ability to problem-solve, and apply analytical processes to patient care. Supervisory skill for junior staff and students where applicable.
- DUTIES** : Provision of effective and comprehensive assessment and treatment for to all patients referred to speech therapy. Sound knowledge of dysphagia assessment and management. Comprehensive caregiver training, patient education and related concerns. Perform outreach services as needed. Sound knowledge of assessment and management of patients with varied medical

diagnoses e.g. cerebral palsy/neurological conditions, tracheostomy and genetic disorders. Conduct group work/therapy and or block therapy as identified. Confidential and ethical multidisciplinary approach to treatment of patients. Administrative work related to patient care: report writing, statistics, meetings, case conferences, legal reports as needed e.g. disability grants, medico-legal work and insurance. Quality improvement initiatives: clinical guidelines, teaching and training, audits (core standards, infection control, ideal hospital, etc.) Effective communication with all stakeholders (patients, NGOs, caregivers, etc.) Ensure professional development in line with patient care profile. Initiate and propagate health awareness and health education programs.

**ENQUIRIES  
APPLICATIONS**

: Mr S Ramyiad (Speech Therapist) Tel No: (032) 437 6224  
 : should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450

**FOR ATTENTION  
NOTE**

: Mr. T Latha  
 : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.

**CLOSING DATE**

: 04 October 2023

**POST 33/314**

: **HEALTH AND SAFETY OFFICER REF NO: UNTU 24/2023**  
 Re-Advertised

**SALARY**

: R359 517 - R420 402 per annum. Other Benefits: 13th Cheque, Home Owner's Allowance (Employee must meet prescribed Requirements), Medical Aid (Optional)

**CENTRE  
REQUIREMENTS**

: Untunjambili Hospital  
 : Senior Certificate/Grade 12 National Diploma in Environmental Health or Safety Management. A minimum of 3 to 5 years' experience in Safety Management. A Valid Code EB driver's license. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities: Knowledge of relevant legislations pertaining to Occupational Health Safety. Identification, control, elimination and monitoring of hazards. Health education and administration of the services. Knowledge of computer literacy. Accident investigation. Disaster management.

**DUTIES**

: Identification of potential situation that could lead to injury/disability/death of staff member/visitor. Proper damage or loss, internal disaster, medico-legal

claim and reporting thereof to the Occupational health and safety manager. Ensuring the delegate management and administrative functions are carried out timely and correctly in order for health and safety to function in the institution. Assisting in development and compilation of manuals, policies and protocol that will be included in the rolling out of the health and safety training, orientation and induction programmes. Participate in safety audits for the institution in compliance with the occupational health and safety Act, 85 of 1993. Assisting the occupational health and safety manager in ensuring that building, construction, plants, and machinery meet and maintain compliance certificates that are regulated by the occupational health and safety Act, 85 of 1993 and its regulation. Organize and record the Disaster drills. Ensure that all employees and service providers within the hospital complies with the required safety protocols.

**ENQUIRIES  
APPLICATIONS**

: Mr L.R. Dlamini Tel No: (033) 444 1707  
 : should be forwarded to: Human Resource Manager, Private Bag X216 Kranskop, 3268 or hand deliver or courier your application.

**NOTE**

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

**CLOSING DATE**

: 06 October 2023

**POST 33/315**

: **EMPLOYEE ASSISTANT PROGRAM PRACTITIONER (EAP) REF NO: GS 69/23**  
 Component: Employee Wellness

**SALARY**

: R359 517 – R420 402 per annum, plus 13th cheque, medical aid (optional), home owners allowance, etc, (employee must meet the prescribed requirements).

**CENTRE  
REQUIREMENTS**

: Greys Hospital: Pietermaritzburg  
 : Senior Certificate (Standard 10/Grade 12) or equivalent; Bachelor's Degree/Diploma in Social Science/Social Work or National Diploma in Employee Wellness/Nursing/Healthcare and Therapy. Current registration with the relevant statutory body e.g. South African Council for Social Services Professions (SACSSP), South African Nursing Council, etc. 3-5 years' experience in the Employee Wellness Field. Certificate of service/proof of work experience (endorsed by Human Resources Department). Only shortlisted candidates will be required to submit proof of experience/certificate of service

endorsed by HR Department. Recommendation: Valid Code B/C Driver's License. Computer Literacy. Knowledge, Skills and Experience: 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 orientated ness. 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.

**ENQUIRIES** : Mr JM Khumalo Tel No: (033) 897 3468  
**APPLICATIONS** : applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200

**FOR ATTENTION** : Mrs M. Chandulal  
**NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Application for Employment Form (Z83) - 81/971431 effective 01 January 2021 and a detailed Curriculum Vitae. Applicants must fill all sections of Z83. The employment equity target for this post is: African Male; Indian Male and White Male.

**CLOSING DATE** : 02 October 2023

**POST 33/316** : **LIBRARIAN REF NO: PMMC04/2023 (X1 POST)**

**SALARY** : R359 517 per annum. 13th Cheque, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

**CENTRE** : Prince Mshiyeni Memorial Campus

**REQUIREMENTS** : Senior Certificate/Grade 12 Plus A Diploma/Degree in Library and Information Science. At least two (2) years' experience in the relevant field. Knowledge, Skills and Experience: The candidate must have an ability to make independent decisions. Leadership, management, planning, organizing and co-ordination skills. Have the knowledge of Health activities, Research methodology. Clinical terminology and Library practices. National Archives of South Africa Act, 1996. Public Service Act, 1994. Skills Development Act, 1998, Labour Relations Act, 1997. Basic Conditions of Employment Act, 1997. Project Management and Research. Computer Literacy. Communication both internal and external stakeholders. Promotion, marketing and supervisory skills.

**DUTIES** : To design, develop and maintain a collection of research reports, journals and other health related material and manage the accessibility thereof to users. Classify, catalogue and index new material acquired by the Library and update the information management system to reflect the new material. Administer the material on loan to and from the library to ensure that the material is current, in good condition and is returned timeously. Perform information searches on material in the library, in other libraries and on the internet in order to meet the knowledge requirements of library users. Design and implement a health-specific library index and associated information management system to facilitate the efficient and effective storage and retrieval of health and medical research material including information contained on media such as CD's; video's and DVD's. Promote the use of the library in order to contribute to the

		development of a culture of continuous learning within the Department. Review library processes to enable an improved service to users. Provide orientation to new staff and students on the use of library services.
<b><u>ENQUIRIES</u></b>	:	Mrs R Bridgemohan Tel No: (031) 907 8314
<b><u>APPLICATIONS</u></b>	:	should be directed to: The Registrar, Prince Mshiyeni Memorial Campus, Private Bag X10, Mobeni, 4060.
<b><u>FOR ATTENTION</u></b>	:	Miss.NP Mkhwanazi
<b><u>NOTE</u></b>	:	Applications must be submitted on the most recent prescribed Z83 application form for employment obtainable from all Public Service Departments or from website-www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The reference number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. Faxed and emailed applications will not be accepted. 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). Shortlisted candidates in possession of a foreign qualification will be required to submit an evaluation certificate from the South Africans Authority (SAQA). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Please note that communication will only be entered into with candidates that have been shortlisted. If you have not heard from us within two months after the closing date, please consider your application as being unsuccessful. Due to financial constraints, S&T claims will not be paid to candidates who attended interviews.
<b><u>CLOSING DATE</u></b>	:	02 October 2023
<b><u>POST 33/317</u></b>	:	<b><u>SOCIAL WORKER GRADE 1, 2 &amp; 3 REF NO: GJGM 68/2023 (X1 POST)</u></b> Component: Allied Health
<b><u>SALARY</u></b>	:	Grade 1: R294 411 per annum Grade 2: R359 520 per annum Grade 3: R432 348 per annum
<b><u>CENTRE</u></b>	:	General Justice Gizenga Mpanza Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Matric (Grade 12) or Senior Certificate. National Diploma / Degree in Social Work. Registration Certificate with the South African Council of Social Service Professions (SACSSP). Registration practice receipt (2023/2024) with SACSSP as a Social worker. <b>Grade 1:</b> Bachelor's degree in Social Work plus Current registration with South African Council of Social Services Profession (SACSSP) as a Social worker. <b>Grade 2:</b> Bachelor's degree in Social Work, current registration with South African Council of Social Services Profession (SACSSP) as a Social worker plus Minimum of 10 years relevant experience after registration with HPCSA as a Social Worker. <b>Grade 3:</b> Bachelor's degree in Social Work, current registration with South African Council of Social Services Profession (SACSSP) as a Social worker plus Minimum of 20 years relevant experience after registration with HPCSA as a Social Worker. Recommendation: A valid driver's license. One year as a Social Worker will be an added advantage. Computer Literacy. Knowledge, Skills and Competencies: Sound knowledge of public service Knowledge Skills & Competencies: Knowledge of the integration of the principles, values and ethics of social work in patient care. Knowledge and skills in all methods of Social Work. Knowledge of the National Health policy. Understanding of the hospital policy and procedures. Ability to work in within a multi – disciplinary team. Good communication and reporting skills. Ability to manage a workload effectively under Stressful conditions. Knowledge of problem solving, decision making and conflict management skills.
<b><u>DUTIES</u></b>	:	Render individual or joint therapeutic counselling. Facilitates placements of abandoned children and adults. Advocate and mobilize resources within an outside the hospital. Participates and contribute during ward rounds. Keep up to date with theory and practice of all methods of social work and continuously engage in professional development initiatives. Comply with administration tasks such as letters and report writing, maintaining accurate and daily

		statistics. Conduct psycho social assessment of patients and their families. To participate as a team member in the HIV/AIDS programme. To conduct home visits. Assessments and counselling of patients and families in respect of various social problems, coping with disease and bereavement counselling.
<b><u>ENQUIRIES</u></b>	:	Mrs ZI Maxhakana Tel No: (032) 4376252
<b><u>APPLICATIONS</u></b>	:	should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450.
<b><u>FOR ATTENTION</u></b>	:	Mr. T Latha
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.
<b><u>CLOSING DATE</u></b>	:	04 October 2023
<b><u>POST 33/318</u></b>	:	<b><u>HUMAN RESOURCE PRACTITIONER: RECRUITMENT &amp; SELECTION REF NO: GJGM74/2023 (X1 POST)</u></b> Component: Human Resources
<b><u>SALARY</u></b>	:	R294 321 per annum. Other Benefits: 13th Cheque, Home Owners Allowance & Medical Aid. (To qualify: Employee must meet all the prescribed policy requirements)
<b><u>CENTRE</u></b>	:	General Justice Gizenga Mpanza Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate (Grade 12) or equivalent. Degree/National Diploma in Human Resource Management / Public Administration. A minimum of 3 to 5 years' experience in Human Resource Practices. Recommendation: Valid Code EB driver's license. Computer literacy e.g. MS Office. PERSAL Certificates. Knowledge, Skills and Competencies: Knowledge of Computer literacy, MS software applications. Communication and interpersonal skills is a necessity. Leadership skills to manage the Human Resource section. Sound organising, planning and problem solving skills. Extensive knowledge of the PERSAL system.
<b><u>DUTIES</u></b>	:	Responsible for the advertising of vacant posts in the institution. Co-ordinate the shortlisting and selection process. Co-ordinate the interview process. Serve as an HR Practitioner for interview processes. Prepare submissions for delegated approval and appointment letters once interviews have been finalised. Ensure finalised recruitment files is handed over to HR Practices for appointments to be done timeously on PERSAL. Conduct all verification processes i.e. Verification of qualification, security checks, reference checks etc. Send verification reports once received to HR Practices for capturing on



		PERSAL. Assist with other HR Practices duties i.e. Compilation of HR reports, checking and auditing of attendance registers for all departments within the hospital, Conduct staff head count. Co-ordination of post establishment i.e. request for creation, abolishing, downgrading and upgrading of posts. Assist with the relief of HRO Supervisors. Daily supervision of HR Registry clerks and other allocated interns. Perform any ad hoc tasks that could arise in HR.
<b><u>ENQUIRIES</u></b>	:	Mr T Latha (Deputy Director: HRM) Tel No: (032)4376006
<b><u>APPLICATIONS</u></b>	:	should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450
<b><u>FOR ATTENTION</u></b>	:	Mr. T Latha
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.
<b><u>CLOSING DATE</u></b>	:	04 October 2023
<b><u>POST 33/319</u></b>	:	<b><u>HUMAN RESOURCE OFFICER SUPERVISOR: HR PRACTICES REF NO: GJGM75/2023 (X1 POST)</u></b> Component: Human Resources
<b><u>SALARY</u></b>	:	R294 321 per annum: Other Benefits: 13th Cheque, Home Owners Allowance & Medical Aid. (To qualify: Employee must meet all the prescribed policy requirements)
<b><u>CENTRE</u></b>	:	General Justice Gizenga Mpanza Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate (Grade 12) or equivalent. A minimum of 3 to 5 years' experience in Human Resource Practices. Recommendation: Valid Code EB driver's license. Computer literacy e.g. MS Office. PERSAL Certificates. Knowledge, Skills and Competencies: Knowledge of prescripts, policies and procedures pertaining to the Human Resource section. Extensive knowledge of computerised personnel and salary systems, MS packages and application thereof. Communication and interpersonal skills is a necessity. Leadership skills to manage the Human Resource section. Sound organising, planning and problem solving skills.
<b><u>DUTIES</u></b>	:	Supervise and undertake the more complex implementation and maintenance of Human Resource administration practices. Recruitment and selection (advertisement, appointments, transfers, verification of qualifications, secretarial functions at interview, absorptions, probationary periods etc.). Implement conditions of service and service benefit (leave, housing, medical aid, injury on duty, long service recognition, overtime and relocations).

Pension, Allowances, PILIR etc. Performance Management, Termination of service (indicate steps). Recommend (Approve) transactions on Persal according to delegations (higher authorization should happen on a higher level preferable AD Higher level). Prepare reports on Human Resource Administration issues and enquiries. Supervise Human Resource staff. Allocate and ensure quality of work personnel development, assess staff performance and apply discipline.

**ENQUIRIES  
APPLICATIONS**

: Mr T Latha (Deputy Director: HRM) Tel No: (032)4376006  
: should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450

**FOR ATTENTION  
NOTE**

: Mr. T Latha  
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.

**CLOSING DATE**

: 04 October 2023

**POST 33/320**

: **PRINCIPAL TELEKOM OPERATOR REF NO: BETH 47/2023 (X1 POST)**

**SALARY**

: R241 485 per annum. 13th Cheque, Medical aid (optional) and housing Allowance (employee must meet the prescribed requirements)

**CENTRE  
REQUIREMENTS**

: Bethesda District Hospital - (KwaZulu - Natal)  
: Standard 10/ Grade 12 or equivalent as recognized by SAQA, 2 years Admin/ clerical experience. Recommendations: Computer literacy. Knowledge Skills Training and Competencies Required: Knowledge of Batho Pele Principles. Staff supervision skill. Problem solving skill. Office based practice skill. Planning and organizing skill. Telecommunication skill. Listening skill.

**DUTIES**

: To ensure that all call registers are up to date. To ensure that all major complains are handled in a professional manner. To ensure that all booked calls are recorded on the call register. To ensure that all incoming calls are received and transferred as per caller's request. To ensure that all Batho Pele Principles are implemented. To ensure that the quality of service is maintained. Ensure proper utilization of all resources allocated to Telecommunication section. To log all telephones faults and call Telkom for technical support. To issue and control all telephone secrete pin codes. To train and supervise telecommunication staff within the institution.

**ENQUIRIES**

: Mr. P.M Jiyane AD: Systems Tel No: (035) 595 3108  
Email address: [BethesdaHospital.JobApp@kznhealth.gov.za](mailto:BethesdaHospital.JobApp@kznhealth.gov.za)

<b><u>APPLICATIONS</u></b>	:	The Human Resources Manager, Bethesda Hospital, Private Bag X602, Ubombo, 3970. Hand delivered applications may be submitted at Human Resources office Bethesda Hospital, Ubombo, Main Road.
<b><u>NOTE</u></b>	:	The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s). The KwaZulu-Natal Department of Health is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups. It is the Department's to intension to promote to equity (race, gender and disability) through the filing of this post with a candidate whose transfer/promotion / appointment will promote representatively in line with the numeric targets as contained in our Employment Equity plan.
<b><u>CLOSING DATE</u></b>	:	06 October 2023
<b><u>POST 33/321</u></b>	:	<b><u>ARTISAN PLUMBER REF NO: GTN 43/2023 (X1 POST)</u></b> Component: Maintenance
<b><u>SALARY</u></b>	:	Grade A: R220 533 – R244 737 per annum Grade B: R258 753 – R285 396 per annum Other benefits: 13th cheque, Medical aid (Optional). Housing allowance
<b><u>CENTRE REQUIREMENTS</u></b>	:	Greytown Hospital Grade 12 (senior certificate) N3/NQL 3. Passing a trade test in plumbing in terms of section (1 392) of the man power training act 1981, as amended. Artisan <b>Grade A:</b> 0-2 year's experience in plumbing field. Artisan <b>Grade B:</b> At least 14 years appropriate/recognisable experience in an area after obtaining the relevant trade certificate. Valid driver's license. Knowledge, skills, Training and Competences required. Knowledge of Occupational Health and safety act and safety standards. Knowledge of basic maintenance and repair of broken pipes. Knowledge of safety systems of work. Ability to work independently. Ability to work under pressure. Good communication skill (both verbal & written). Knowledge of Batho Pele principles.
<b><u>DUTIES</u></b>	:	Installation, repair and maintenance of high pressure and low pressure geyser. Installation and repair to toilets, urinals and other ablution facilities such as shower and baths, etc. Installation and repair of water and sewerage reticulation system. Clear blocked drains gutters, down pipes, waste water lines and branch lines. Take and record water supply readings daily. Maintenance on fire hose main supply readings daily. Daily reporting of fault, job progress and daily completion of job card/time sheets as per auditor's instruction. Be prepared to visit primary health care clinics to perform maintenance duties when required. Installation of gutter and down pipes and galvanized pipes. Compile and submit report, provide inputs on the compilation of technical report. Form part of multi-disciplinary team doing rounds in the hospital and clinics and necessary steps to fix all identified shortfalls. Be prepared to work overtime and standby duties. To take responsibility for in-house training and advancement of subordinates. To perform standby duties and after – hours call outs. Keep up to date and current equipment register. Be responsible for material issued and completing job cards. Always adhere to safe working practices (in accordance to the O.H & ACT85/1993). Attend safety and practical orientated training courses and lectures. To perform standby duties after-hour call outs. These duties at times can include the duties

**ENQUIRIES**  
**APPLICATIONS**  
**FOR ATTENTION**  
**NOTE**

associated with other trades such as the fitter, plumber carpenter. Work overtime with remuneration when consider and with the approval of the maintenance supervisor. Must be prepared, in times of crisis, to perform other essential services such as strikes, flood etc .viz. Maintenance oriented duties. Mr R.M Mosikili Tel No: (033) 413 9450

forwarded to: Human Resource Manager, Private Bag X5562, Greytown, 3250. Mrs Z.J Ngobe

The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of educational qualification.

**CLOSING DATE**

: 02 October 2023

**POST 33/322**

: **ARTISAN ELECTRICIAN REF NO: GTN 39/2023 (X1 POST)**  
Component: Maintenance

**SALARY**

: Grade A: R220 533 – R244 737 per annum

Grade B: R258 753 – R285 396 per annum

Other Benefits: 13th cheque, Medical aid (Optional). Housing allowance

**CENTRE**  
**REQUIREMENTS**

: Greytown Hospital

: Grade 12 (senior certificate) Standard 10 Plus Apprenticeship and an appropriate Trade Test Certificate in Electrician in terms of section 13(2) (h) of the Manpower Act of 1981 as amended. Artisan **Grade A:** 0-2 years' experience in electrical field. Artisan **Grade B:** At least 14 years appropriate/recognisable experience in an area after obtaining the relevant trade certificate. Valid driver's license. Knowledge, skills, Training and Competences required. Sound knowledge of the Occupational Health and Safety Act 85 of 1993. Good communication skills, interpersonal skills and negotiation and planning. Technical report writing, practical skills and experience of the trade. Good knowledge of hospital plant and machinery, equipment, air condition, as well as gas applications and gas equipment. Good knowledge of legal compliance. Creativity and analytical thinking, problem solving and decision making skills. Ability to work in a team, be customer focused and responsiveness. Computer Literacy: MS Office Software Package and presentation skill.

**DUTIES**

: Regular checks and visual inspections to all plants and equipment under supervision e.g. autoclaves, air handling units, clarifiers, gas banks, gas manifolds, oxygen generation plant, Hysters, laundry and kitchen equipment etc. Repairs to any broken and condemnation of equipment. Testing of oxygen plant, changing and record keeping of oxygen gas cylinders. Keep and monitor service intervals of all plants and equipment. Maintain and keep service record for future references. Installation work such as tubing and wiring in roof spaces, surface work and low –tension work. Repairs to all types of light fittings, inclusive of lamping. Maintenance and minor repairs o all domestic appliances, equipment and plant. Ensure visiting of Primary health clinics to perform maintenance duties when required and conduct inspections. Compile report and motivations for new work and for the improvement of existing plants. Undertake technical and other such investigations as required by the Artisan Foreman/ Chief Artisan. Assume overall control of responsibility for the supervision and guidance of subordinates. Be responsible to ensure cleaning of workplace/ workshop is carried out properly. Exercise control over equipment/ tools and keep them in good working condition. Ensure staff members are trained on use of equipment. Regular testing of emergency standby generator sets, inclusive of checking water, oil ,fuel level safety tests on genets are to be made on weekly basis. Test and record single phase earth

leakage relays using a socket tester and logged one per week. Weekly safety test of all laundry equipment such as door switches and ensure that proper recording is done on all tests conducted on the relevant register. Keep up to date with current equipment register. Be responsible for material issued and completing of job cards. Weekly testing of fire alarms and all associated equipment viz, booster pumps etc. To perform standby duties and after hours call out. These duties at times can at times include duties associated with other trades.

**ENQUIRIES**  
**APPLICATIONS**  
**FOR ATTENTION**  
**NOTE**

- : Mr. RM Mosikili Tel No: (033) 4139 400
- : forwarded to: Human Resource Manager, Private Bag X5562, Greytown, 3250.
- : Mrs Z.J Ngobe
- : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of educational qualification.
- : 02 October 2023

**CLOSING DATE**