



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 28 OF 2023  
DATE ISSUED 11 AUGUST 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).

### AMENDMENT

**PROVINCIAL ADMINISTRATION: NORTH WEST: OFFICE OF THE PREMIER:** Kindly note that all the positions below SMS level advertised in the DPSA circular 27 dated 04 August 2023 with the closing date of 21 August 2023. The Office of the Premier as an equal opportunity employer is committed to promote gender equality and empowerment of women, employment of persons with disabilities and youth. In terms of the Employment Equity Plan of the Office, preference will be given to women, persons with disabilities and youth for filling the following posts. The new closing date 25 August 2023.

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

**OTHER POSTS**

<b><u>POST 28/223</u></b>	:	<b><u>CLINICAL MANAGER REF NO: BETH 38/2023</u></b>
<b><u>SALARY</u></b>	:	R1 288 095 per annum, all-inclusive salary packages, (70% of basic salary and 30% benefits i.e. flexible portion that can be structured in terms of applicable rules) Plus 22% rural allowance plus Commuted Overtime which is determined by service delivery needs of the department.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bethesda District Hospital, (KwaZulu - Natal) Senior Certificate/ Matric or Grade 12. A degree in MB ChB or equivalent degree. A minimum of 4 years appropriate experience as Medical Officer after registration with HPCSA as Medical Practitioner. Current registration with HPCSA as a Medical Practitioner. Knowledge Skills Training and Competencies Required: Strong leadership, organizational, operational and contingency planning skills. Independent decision-making and problem solving skills. Good interpersonal and communication skills. Conflict management. Medical/clinical skills. Basic financial management. Planning, organization and problem solving. Analytical and creative thinking. Reporting. Administrative. Verbal and written communication. Interpersonal relations. Good knowledge of applicable legislation, regulations, national and provincial policies. HPCSA regulations. National norms and standards for relevant clinical results. Patient rights responsibility Charter. Internal and external policies. Provincial drainage area mapping. Local regulations and rules regarding administrative duties. Institution's budget and PFMA. Regulatory framework of the institution. Labour Relations Act. Code of Conduct. National norms for relevant clinical results.
<b><u>DUTIES</u></b>	:	Ensure effective comprehensive clinical services with respect to patient care at inpatients, outpatients and outreach levels. Consultation (examination, treatment) and assessment of patient's physiology and physical condition. Diagnose patient's state of health. Briefing, informing, educating and counseling of patient and where appropriate relatives regarding prevention and treatment of patient. Deal with emotional, social and physical aspects of the patient's disease (Holistic Care & Management). Prescribe and administer medicine and treatment including minor surgical procedures. Ensure continuous service delivery. Manage an appropriate referral service to patients. Ensure good clinical record keeping and feedback on discharge. Ensure cost effective treatment of patients and that goals are met within the budget constraints. Manage the outreach support to patients at clinics. Manage Health Promotion programmes. Ensure an effective administered clinical department. Provide expert input into the governance, administration and management of the institution and its associated services. Assess ongoing staff and medical equipment needs. Maintain good interpersonal relationships with all the members of institution. Ensure safe medical practices in the institution to reduce the risk of medical legal cases as well as medical legal risk for patients. Manage all medico legal functions in the clinical department of the institution. Effective education, training and research. Manage the practical training to junior medical officers/medical students and other personnel. Manage the in service training to community service doctors. Plan and ensure that medical research work and development are undertaken. Undertake complex medical research work. Study medical literature and do research. Partake in projects at institutional and PHC level e.g. data collection, analysis thereof and formulation of recommendations aimed at an optimal service provision within the budgetary constraints. Keep up to date with new developments in the medical management and management field. Study professional journals and publications to ensure that cognizance is taken of new developments. Monitor and study the medical services legal and policy framework continuously to ensure that the work of the unit is aligned with the requirements of such acts and policies. Liaise/attend meetings, congresses and study the medical services legal and policy framework continuously to ensure that the work of the unit is aligned with the requirements of such acts and policies. Monitor and study the human resource, financial and general management frameworks of the Public Service to stay abreast of the latest developments. Ensure the development and implementation of quality assurance programs in line with

Provincial, National and International standards. Manage the implementation of quality assurance programs. Manage the formulation, implementation and monitoring of the execution of policies and protocols at institutional level. Development and implement operational plans and policies in line with the organisation's goals. Management and participation in commuted overtime, including a seven (07) nights-shift system. Be prepared to participate in all clinical governance activities, including complaints management and reduction.

- ENQUIRIES APPLICATIONS** : Dr T.C Ngwenya Tel No: (035) 595 3106  
 : 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).
- CLOSING DATE** : 25 August 2023
- POST 28/224** : **MEDICAL SPECIALIST- FAMILY PHYSICIAN REF NO: BETH 30/2023 (X2 POSTS)**
- SALARY** : Grade 1: R1 214 805 per annum, all-inclusive salary packages  
 Grade 2: R1 386 069 per annum, all-inclusive salary packages  
 Grade 3: R1 605 330 per annum, all-inclusive salary packages (70% of basic salary and 30% benefits i.e. flexible portion that can be structured in terms of applicable rules) Plus 22% rural allowance plus Commuted Overtime which is determined by service delivery needs of the department.
- CENTRE REQUIREMENTS** : Bethesda District Hospital, (Kwa Zulu - Natal)  
 : Grade 12 / Senior Certificate Appropriate tertiary qualification that allows registration with HPCSA as a Family Physician. Current registration with the Health Professions Council of South Africa (HPCSA) as a Family physician. **Grade 1:** No experience required. **Grade 2:** A minimum of five (05) years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in the relevant discipline. **Grade 3:** A minimum of ten (10) years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in the relevant discipline. Knowledge Skills Training and Competencies Required: Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnose and management of patients within the field of expertise. Good verbal and written communication skills and interpersonal skills. Knowledge of all Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Concern of excellence.
- DUTIES** : Provide specialist care to patients requiring services within your specific domain. Provide specialist care in the outpatient clinics. Provide after-hours coverage in the relevant discipline unit and ensure continuous clinical support to junior staff. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials. Conduct specialist regular ward rounds and administer expert interventions that will

expedite the management of patient care. Active participation in quality improvement programs including clinical audits and continuous professional development activities in Bethesda Hospital. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend to administrative matters as pertains to unit. Manage / supervise allocated human resources. Comply with all legal prescripts i.e. Acts, Legislative, Policies, Circulars, Procedures, Guidelines and Code of Conduct of public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

<b><u>ENQUIRIES</u></b>	:	Dr T.C Ngwenya Tel No: (035) 595 3106
<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 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).
<b><u>CLOSING DATE</u></b>	:	25 August 2023
<b><u>POST 28/225</u></b>	:	<b><u>ADVANCED DISTRICT NURSING PROFESSIONAL PHC REF NO: AMAJ14/2023</u></b> Component: District Specialist Team
<b><u>SALARY</u></b>	:	R1 045 731 per annum, (an all – inclusive salary package). Other Benefits Medical Aid Optional, Home Allowance – Employee must meet prescribed requirements and 13 <sup>th</sup> Cheque.
<b><u>CENTRE</u></b>	:	Amajuba Health District Office
<b><u>REQUIREMENTS</u></b>	:	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 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 of EB Driver's License (code 8). A detailed current and previous work experience endorsed and stamped by Human Resources. Knowledge, Skills, And Competencies Required Knowledge: Own discipline Relevant legislation, regulations and policies Implementation and evaluation Information Management Quality assurance and improvement programmes Programme planning and evaluation Human Resources and Financial Management. Skills: Leadership Communication Problem solving Computer literacy. Behavioural Attributes: Stress tolerance Self-confidence Objective Emphatic.
<b><u>DUTIES</u></b>	:	Support clinics, community health centres and district hospitals with aspects of service delivery related to own discipline. Promote clinical effectiveness in all facilities through supporting outreach programs and development,

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 of 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 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 hospital. Co-ordinate and supervise discipline related services within the district. Assist with the recruitment and management of relevant human resources.

- ENQUIRIES** : Dr. A.M.E.T. Tshabalala Tel No: (034) 328 7000
- APPLICATIONS** : All applications should be forwarded to: Mrs. T.N.B. Dube: KZN Department of Health, Amajuba Health District Office, Private Bag X6661, Newcastle, 2940 Or Hand delivered to: 38 Voortrekker Street, Newcastle.
- FOR ATTENTION** : Dr. A.M.E.T. Tshabalala
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](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 (submitted 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 people with disability may feel free to apply.
- CLOSING DATE** : 25 August 2023
- POST 28/226** : **ELECTRICAL /MECHANICAL ENGINEER REF NO: DPKISMH 40/2023 (X1 POST)**  
Component: Facilities Management
- SALARY** : Grade C: R967 809 – R1 140 018 per annum, (all-inclusive salary package)

<b><u>CENTRE REQUIREMENTS</u></b>	: Dr Pixley Ka Isaka Seme Memorial Hospital : Senior Certificate/Grade 12 or Equivalent. A University Degree in Mechanical or Electrical Engineering Plus. Compulsory registration with ECSA as a Professional Engineer (Electrical or Mechanical). Three (03) years post qualification engineering experience required Plus. Unendorsed valid Code B driver's license (Code 08) PLUS. Certificate of Service endorsed by Human Resource Department. All successful candidates will have to spend minimum one year in service. Recommendations: GCC factories OHS exams and experience in a public health facility will be an added advantage. Knowledge Skills Training and Competencies Required: The incumbent of this post will report to the Hospital CEO and will be responsible for all round asset care and maintenance of the facility, its land and building s, plant and machinery, infrastructure and reticulation, energy usage and sustainability, asset replacements. The above academic qualification must be accompanied by a minimum of three years in Operations or Engineering maintenance. Practical experience in engineering department is essential. Knowledge of related policies, directives and legislations. Applying Expertise and Technology. Adhering to Principles and Values. Deciding and Initiating Action. Delivering Results and Meeting Customer Expectations. Writing and Reporting. Formulating Strategies and Concepts. Planning and Organizing. Presenting and communicating Information. Analysing. Learning and Researching. Creativity and Innovation. Relating and Networking.
<b><u>DUTIES</u></b>	: Undertake engineering designs. Responsible for continuous performance, improvement, assurance and quality management of occupational health and safety within the hospital perimeter as per the OHS Act No.85 of 1993 and Regulations. Management of onsite contractors e.g. Quotes are obtained and contractors are approved within set guidelines. Direct and control engineering of water, energy saving and all sustainability projects. Identify, recognize, and motivate the need and feasibility for capital upgrades, improvements, and replacements. Management of the engineering department, which includes strategic people management, personnel utilization, personnel efficiencies, orientation and performance, reviews and oversee the development and maintenance of staff competence. Perform final review and approvals of audits on new engineering designs according to design principles or theory. Perform administrative functions such as reviewing and writing reports, approving expenditures, enforcing rules and making decisions about the purchase of material or services. Financial control of capital and operational budgets. Prepare budgets, bids/tenders, contracts and direct the negotiations of external service provider workflows. Responsible for ensuring that system are in place to control and manage maintenance such as functionality of planned/preventative maintenance programs, job card and call out systems. Ensure service reports and record sheets of major equipment, breakdown and legal requirements are completed, recorded, and archived as per company policy and various laws.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr LS Latchminarain (Deputy Director) Tel No: (031) 530 1407 : To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or emailed to: <a href="mailto:Pixley.recruitment@kznhealth.gov.za">Pixley.recruitment@kznhealth.gov.za</a>
<b><u>FOR ATTENTION NOTE</u></b>	: Deputy Director: HRM : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . No attachments on application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form <u>Z83</u> e.g. DPKISMH 40/2023. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.
<b><u>CLOSING DATE</u></b>	: 01 September 2023

**POST 28/227** : **DENTIST REF NO: DPKISMH 41/2023 (X1 POST)**

**SALARY** : Grade 1: R880 52 - R975 738 per annum, (all-inclusive salary package)

**CENTRE** : Dr Pixley Ka Isaka Seme Memorial Hospital

**REQUIREMENTS** : Senior Certificate Grade 12 or Equivalent. Appropriate qualification that allows registration with HPCSA as Dentist. Registration certificate with HPCSA as a Dentist: Independent Practice. Current registration with HPCSA as a Dentist (2023/2024). Certificate of Service endorsed by Human Resource Department. Valid driver's licence (Code 08). **Grade 1:** Appropriate qualification Plus registration with HPCSA as a Dentist. No experience required. Knowledge Skills Training and Competencies Required: Knowledge of related policies, directives and legislations. Ability to work under pressure. Problem solving. Supervisory. Literacy. Analytical. Computer and numeric skills. Good communication skills. Interpersonal. Good interpersonal relationship, disciplined, professional and compassionate. Good communication skills. Presentation, planning and organizing skills.

**DUTIES** : Ensure appropriate management and treatment of dental patients. Render quality Oral Health Care to patients (whole spectrum, i.e. extractions under general anaesthetics, endodontics, prosthodontics, interceptive orthodontics, paediatric dentistry, Oral Surgery etc.) Involvement in Research. Training of dental students. Ensure appropriate referral of patients. Provide and assure quality health care and information management including generation, collection, collation and analysis of data. Implement policies. Ensure oral health promotion and patient education. Participate in Oral Health preventative and promotion programs. Participate in Oral health month activities (i.e. screening, health talks, etc.). Supervision of subordinates by ensuring quality of work, development and EPMDS. Render clinical dental services at all health facilities in the District, including travelling to the community clinics. Conduct service need index screening at schools (i.e. cleaning of teeth, extractions, etc.) Supervision of subordinates by ensuring quality of work, development and EPMDS.

**ENQUIRIES** : Dr NN Ndwandwe – Clinical Manager Tel No: (031) 530 1429

**APPLICATIONS** : To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or emailed to: [Pixley.recruitment@kznhealth.gov.za](mailto:Pixley.recruitment@kznhealth.gov.za)

**FOR ATTENTION** : Deputy Director: HRM

**NOTE** : The following documents must be submitted, Application for employment form (z83), which is obtainable at any Government Department or from website-[www.kzn.gov.za](http://www.kzn.gov.za). No attachments on application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 41/2023. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s) This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

**CLOSING DATE** : 01 September 2023

**POST 28/228** : **DEPUTY DIRECTOR: PLANNING, MONITORING & EVALUATION REF NO: UMZIN/17/2023**

Component: Planning, Monitoring & Evaluation

**SALARY** : R811 560 per annum (Level 11), (all –inclusive package)

**CENTRE** : Umzinyathi Health District Office

**REQUIREMENTS** : Senior Certificate (Grade 12) National Diploma or B Degree in Human or Health Sciences 3 years appropriate managerial experience in Health care service Delivery and Resource Planning. Computer Literacy: MS Office Software Applications. A valid Code B or EB drivers License. Knowledge, Skills, Training and Competencies Required Ability to programme and project

manage a wide range of diverse activities. Strong interpersonal and communication skills. Ability to find innovative solutions and take independent decisions within the scope of delegated powers. Aptitude for Resource Management processes (Financial, Supply Chain and Human Resource Management practices). Ability to understand the impact of inputs received from stakeholders and to translate these into strategic and service transformation objectives. Ability to prioritize issues and other work related matters and to comply with time frames set as part of the planning and reporting agenda of the Department. Understanding of data and information management processes the critical need for reliable district health information. Understanding of the challenges facing the public health sector.

**DUTIES** : Oversee the coordination, integration and development of inputs into the District Health plan to ensure that the final plan is in line with the Strategic and Service Transformation plan of the Department and other policy directives. Ensure development of the District Infrastructure Development Plan, the implementation and monitoring thereof as well as the provisioning of technical support to institutions. Ensure the timely development of District Resource Plan (HR Plan, Budget, Procurement Plan, etc.) Facilitate implantation, monitor, evaluate and report thereof inclusive of provisioning of technical support to institutions regarding the application of the transversal Human Resource, Supply Chain, Financial and risk Management Systems. Manage the utilization of resources allocated to the Section inclusive of the development of staff. Monitor, evaluate, provide early warning and report on the implementation of the Annual District Service Delivery Plan, the performance of corporate and other governance systems within institutions (inclusive of compliance with Health and Occupational Safety Regulation) and initiate corrective action. Ensure the development, implementation and maintenance of reliable District Health information Systems in line with departmental policy and system imperatives.

**ENQUIRIES** : Ms. JY Dube Tel No: (034) 2999100  
**APPLICATIONS** : should be forwarded to: Private Bag X 2052, Dundee, 3000 or Hand Deliver to: 34 Wilson Street, Dundee, 3000.

**FOR ATTENTION** : Human Resource Practices

**CLOSING DATE** : 28 August 2023

**NOTE** : NB: Please note that due to financial constraints, there will be no payment of S & T and resettlement claims.

**POST 28/229** : **DEPUTY DIRECTOR: DISTRICT HEALTH SERVICE DELIVERY & PLANNING REF NO: UGU 07/2023**  
 Component: Monitoring and Evaluation

**SALARY** : R811 560 per annum  
**CENTRE** : Ugu Health District  
**REQUIREMENTS** : Senior certificate/Standard 10. Bachelor Degree/National Diploma in the field of Human Science/ Administration or Health Sciences. A minimum of five (5) years Managerial experience of which 2 years must be an experience in District Health Systems. Valid Drivers' license. Computer literacy (MS Office programmes) Knowledge: Sound project management skills. Ability to make independent decisions Strong communication and presentation skills. Understanding of data and information management processes, the critical need for reliable district health information. Decision making, time management, facilitation skill, risk management and good interpersonal relation skills. Managerial and facilitation skills. Good understanding of district health system and national health insurance.

**DUTIES** : Facilitate strategic and other planning workshops within the district to ensure consultation; buy-in and the determination of priorities. Extract data from the HIS, monitoring, evaluation and research reports with a view to developing reliable base line information documents informing planning processes. Ensure coordination, integration and development of inputs into the District Health plan and operational plan to ensure that the final plan is in line with the Strategic and Service transformation plan of the Department as well as other policy directives. Analyse and critique the planning inputs of components and provide technical advice ensuring that the stated goals, objectives and targets are realistic, measurable and attainable. Ensure development of the district infrastructure plan, HR Plan, Procurement plan, HAST conditional grant plan and any other district related plan. Collaborate with other district stakeholders to ensure alignment of planning processes within the IDP/DDM/OSS/DTT



		planning framework. Monitor and evaluate the operational plans of institutions to comply with public health service delivery planning imperatives and develop innovative solutions to overcome the identified barriers.
<b><u>ENQUIRIES</u></b>	:	Mrs. N Govender Tel No: (039) 688 3000
<b><u>APPLICATIONS</u></b>	:	Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240.
<b><u>FOR ATTENTION</u></b>	:	Mr. J.L. Majola
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae ONLY. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and emailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof only when they are shortlisted.
<b><u>CLOSING DATE</u></b>	:	01 September 2023
<b><u>POST 28/230</u></b>	:	<b><u>ASSISTANT MANAGER NURSING -SPECIALTY UNIT- (OT, EMERGENCY &amp; TRAUMA AND OPD) REF NO: MURCH 29/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R683 838 per annum. Other Benefits: 13 <sup>th</sup> Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
<b><u>CENTRE</u></b>	:	Murchison Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification i.e. Diploma/Degree in nursing of equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council (SANC) as a Professional Nurse A post basic qualification in the speciality A minimum of 9 years appropriate /recognisable experience in nursing after Registration as Professional Nurse with the SANC in General Nursing At least 7 years of the period referred to above must be appropriate/recognized experience in the specific specialty after registration. Knowledge, Skills and Experience: Knowledge of nursing care processes and procedures, nursing status and other relevant legal frameworks such as: Nursing Act, Health and Safety Act, Patients' Rights Charter, Batho Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Leadership, organizational, decision making and problem solving abilities within the limit or the public sector and institutional policy framework Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management Insight into procedures and policies pertaining to nursing care. Computer skills in basic programmes.
<b><u>DUTIES</u></b>	:	Coordination of optimal, holistic specialised nursing care provided within set standards and a professional /legal framework Manage effectively the utilisation and supervision of resources Coordination of the provision of effective training and research Provision of effective support to Nursing services Maintain professional growth /ethical standards and self-development Coordinate analysis, and implementation of guidelines, norms, standards and procedures. Monitor the implementation of programmes i.e. NCD'S Provide effective and professional leadership in clinical governance to ensure clinical accountability and quality patient care Ensure effective data management Develop SOP'S and protocols that will guide the activities of the unit Ensure implementation and monitoring of Audit improvement plan.
<b><u>ENQUIRIES</u></b>	:	DMN - Mrs C. Mkhwanazi Tel No: (039) 6877311 ext 127
<b><u>APPLICATIONS</u></b>	:	All applications should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 or Hand Delivered To: Human Resources Department, Murchison Hospital.

<b><u>NOTE</u></b>	:	The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . 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. MURCH/ 29/2023 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 qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) when the applicant is shortlisted. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof when the applicant is shortlisted) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.
<b><u>CLOSING DATE</u></b>	:	25 August 2023
<b><u>POST 28/231</u></b>	:	<b><u>ASSISTANT MANAGER NURSING PHC REF NO: MBO 55/2023 (X1 POST)</u></b> Component: Nursing Services
<b><u>SALARY</u></b>	:	R683 838 - R767 184 per annum. Other Benefits: Home Owner Allowance (Prescribed requirements to be met), 13th Cheque, Rural Allowance 8% and Medical Aid (Optional).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mbongolwane District Hospital Grade 12 certificate or equivalent. Degree/Diploma in General Nursing and Midwifery. Only shortlisted candidates will be required to submit proof of current registration with SANC as a General Nurse (2023). PHC Certificate endorsed by SANC. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years' experience in PHC after obtaining a 1 year qualification in Primary Health Care. At least 3 years of the period referred to above must be appropriate / recognizable experience at managerial level under PHC. Only shortlisted candidates will be required to submit proof of current and previous experience endorsed and stamped by Human Resource (certificate of service). Recommendation: Driver's license and Computer literacy. Knowledge, Skills and Competencies: Knowledge of Nursing care processes and procedures, Nursing Acts, Health Act, Nurses Pledge, Patient's-Rights charter, Batho Pele principles etc. Nursing statutes and relevant legal framework. Knowledge and understanding of legislative framework governing the public services. Knowledge of HR, Finance, Skills development, Labour Relations, Public Service. PHC Guidelines and other prescripts. Conflict, Change and People Management.
<b><u>DUTIES</u></b>	:	Manage OPD, Eye clinic, HAST, Mobile services and satellite clinics. Delegate, supervise and coordinate the provisioning of effective and efficient patient care through adequate nursing care. Participate in the implementation of the nursing plan, clinical audits, QIP's and its implementation for quality care. Participate in the formulation of nursing standards, protocols, SOPs, policies and ensure implementation through monitoring and evaluation. Ensure that practice in nursing is in accordance with laws and regulations relevant to nursing and health care. Manage and monitor HR and Finance in all relevant clinical areas. Facilitate implementation of ICRM and OHSC monitor progress and maintain

		status and compliance. Facilitate and oversee the development of Nursing Operational plan in the relevant clinical areas and satellite clinics Monitor and ensure data collection and adherence to Data Management Principles. Coordinate and engage Sukuma Sakhe promoting activities / events within the community. Facilitate and monitor implementation of PHC re-engineering. Monitor implementation of clinical governance in the units and satellite.
<b><u>ENQUIRIES</u></b>	:	Mrs. SI Mkhwanazi Tel No: (035) 476 6242, Ext 1011/ <a href="mailto:siphesihle.mkhwanazi@kznhealth.gov.za">siphesihle.mkhwanazi@kznhealth.gov.za</a>
<b><u>APPLICATIONS</u></b>	:	should be forwarded to: Human Resource Manager, Private Bag X126, and Kwa-Pett, 3820 or Hand delivered to: Mbongolwane Hospital or Online (E-Services) <a href="http://www.e-services.gov.za">www.e-services.gov.za</a>
<b><u>NOTE</u></b>	:	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 - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.
<b><u>CLOSING DATE</u></b>	:	2023 August 25
<b><u>POST 28/232</u></b>	:	<b><u>OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO: MURCH-MOBILE 13/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R627 474 per annum. Other Benefits: 13 <sup>th</sup> Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
<b><u>CENTRE REQUIREMENTS</u></b>	:	Murchison Hospital- Mobile Clinic Senior Certificate Degree / Diploma in General nursing plus 1 year post basic qualification in Primary Health Care or 1 year post basic qualification in Community Nursing Science with specialization in Clinical Nursing Science, Health Assessment, Treatment and Care as per R212 SANC Regulation. Current registration with SANC as a General Nurse and Primary Health Care Nurse A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which 5 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care or one year post basic qualification in Community Nursing Science with specialization in Clinical Nursing Science, Health Assessment, Treatment and Care as per R212 SANC Regulation. Certificate of service from previous and current employer endorsed and stamped by HR. Recommendation: Valid Code 08 Drivers license Computer Literacy Knowledge, Skills and Competencies: Knowledge of nursing care and processes and procedures, nursing statutes, and other relevant legal frameworks. Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework and good communication skills. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills Financial and budgetary knowledge pertaining to the relevant resources under management Insight into procedures and policies pertaining to nursing care Computer skills in basic programmes.
<b><u>DUTIES</u></b>	:	Monitor and evaluate the performance of primary health care services and systems within the designated services area in line with, public health indicators, set norms, standards and targets with a view to report thereon and to initiate corrective action timeously. Analyze health policy and programme

imperatives with a view to develop customized implementation strategies to guide the primary health care service providers in the service area towards complying with the stated norms, standards and targets. Identify “transversal “primary” health care and systems barriers (including emerging health trends in the service area) with a view to ensure corrective action at an appropriate level. Ensure and monitor that primary health care services within the designated services area are provided with adequate support by multi-disciplinary teams attached to the CHC / district hospital as well as from shared corporate service providers attached to the mothering institution. Ensure an integrated approach with the implementation of various primary health care programmes to provide a seamless service delivery platform, including the prioritizing of needs within the service area and the allocation of resources accordingly. Ensure the effective and efficient utilization of allocated resources, including the development of staff, budgetary, procurement planning inputs and maintenance of prescribed information management systems(s).

Mr LG Nyawo Tel No: (039) 687 7311, ext. 130

**ENQUIRIES  
APPLICATIONS**

: All applications should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 or Hand Delivered To: Human Resources Department, Murchison Hospital.

**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](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. MURCH/ 13/2023 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 qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) when the applicant is shortlisted. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof when the applicant is shortlisted) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

**CLOSING DATE**

: 25 August 2023

**POST 28/233**

: **ASSISTANT DIRECTOR: CLINICAL TECHNOLOGIST REF NO: ADCLINTECH PULMO /2/2023**  
Department: Pulmonology Function Laboratory

**SALARY**

: Grade 1: R578 367 per annum, Plus 13<sup>th</sup> cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements.

**CENTRE**

: Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**

: A B.Tech degree plus registration with HPCSA as a clinical technologist in pulmonary function. Current registration with HPCSA 2023-2024. Minimum of 8 years' experience as an independently practicing clinical technologist At least 5 (five) years' experience must be in a managerial position/duties. Recommendations: Inclusive of five years teaching experience affiliated to an accredited institution. This experience is for both undergraduate clinical technology students as well as other relevant health care professionals. Interest or participation in clinical trials will be an advantage. Knowledge, skills

<b><u>DUTIES</u></b>	:	training and competencies required: To be well versed in the current health and public service legislation with respect to policies and regulations. Ensure integrity of the recording systems and confirm that high quality and technically sound recordings of tests are performed. Promote Batho Pele principles in order to promote effective service delivery. Maintain and check equipment regularly in order to comply with safety requirements. Ensuring staff punctuality, attendance and accountability. Ensure patients are treated with care and courtesy and to maintain patient integrity and confidentiality. To be competent in managing time and resources and be confident in prioritising procedures. To guarantee appropriate supervision and train subordinates, students and other health care professionals within the department. To participate in and supervise clinical research projects of clinical technologist students. To participate and contribute to research projects within the department.
<b><u>ENQUIRIES</u></b>	:	Prof. K Nyamande Tel No: (031) 240 1353 / Dr. D Fakey Khan Tel No: (031) 240 1376
<b><u>APPLICATIONS</u></b>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
<b><u>NOTE</u></b>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
<b><u>CLOSING DATE</u></b>	:	01 September 2023
<b><u>POST 28/234</u></b>	:	<b><u>CHIEF DIETICIAN REF NO: BETH 39/2023</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R520 785 per annum. 13th Cheque, Medical aid (optional), housing Allowance (employee must meet the prescribed requirements) plus 17% rural allowance, Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bethesda District Hospital, (KwaZulu - Natal) Grade 1: Grade 12 / Senior Certificate. An appropriate qualification that allow registration with HPCSA as a Dietician. A minimum of 3 years relevant experience after registration with HPCSA as a Dietitian. Current registration with the HPCSA (2023) as a Dietician. 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. Performance management skills.
<b><u>DUTIES</u></b>	:	Execute all dietetics management duties, functions and responsibility to the best of an ability and within all applicable legislation. Manage and provide a high quality promotive and curative nutrition services according to patient needs. Give expert clinical advice and factual information of a professional nature on institutional services. Provide a consultative dietetics services to

health professionals and patients. Monitor and evaluate the nutrition services to comply with the valid standards and indicators, implement Quality Assurance Programmes for overall effective services. Develop protocols to ensure that the diets comply with dietary recommendations. Make recommendations with regards to policies/strategies for effective functioning of the dietetics unit. Act as a consultant in the patient curative and rehabilitation programmers. Give expert advises on the nutrient content of food products to be purchased. Determine a policy relating to the development, provision and maintenance of comprehensive nutrition standards. Ensure an effective nutrition care yet up to standard nutrition service. Exercise control over food products to minimize wastage. Ensure effective nutrition care is delivered to patients within the hospital & out-patients. To be able to provide an after hour services within the available resources whenever its required to do so. Fulfill Monitoring & evaluation duties of the section.

- ENQUIRIES** : Dr T.C Ngwenya Tel No: (035) 595 3106
- 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 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).
- CLOSING DATE** : 25 August 2023
- POST 28/235** : **CHIEF OCCUPATIONAL THERAPIST REF NO: BETH 35/2023**
- SALARY** : Grade 1: R520 785 per annum. 13th Cheque, Medical aid (optional), housing Allowance (employee must meet the prescribed requirements) plus 17% rural allowance, Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements).
- CENTRE** : Bethesda District Hospital, (KwaZulu - Natal)
- REQUIREMENTS** : Grade 12 / Senior Certificate. Degree/Bachelor of Occupation Therapy. A minimum of three years operational experience in Occupational Therapy post. Annual Registration with the Health Professional Council of South Africa (HPCSA). Current HPCSA receipt. Recommendation: Recognizable experience as a Team Leader/Programme Coordinator. Certificate of Service endorsed by HR. Knowledge, Skills Training and Competencies Required: Good communication, leadership, interpersonal skills, conflict management and knowledge of labour relations and disciplinary process/procedure. Human Resource and financial management skills. Sound knowledge of disciplinary processes and grievance procedures. Knowledge of competency in high quality diagnostic and therapeutic Occupational Therapy service. Sound knowledge of the application of clinical Occupational Therapy theory, practices and ethics. Ability to function under pressure and provide psychosocial rehabilitation service to Mental Health Care Users.
- DUTIES** : Management of vocational rehabilitation areas which includes staff and MHCU supervision. Ensuring effective reintegration of the MHU's into the community and active involvement in the clinical team and clinical team meeting. Management of financial resources within the department which includes planning for stock taken. Effectively manage the functions and operations within the OT component and complete administrative duties within the

department. Co-ordinate early assessment and placement of appropriate MHU's immediately after referral. Assessment and treatment of activities of a daily living for MHCUs in the vocational areas and wards. Plan and involve staff who will need to implement/support these plans. Attend all clinical team meetings; be actively involved in these and the efforts to establish functional clinical team. Actively engages in the planning and implementation of psychosocial-rehabilitation and relevant event. Assist OT Manager in coordination of monthly stock take in the department. Supervision and conducting performance reviews for sub-ordinates i.e PMDS. Co-ordinate relevant reports. Assist with co-ordination of in-service training of OT staff and placement of undergraduate OT student. Assist with risk management of the component. Assist with the drawing up of work ideas and team cohesion for the OT clinical team.

- ENQUIRIES** : Dr T.C Ngwenya Tel No: (035) 595 3106
- 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).
- CLOSING DATE** : 25 August 2023
- POST 28/236** : **CLINICAL PROGRAM COORDINATOR-TRAINER REF NO: UMZIN/12/2023 (X1 POST)**  
Re-advertisement
- SALARY** : Grade 1: R497 193 per annum. Other Benefits: 13th cheque, Rural Allowance on claim basis Medical aid: Optional Homeowner's allowance: Employee must meet prescribed requirements.
- CENTRE** : Umzinyathi Health District Office
- REQUIREMENTS** : Grade 12/Matric certificate an appropriate B Degree/ National Diploma or equivalent qualification in Nursing Plus Minimum of 7 years appropriate /recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Current Registration with SANC. Valid Driver's License – Code 8 plus Knowledge, Skills and Competencies Required: Report Writing skills. Financial Management skills. Empathy and counselling skills and knowledge. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public health sectors. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with the time frames. Proven initiative, decisiveness and to acquire new knowledge swiftly.
- DUTIES** : Monitor strengthening of health system effectiveness. Conduct all HIV, TB, STI trainings. Contribute in the reduction of morbidity and mortality within the District related to communicable and non-communicable diseases Contribute to the reduction of maternal and child mortality rate through capacity building Contribute in combatting HIV/AIDS and TB and other communicable diseases Monitor improved quality of care by ensuring that all PHC facilities and the CHC are in possession of all relevant TB and HAST policies, guidelines and

protocols and adhere to such Monitoring of all priority Primary Health Care and Strategic Health Programmes and performance of. Ensuring capacity building and ensuring sustainability of the functioning of Clinic Committees. Orientation and Induction of all new PHC Supervisors, OMN's and PHC Trainers on all priority programmes. Ensure coordination of all logistics once invitations are received from RTC or Provincial Programme Managers Ensure timeous compilation and submission of PHC reports to the next level of Management, HRD and the RTC. Ensure capacity building of Outreach Team Leaders, CHW's and other PHC Outreach teams. Ensure capacity building of all Household Champions on TB, HIV and all other conditions Ensure mentoring and coaching of the Outreach team and CHW's in readiness for Assess Compile monthly reports and submit to direct supervisor, HRD and RTC Forward all training registers to District HRD and RTC.

**ENQUIRIES APPLICATIONS** : Mrs. S Sibiya Tel No: (034) 2999100

**FOR ATTENTION NOTE** : applications forwarded to or Hand Delivered, Umzinyathi Health District Office, 4 Wilson Street, Private Bag X2052, Dundee, 3000

**CLOSING DATE** : Ms. ML Mbatha

**POST 28/237** : Please note that due to financial constraints, there will be no payment of S & T claims.

**CLINICAL PROGRAMME COORDINATOR (EDUCATION & TRAINING) REF NO: UTHUK 23/2023** : 31 August 2023 at 16h00

**SALARY** : R497 193 per annum. Plus 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)

**CENTRE REQUIREMENTS** : Uthukela District Office

**DUTIES** : Grade 12/ Matric Certificate. An appropriate B Degree / National Diploma or equivalent qualification in Nursing PLUS. Minimum of 7 year appropriate/ recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Registration as a Midwife /Accoucheur with SANC Current Registration with SANC. Valid Driver's License – Code 8 plus. Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department Recommendations Computer Certificate- Ms Office (Word, Excel, Outlook & PowerPoint) Knowledge, Skills, Training and Competencies Required: Strong interpersonal and communication skills. Report writing. Knowledge on District Health Systems. Knowledge of relevant regulation and policies. An understanding of challenges facing the Public Health sector. Ability to translate and transform objectives into practical plan. Leadership, organizational, decision making and problem solving abilities within the DHS framework.

**ENQUIRIES APPLICATIONS** : Monitor strengthening of health system effectiveness. Conduct all Mental Health and Non-Communicable Diseases training. Contribute to the reduction of Mental Health complications. Ensure that proper screening of Mental Health is Conducted. Ensure that proper screening of Non-Communicable diseases is conducted. Ensure integration with the TB, HIV, MCWH programmes. Ensure compliance of Mental Health and Non-Communicable diseases treatment. Support in the formulation and sustainability of support and adherence clubs. Monitor improvement quality of care by ensuring that all PHC facilities and the CHC are providing the full package of care to Mental Health Care Users. Ensuring Mental Health and Non-Communicable Diseases capacity building and sustainability of the functioning of Clinic Committees. Orientation and Induction of all new PHC Supervisor, OM's and PHC Trainers on the Mental Health and Non-Communicable Diseases. Ensure timeous compilation and submission of Mental Health and Non-Communicable reports to the next level of Management, HRD and the RT. Ensure capacity building of Outreach Team Leaders, CHW's and other PHC Outreach teams on Mental Health and Non-Communicable Diseases. Ensure mentoring and coaching of the District Programme Managers on Mental Health issues. Ensure the Mental wellbeing of the personnel within the District and offer the necessary care, treatment, support and referral.

**FOR ATTENTION** : Ms T.J. Mpembe Tel No: (036) 631 2202 Ext. 102

**FOR ATTENTION** : All Applications Should Be Forwarded To: The Human Resource Manager: UThukela Health District Office, Private Bag X9958, Ladysmith 3370 or Hand Deliver to: 32 Lyell Street, Ladysmith, 3370.

**FOR ATTENTION** : Deputy Director: HRM



**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 be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. African Males are encouraged to apply due to employment equity target. Please note that due to financial constraint no resettlement fees will be considered for payment to the candidates who are offered the positions.

**CLOSING DATE** : 25 August 2023

**POST 28/238** : **SONOGRAPHER REF NO: CJMH 17/2023**

**SALARY** : R444 741 per annum. Other Benefits: 13<sup>th</sup>Cheque, plus17%Rural allowance is compulsory. Home owner Allowance (must meet the prescribed)

**CENTRE REQUIREMENTS** : Charles Johnson Memorial Hospital  
: Senior Certificate (Standard 10) Grade 12, A three year National Diploma or B. Tech degree in Diagnostic and Acts, Registration certificates as Sonographer with HPCSA, only shortlisted candidate will submit HPCSA as a Sonographer (2023). Knowledge, Skills, Training and Competencies Required: Sound knowledge of Ultrasound procedures, Knowledge of relevant Health &Safety policies, regulations and Acts, Knowledge of Quality Assurance procedures and methods, Sound communication, interpersonal, problem-solving, teaching and training skills.

**DUTIES** : Provide high quality ultrasound services according to patient's needs, To promote good health practices and ensure optimal patient care, Execute all ultrasound procedure completely to prevent complications, Perform general administrative duties as required, Provide guidance and supervision to junior staff and students, Participate in institutional radiographic policy making and planning for service delivery, Promote Batho Pele principles in the execution of all duties for effective service delivery, Give factual information to patients and clients on ultrasound examinations, Participate in departmental Quality Assurance, Quality improvement programmes and National core standards, Inspect and use equipment professionally to ensure that they comply with safety standards, Develop protocols to ensure that sonographic services comply with the required prescripts, Participate in ultrasound quality assurance programmes, Participate in continued professional development (CPD) programmes.

**ENQUIRIES APPLICATIONS** : Dr TIW Khumalo Tel No: (034) 271 6400

**FOR ATTENTION NOTE** : All application should be forwarded to: Human Resource Manager, 92 Hlubi Street, C. J. M. Hospital, Nqutu, Private Bag X5503, Nqutu, 3135.

**CLOSING DATE** : Human Resource Manager  
: Due to financial constraints No S&T or relocation costs will be paid for attending interviews.  
: 25 August 2023

<b><u>POST 28/239</u></b>	:	<b><u>PROFESSIONAL NURSE-SPECIALTY STREAM-OPHTHALMOLOGY REF NO: MURCH 30/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R431 265 per annum Grade 2: R528 696 per annum Other Benefits: 13 <sup>th</sup> Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
<b><u>CENTRE REQUIREMENTS</u></b>	:	Murchison Hospital <b>Grade 1:</b> Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing and Ophthalmology Professional Nurse <b>Grade 2</b> Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Ophthalmology, of which at least 10 years must be appropriate / recognizable experience, after obtaining the one year post basic qualification in the relevant specialty. Senior Certificate, Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in Ophthalmology, Current Registration with SANC as General Nurse and Ophthalmology. Current SANC receipt_previous work experience / Certificate of service endorsed by your Human Resource Department for shortlisted candidates Knowledge, Skills And Competencies: Knowledge of nursing care and processes and procedures Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, supervisory and good communication skills Team building and cross cultural awareness Knowledge of SANC rules and regulations Knowledge of Batho Pele Principles and patients' rights charter.
<b><u>DUTIES</u></b>	:	Provide optimal, holistically specialized care with standards and within a professional / legal framework. Utilize human, material resources and physical resources efficiently and effectively. Participate in training and research. Maintain professional growth / ethical standard and self-development. Provide support to nursing service. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by hospital. Partake in overall specialized unit function, i.e. team building.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs CN Mkhwanazi Tel No: (039) 687 7311, ext. 127 All applications should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 or Hand Delivered To: Human Resources Department, Murchison Hospital.
<b><u>NOTE</u></b>	:	The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . 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. MURCH/30 /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 qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.
<b><u>CLOSING DATE</u></b>	:	25 August 2023

**POST 28/240** : **PROFESSIONAL NURSE ORTHOPAEDIC SPECIALTY (CASUALTY) REF NO: EMS/34/2023**

**SALARY** : Grade 1: R431 265 - R497 193 per annum. Other Benefits: Medical Aid (Optional) 13<sup>th</sup> Cheque, Housing allowance (employee must meet prescribed requirements) plus 8% Rural allowance.

**CENTRE REQUIREMENTS** : Emmaus Hospital  
: Grade 12 Certificate/Senior Certificate Diploma/Degree in General Nursing Science and Midwifery. A minimum of 5 years appropriate/recognizable nursing experience after registration as a professional nurse with SANC. A minimum of 1 year after obtaining Diploma in of orthopaedics nursing science(speciality) appropriate/recognizable nursing experience after registration with SANC. Knowledge & Skills Leadership, Management, planning, and co-ordinates skills. Knowledge of relevant acts, prescripts, policies and procedures governing health care service delivery. Sound knowledge of nursing care delivery approaches and scope of practice in the areas under control. Sound knowledge of priority programs clinical guidelines, protocols, policies and procedures and best practices in nursing care service delivery. Good communication, interpersonal, negotiation, decision making, problem solving, conflict management, counselling, teaching, mentorship and supervisory skills. Knowledge of code of conduct, Labour Relations and related policies.

**DUTIES** : Ensure effective utilization of human and material resources. Ensure adherence to prescribed nursing policies and procedures. Co-ordinate all services within the hospital. Ensure that all quality and infection control initiative are adhered to i.e norms and standard/ideal Hospital. Evaluate and monitor compliance with clinical protocols, norms and standard of the hospital. Ensure that clinical governance principles are adhered too and ensure that audits are conducted Ensure reporting of and with his/her units. Ensure effective data management. Manage complaints and PSI within the hospital. Monitor implementation of EPMDS. Ensure implementation of all child health initiatives eg CHIPP/SAM MDT. To partake in overall specialised unit functions.

**ENQUIRIES APPLICATIONS** : Ms. T.M Nkabinde Tel No: (036) 488 1570, ext. 8315  
: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.

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

**CLOSING DATE** : 25 August 2023 at 16:00

**POST 28/241** : **CLINICAL NURSE PRACTITIONER (PHC) (PRIMARY HEALTH CARE TRAINER) REF NO: KCD 08/2023**

**SALARY** : Grade 1: R431 265 - R497 193 per annum  
Grade 2: R528 696 - R695 720 per annum  
13<sup>th</sup> Cheque, Medical Aid (optional subject to employee must meet prescribed requirements) and Housing Allowance (subject to employee must meet prescribed requirements).

**CENTRE REQUIREMENTS** : King Cetshwayo District Office  
: **Grade 1:** Matric Certificate or Grade 12 (Senior Certificate). Diploma or Degree in Nursing Science that allows registration with SANC as a Registered Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Minimum of 4 years appropriate/

recognizable experience in nursing after registration with SANC as a Registered Nurse in General Nursing. Current registration with SANC (2023). Valid Drivers' License. Computer Literacy MS Office Software Applications. **Grade 2:** Matric Certificate or Grade 12 (Senior Certificate). Diploma or Degree in Nursing Science that allows registration with SANC as a Registered Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Registered Nurse in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care. Current registration with SANC (2023). Valid Drivers' License. Computer Literacy MS Office Software Applications.

**DUTIES** : Develop a Comprehensive Training plan for the District. Facilitate training according to the PHC priorities. Coordinate training in partnership with facility managers. Monitoring of Health Information and update the training material. Identify training needs of the staff. Provide reports to the manager. Provide financial planning for all trainings.

**ENQUIRIES** : Mr MN Mbatha Tel No: (035) 787 6203  
**APPLICATIONS** : Please forward application quoting the reference number to the Human Resource Department, King Cetshwayo District Office, Private Bag X20034, Empangeni, 3880 or hand delivered to King Cetshwayo Health District Office, 2 Lood Avenue Empangeni Rail, Human Resource Department. "Applicants are encouraged to apply for posts through the online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs). Applicants can submit their Z83 and CV directly to the following email address [KingcetshwayoDistrictHealth.JobApp@kznhealth.gov.za](mailto:KingcetshwayoDistrictHealth.JobApp@kznhealth.gov.za). Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs)."

**FOR ATTENTION** : Mr MTR Nzuzwa  
**NOTE** : Application must be submitted on the 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) must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. 7. Please note in line with DPSA Circular 19 of 2022 only a Comprehensive Curriculum Vitae must be submitted together with application form. Certified copies, identity document, educational qualifications and professional registration certificates, Proof of current and previous working experience endorsed and stamped by Human Resource or Employer will only be requested from shortlisted applicants only. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification will be further required to submit evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. 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.

**CLOSING DATE** : 25 August 2023

**POST 28/242** : **CLINICAL NURSE PRACTITIONER REF NO: CNP TR-01/2023 (X1 POST)**  
 Directorate: Dundee District Hospital

**SALARY** : Grade 1: R431 265 - R497 193 per annum  
 Grade 2: R528 696 - R645 720 per annum  
 Plus 12% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

**CENTRE** : Dundee District Hospital  
**REQUIREMENTS** : Degree/ National Diploma in nursing that allow registration with SANC as a Professional Nurse and a Midwife. A post basic nursing qualification with a duration of at least one (1) year accredited with SANC in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. Valid Driver's license

EB (Code 8) or C1 (Code 10). **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration as a professional nurse with SANC in general nursing plus a one (1) year post basic qualification accredited by SANC in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. **Grade 2:** A minimum of 14 years appropriate/recognizable nursing experience after registration as a professional nurse with SANC in general nursing of which at least 10 years must be appropriate experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills And Competencies Required: Leadership, organizational, decision-making, supervisory and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge on nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to formulate patient care related policies, vision, mission and objectives of the clinic. Communication and Interpersonal skills including public relations, negotiating, coaching, conflict handling and counseling skills. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes. Knowledge of TB/AIDS, MCWH, and other Communicable and Non-Communicable Disease programmes.

**DUTIES** : Identify training needs of the staff by working closely with Operational Nursing Managers. Implement the integrated PHC training plan. Adapt training material to keep abreast with trends of disease patterns and proper case management. Disseminate current health care policies, guidelines and protocols as stipulated by National and Provincial Management Training Programme into District training initiatives. Provide trainings in-line with District training plan and monitor training independently. Co-ordinate trainings with external stakeholders' e.g, supporting partners, NGOs and NPOs. Provide knowledge on the integrated management of TB/HIV/AIDS, NCDs, MCWH, Mental Health AND other priority programmes. Mentor, guide and coach trainees on respective subject matter. Submit monthly, quarterly and annual training reports as stipulated on the District Training Plan. Support the realization and maintenance of Ideal Clinic Programme (CRM) to comply with norms and standards of the health establishment according to OHSC.

**ENQUIRIES** : Mrs P. ID Khumalo Assistant Nursing Manager- PHC Tel No: (034) 212 1111, ext. 268

**APPLICATIONS** : Applications should be delivered to: KwaZulu-Natal Department of Health, Dundee Provincial Hospital, 121 McKenzie Street, Dundee, 3000, Postal Address Dundee Provincial Hospital, Private Bag X2011, Dundee, 3000.

**CLOSING DATE** : 29 August 2023

**POST 28/243** : **PROFESSIONAL NURSE: (SPECIALTY NURSING STREAM) REF NO: PN (GENETICS) 1/2023 (X1 POST)**  
Speciality: Advanced Midwifery and Neonatal Care/ Child Nursing Science  
Department: Nursing

**SALARY** : **Grade 1:** R431 265 per annum, plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional.  
**Grade 2:** R528 696 per annum, plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional.

**CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital  
Grade 12/Matric/Senior Certificate or equivalent qualification. Degree / Diploma in General Nursing and Midwifery. Certificate of registration with SANC as a Professional Nurse and midwife. One (1) year post basic qualification in Advanced Midwifery and Neonatal Nursing Science/Child Nursing Science, accredited by SANC. Proof of current registration with SANC as General Nurse and Midwife, Advanced Midwifery and Neonatal Nursing Science/Child Nursing Science. (SANC receipt 2023). Medical Genetics Education Programme (MGEP) will be an advantage. Certificate endorsed by HR Department. NB: Proof of Current and Previous Experience (Certificate of service) stating the relevant experience endorsed and stamped by HR will be requested only to the shortlisted candidates. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific Specialty after obtaining the 1 year post basic qualification in the specialized field. Knowledge, Skills,

Training and Competencies Required: Demonstrate a comprehensive understanding of Nursing legislation and related legal and ethical nursing practices. In –depth knowledge on procedures, policies, prescripts, related to nursing care in the Genetic Service. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient’s needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Skills: Leadership, organizational, decision making, problem solving abilities within the limits of the public sector and interpersonal skills. Personal attributes: responsiveness, communication skills for dealing with patients, professionalism, supportive, assertive, writing of reports when required and must work within multi-disciplinary team.

**DUTIES**

: Provision of optimal, holistic specialized nursing care with set standards within professional/legal framework in Genetic Service at IALCH and KZN Province. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements. Work as part of a multidisciplinary team to ensure good nursing care that is cost effective, equitable and efficient within the Genetic Service. Perform quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH and relevant prescripts in Genetic Service. Maintain professional growth/ethical standards and self-development. Provide a therapeutic environment for patient’s staff and public. Maintain accreditation standards by ensuring compliance with Norms and Standards, Ideal hospital framework and Make me look like hospital project in the Genetic Service. Attend meetings, workshops and training as assigned by supervisor. Participate in quality cycles and quality improvement projects to improve patient outcomes. Be cognisant of measures to prevent patient safety incidents and litigation. Participate in staff development using EPMDS System and other work related programs and training. Act as a shift leader when necessary or as delegated by supervisor. Ensure accurate and proper record keeping for statistical purposes.

**ENQUIRIES  
APPLICATIONS**

: H Ndemera - Assistant Manager Nursing Tel No: (031) 2401063  
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

**NOTE**

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

**CLOSING DATE**

: 01 September 2023

**POST 28/244** : **ASSISTANT DIRECTOR: SYSTEMS REF NO: EDU 34/2023**  
Component: Systems

**SALARY** : R424 104 - R508 692 per annum. Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements and 13<sup>th</sup> Cheque

**CENTRE REQUIREMENTS** : Edumbe Community Health Centre  
Grade 12 or equivalent. Degree or National Diploma in Administration or Public Management. A minimum of 3-5 years supervisory experience in systems component. Certificate of service from current and previous employers stamped and signed by the Human Resource Department. Recommendations: Computer Literacy and Valid driver's license. Knowledge, Skills and Experience Required: Ability to multi-task and manage change. Policy formulation and analysis. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Financial management and Human resource management skills. Good supervisory and presentation skills. Decision making and Problem solving skills. Good Communication skills. Strong leadership skills. Good interpersonal relations and Conflict management skills.

**DUTIES** : Manage and co-ordinate the following support services to ensure optimal and cost effectiveness: Cleaning Services, Catering Services, Maintenance Services, Gardening Services, Mortuary Services, Laundry Services, Transport Services, Switchboard Services, Security Services, Waste Management, Staff Accommodation, Patient Administrative Services, records management and registry. Ensure compliance with Healthy and Safety and Disaster Management requirements by all staff members. Develop and Implement policies. Ensure effective co-ordination, management and quality of work of all the functional components of the systems department within the institution. Analyse alternatives for performing needed work including contracting out services and evaluate and recommends procedures / practices to improve operational efficiency. Ensure the effective, efficient and economical utilisation of resources allocated to the institution including the development of staff. Oversee the provisioning of all hotel services provided by private companies to ensure compliance with service level agreement.

**ENQUIRIES APPLICATIONS** : Dr TH Ndlovu Tel No: (034) 995 8500, ext. 5094  
All applications should be forwarded to: Assistant Director: HRM Private Bag X322, Paulpietersburg, 3180 or be hand delivered at 463 eDumbe Main Street Location, Paulpietersburg, 3180, HR office No: 46.

**NOTE** : NB: Sending applications using courier services is encouraged as we do not have the Post Office at Paulpietersburg 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 (Form Z83), which is obtainable at any Government Department or from the website ([www.kznhealth.gov.za](http://www.kznhealth.gov.za)) issued by Minister of DPSSA in line with regulation 10 of the Public Service Regulations 2016. Applicant must utilize the most recent Z83 form. The Z83 must be fully completed: Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV) and Please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of the interview. The reference number must be indicated in the column provided on the Z83 e.g. Ref EDU 23/2013. The post applied for must also be indicated clearly in the relevant section on the application form. People with disability should feel free to apply. Please note that due to large number of applications received, applications will not be acknowledged however only the shortlisted applicants will be advised with the outcome. Please note that no S&T will be paid to candidates that are invited for interviews. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) of the following: Security Clearance (Vetting), Criminal clearance, credit records, citizenship), and verification of Educational Qualifications by SAQA (Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representation in all occupational categories in the department). The post will be filled in terms of the employment equity target.

**CLOSING DATE** : 25 August 2023

<b><u>POST 28/245</u></b>	:	<b><u>PHYSIOTHERAPIST REF NO: BETH 32/2023</u></b>
<b><u>SALARY</u></b>	:	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) 13 <sup>th</sup> Cheque, 17% rural allowance, Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bethesda District Hospital, (KwaZulu - Natal) <b>Grade 1:</b> Grade 12 / Senior Certificate. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Physiotherapist. Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. <b>Grade 1:</b> No experience required after registration with the Health Professions Council of South Africa (HPCSA) as Physiotherapist. <b>Grade 2:</b> A minimum of ten (10) years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. <b>Grade 3:</b> A minimum of twenty (20) years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. 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.
<b><u>DUTIES</u></b>	:	Initiate appropriate physiotherapy intervention programs for patients suffering from immobility. Assess and evaluate physical disabilities caused by neurological disorders, stroke, diseases or injuries. Bring wellness and mobility in physical disabilities caused by injuries, stroke or other neurological disorders through physiotherapy treatment programs. Handle pain and physical problems caused by illnesses, disabilities and injuries. Manage and treat patients with disabilities in home and community care. Collaborate with multidisciplinary teams to provide patient care and comfort. Maintain and update patient records and documents. Provide quality physiotherapist treatment to the highest possible levels. Consult and collaborate with consulting physicians and other medical professionals in providing physiotherapy treatment. Teach patients and their families about self-care treatment interventions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr T.C Ngwenya Tel No: (035) 595 3106 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 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).
<b><u>CLOSING DATE</u></b>	:	25 August 2023
<b><u>POST 28/246</u></b>	:	<b><u>DENTAL THERAPISTS REF NO: BETH 37/2023 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	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)



<b><u>CENTRE REQUIREMENTS</u></b>	: 13 <sup>th</sup> Cheque, 17% rural allowance, Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements). : Bethesda District Hospital, (KwaZulu - Natal) : Grade 12 / Senior Certificate. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Dental Therapist. Current registration with the HPCSA as Dental Therapist. <b>Grade 1:</b> No experience required after registration with the Health Professions Council of South Africa (HPCSA) as Dental Therapist. <b>Grade 2:</b> A minimum of ten (10) years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as a Dental Therapist. <b>Grade 3:</b> A minimum of twenty (20) years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as a Dental Therapist Knowledge, Skills Training and Competencies Required: Good verbal and written communication skills. Good interpersonal relations. Problem solving skills. Knowledge of relevant Health and Safety Act. Ability to perform basic quality assurance tests.
<b><u>DUTIES</u></b>	: Communicate effectively with patients to obtain and evaluate their dental history and diagnose the condition. Scale and polish teeth. Carry out clinical examinations. Treat and restore deciduous teeth known as pupil therapy. Responsible for dental extractions. Take dental impressions and dental radiographs. Recognize, identify and interpret abnormalities and common pathology. Remove plaque and other coatings. Advice children and adults with special needs about their dental treatment. Motivate and educate individuals or groups of people to care for their oral hygiene and eat a healthy diet. Refer patients where necessary to other healthcare professionals. Record accurately patient's dental history and dental treatment plan. : Dr T.C Ngwenya Tel No: (035) 595 3106
<b><u>ENQUIRIES 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 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).
<b><u>CLOSING DATE</u></b>	: 25 August 2023
<b><u>POST 28/247</u></b>	: <b><u>OCCUPATIONAL THERAPIST REF NO: BETH 36/2023</u></b>
<b><u>SALARY</u></b>	: 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) 13 <sup>th</sup> Cheque, 17% rural allowance, Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements).
<b><u>CENTRE REQUIREMENTS</u></b>	: Bethesda District Hospital, (KwaZulu - Natal) : Grade 12 / National senior Certificate. Appropriate qualification that allows registration with HPCSA as an Occupation Therapist. Current registration with HPCSA as an occupational therapist. <b>Grade 1:</b> No experience. <b>Grade 2:</b> A minimum of 10 years appropriate / recognizable experience after registration as an Occupational Therapist with HPCSA. <b>Grade 3:</b> A minimum of 20 years appropriate / recognizable experience after registration as an Occupational Therapist with HPCSA. Knowledge, Skills Training and Competencies Required: Good interpersonal skills. Report writing skill. Knowledge of

departmental administrative tasks. Knowledge of ethical code and scope of practice. Ability to resolve problems and apply analytical processes to patient care.

**DUTIES** : Ensure high quality rehabilitation service. Prepare reports and monthly statistics as required by the service. Ensure all basic and necessary equipment and material needed for the department to run are ordered as per department needs. Attend all clinics as per departmental roster. Ensure proper implantation of treatment protocol and guidelines. Ensure department is well managed in terms of administrative and functionality. Assist in drafting departmental policies and protocols and also presenting it to the policy committee. Provide effective, comprehensive assessment, treatment and general Occupational Therapy service to all patients. Sound knowledge of physical and psychological assessment and management of patients.

**ENQUIRIES APPLICATIONS** : Dr T.C Ngwenya Tel No: (035) 595 3106  
: 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).

**CLOSING DATE** : 25 August 2023

**POST 28/248** : **RADIOGRAPHER REF NO: RAD DIAG/2/2023 (X4 POSTS)**  
Department: Diagnostic Imaging

**SALARY** : Grade 1: R359 622 per annum, Plus 13th cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements.  
Grade 2: R420 015 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.  
Grade 3: R491 676 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.

**CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital  
: An appropriate three year National Diploma/Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer (Independent Practice). Experience: **Grade 1:** No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. Current Community Service Radiographers can apply provided they will be offered the post on submission of proof of registration with HPCSA as Diagnostic Radiographers (independent Practice). One year relevant experience after registration with the Health Professional Council of South Africa as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum 10 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 11 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it

is not required to perform community service as required in South Africa. **Grade 3:** Minimum 20 year relevant experience after registration with the HPCSA as a Radiographer – Diagnostic Imaging in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 21 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Knowledge, Skills Training and Competencies Required: Working knowledge of radiography principals, systems and procedures. Sound knowledge of radiation safety regulations. Sound knowledge of diagnostic radiography equipment and protocols. Knowledge of relevant Public Service policies, acts and regulations. Knowledge of HR related policies and procedures. Knowledge of relevant Health and Safety regulations. Good communication and sound interpersonal skills.

**DUTIES** : Perform clinical radiographic duties in a completely digital radiology department that offers a 24 hour radiology service whilst adhering to the departmental policies & procedures. Perform imaging examinations whilst adhering to radiography protocols, practices, and techniques. Participate in the radiation protection and quality assurance program while adhering to the safety protocols and quality standards in compliance with the Department of Health policies and procedures. Required to produce good quality images in all diagnostic modalities which include CT scanning. Perform overtime duties as required.

**ENQUIRIES** : Mrs B V Mfeka Tel No: (031) 240 1950  
**APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

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

**CLOSING DATE** : 01 September 2023

**POST 28/249** : **DISTRICT MENTOR COORDINATOR REF NO: UTHUK 24/2023**

**SALARY** : R359 517 per annum. Plus 13<sup>th</sup> Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)

**CENTRE** : Uthukela District Office

**REQUIREMENTS** : Grade 12/ Matric Certificate. A 3 year B Degree in Social Science or equivalent. Current Registration with the relevant council. 10 day Basic HIV Counselling Course Certificate that meets National Minimum Standards. A 10 day Mentorship Course Certificate that meets national minimum standards. A minimum of 5 years HIV/AIDS counselling experience. Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department Recommendations Computer Certificate- Ms Office (Word, Excel, Outlook & PowerPoint) Knowledge, Skills, Training and

		Competencies Required: Strong communication and human relation skills. Presentation/education skills. report writing skills. Networking and liaison skills. Stress management skills. Decision making skills. Case management skills. Chairing of meetings skills.
<b><u>DUTIES</u></b>	:	Co-ordinate the monitoring and evaluation of the quality of counselling service provided at public health facilities and market counselling services and the mentorship Programme. To assess the mentorship and support needs of District Lay Counsellors and District Site Mentors situated within the VCT, PMTCT, ARV, TB programmes, including non-medical and mobile sites. To manage and co-ordinate the identification and addressing of Site Mentor training and development needs, including skills updates. To ensure the effective integration of mentorship and support functions within District Health Institutions, in line with service integration principles by liaising and networking with other support programme. To serve an advisory function with regard to HIV and AIDS counselling service complaints and oversee establishment of support groups of people infected with and affected with HIV and AIDS. To manage and coordinate the establishment of Lay Counsellor support groups and provide mentorship where a site mentor is not available to do so. To support the District and Provincial offices in the collection and submission of complete and accurate mentorship Programme and clinical data and assist with relevant IEC material development.
<b><u>ENQUIRIES</u></b>	:	Ms T.J. Mpenbe Tel No: (036) 631 2202, ext. 102
<b><u>APPLICATIONS</u></b>	:	All applications should be forwarded to: The Human Resource Manager, UThukela Health District Office, Private Bag X9958, Ladysmith, 3370 or Hand Deliver to: 32 Lyell Street, Ladysmith, 3370.
<b><u>FOR ATTENTION</u></b>	:	Deputy Director: HRM
<b><u>CLOSING DATE</u></b>	:	25 August 2023
<b><u>POST 28/250</u></b>	:	<b><u>SENIOR FINANCE MANAGEMENT OFFICER REF NO: MURCH 31/2023</u></b>
<b><u>SALARY</u></b>	:	R359 517 per annum (Level 08). Other Benefits: 13 <sup>th</sup> Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
<b><u>CENTRE</u></b>	:	Murchison Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Matric grade 12 Degree/ Diploma in Finance Management / Cost and Management Accounting / Financial Accounting. 3-5 years' experience in Public Service within Finance and Supply Chain Management section. Proof of Previous and current work experience endorsed and stamped by Human Resource Department, only shortlisted candidates will submit Certificate of Service. Recommendations: Valid driver's license. Computer Literacy (Word, Excel, Outlook and Powerpoint). Knowledge, Skills, Training and Competencies Required: Practical knowledge of finance component – Revenue and Accounting. Knowledge of treasury regulations in respect of Supply Chain management, in-depth knowledge of budgeting control and financial management area of operation and associated process. Good organizational and planning skills and ability to make independent decisions. Knowledge and insight of the Public Service financial legislations, procedures and Treasury relations (PFMA, PSA, DORA, PSR, PPPFA and Financial manual). Knowledge of MS Office software applications. Good communication and interpersonal relations. Interpersonal and problem solving skills. Knowledge of basic financial operating system (PERSAL, BAS, LOGIS, VULINDLELA etc). Knowledge of Revenue Management services.
<b><u>DUTIES</u></b>	:	Assist in compilation of budget for the institution and the submission associated with budget process. Authorise commitments, payments, debts, receipts and journals on BAS. Draw analyse and present financial reports. Manage suspense accounts and maintain debt files. Consolidate financial and SCM monthly and quarterly reports Identify risks and institute control measures to minimise financial risks in all departments. Monitor and assess finance component staff performance as per EPMDs requirements and organise relevant training in order to improve service delivery. Oversee the reconciliation of transactions (interface) on PERSAL with BAS. Ensure safeguarding of all face value documents. Ensure that sufficient internal controls are in place and are implemented to ensure that all goods received are in line with goods that are ordered. Ensure consolidation of CEO's Management Pack. Manage the functioning of Budget and Expenditure Control, Revenue and Supply Chain Management. Ensure proper management of all accounts received from OPD admitting, Medical Aid Schemes, including parking and boarding and lodging.

Ensure that Irregular, Fruitless, Wasteful and unauthorised expenditure are minimised. Carry out all responsibilities delegated by Assistant Director-Finance.

**ENQUIRIES  
APPLICATIONS**

: Mr M.I. Mpisi (Assistant Director-Finance) Tel No: (039) 687 7315/6, ext. 126  
: All applications should be forwarded to: Assistant Director: HRM, Murchison District Hospital, Private Bag X701, Port Shepstone, 4240 or be hand delivered at Murchison Hospital, Main Harding and Kokstad Road, Port Shepstone, Human Resources Office.

**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](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. MURCH/ 31/2023 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 qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) when the applicant is shortlisted. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof when the applicant is shortlisted) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course.(This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

**CLOSING DATE**

: 25 August 2023

**POST 28/251**

: **SOCIAL WORKER GRADE 1, 2 & 3 REF NO: EGUM 26/2023 (X1 POST)**

**SALARY**

: Grade 1: R294 411 per annum  
Grade 2: R359 520 per annum  
Grade 3: R432 348 per annum  
Other Benefits: 13<sup>th</sup> cheque/service bonus, plus Home owners allowances

**CENTRE  
REQUIREMENTS**

: E.G. & Usher Memorial Hospital  
: **Grade 1:** Bachelor's degree in Social Work plus Current registration with South African Council of Social Services Profession (SACSSP) as a Social worker.  
**Grade 2:** 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. **Grade 3:** 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. Employee must meet prescribed requirements plus Medical Aid (Optional) Recommendation: A valid driver's license. One year as a Social Worker will be an added advantage. Knowledge, Skills, Training and Competence Required: 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>	:	Dr. N.G Mxhalisa Tel. No: (039) 797 8100
<b><u>APPLICATIONS</u></b>	:	Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.
<b><u>FOR ATTENTION</u></b>	:	Human Resource Department
<b><u>NOTE</u></b>	:	The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website <a href="mailto:job_applications-EgusherMemorialHospital.JobApp@kznhealth.gov.za">job_applications-EgusherMemorialHospital.JobApp@kznhealth.gov.za</a> , updated and fully detailed with experience Curriculum Vitae. In addition, only shortlisted applicants will be requested to bring originals of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed and emailed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. 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 Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders the attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply. NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews.
<b><u>CLOSING DATE</u></b>	:	25 August 2023 at 16h00 afternoon
<b><u>POST 28/252</u></b>	:	<b><u>SOCIAL WORKER REF NO: CJMH16/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R294 411 per annum. Other Benefits: 13 <sup>th</sup> Cheque and Medical Aid optional.
<b><u>CENTRE</u></b>	:	Charles Johnson Memorial Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior certificate (Grade 12), BSW or Equivalent, Registration with the SACSSP as a Social Worker, only shortlisted candidate will submit SACSSP, Post community service, Valid driver's licence. Knowledge, Skills, Training and Competences Good verbal and written communication skills, Strong networking skills in dealing with local community and inpatients, Sound knowledge and clinical skills, Knowledge and understanding of Batho Pele, Good team building and problem solver, Good research and presentation skills, Knowledge of Government policies and legislation pertaining to social work practices and delivery.

<b><u>DUTIES</u></b>	:	Provision of quality patient centered care for all patients, Examine, investigate, diagnose and oversee the treatment of patients, Provide social worker related information to clinical staff as may be required, Participate in communicable health programme and ensure the relevant patient statistics are maintained to facilitate proper decision making, Undertake on going care of individual patients to allow for continuity of care, Maintain accurate health records in accordance with legal ethical consideration, train and guide staff and health associated professionals, Liase with emotional, social and physical aspects of disease, Provide preventive health intervention and measures to promote health.
<b><u>ENQUIRIES</u></b>	:	Dr TIW Khumalo 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>	:	Directions to candidates: The following documents must be submitted: Only Z83 form and CV must be submitted, The reference number must be indicated in the column provided on form Z83 e.g. CJM 04/2019, Faxed documents will not be accepted, NB Failure to comply with the above instructions with the above instructions will results in disqualification, Please note that if you are not contacted within three months of the closing date, your application is unsuccessful, Every shortlisted applicant will be advised of the outcome of their application in due course, Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPS (Companies Intellectual Property Commission) screening. Due to financial constraints No S&T Or relocation costs will be paid for attending interviews.
<b><u>CLOSING DATE</u></b>	:	25 August 2023
<b><u>POST 28/253</u></b>	:	<b><u>HUMAN RESOURCE OFFICER SUPERVISOR REF NO: HRM 61/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R294 321 – R334194 per annum. Plus Benefits - 13 <sup>th</sup> Cheque, Medical aid (optional), housing allowance (employee must meet prescribed conditions)
<b><u>CENTRE</u></b>	:	King Edward VIII Hospital Complex
<b><u>REQUIREMENTS</u></b>	:	Senior/Grade 12 certificate or equivalent, minimum of 3 to 5 years appropriate/recognizable experience in Human Resource Practices, PERSAL Certificates, Certificate of Service from previous and current employer Recommendation: Computer Literacy, Driver's license, Diploma/degree in Human Resource, Management/Public Management Knowledge, Skills, Training And Competencies Required: In depth knowledge of Public Service Policies, Acts and Regulations as they relate to HR Practices, Thorough in depth knowledge of the PERSAL system, Computer literacy in Microsoft Office applications in particular MS Word, Excel and Outlook, Planning, organizational and problem solving skills, Good interpersonal human relations, sound negotiation, team building and communication skills, Ability to train and develop staff on HR Procedures and policies, Ability to maintain a high level of confidentiality, Ability to multi task and work under pressure.
<b><u>DUTIES</u></b>	:	Immediate supervisor of the Human Resource Officers in the HR Practices component ensuring that a timeous and correct administrative service in respect of recruitment, exits, conditions of service and PERSAL Pay roll is provided for all staff employed by the hospital, which will include staff on the Joint Medical/Health establishment who are on Public Service conditions, Supervise and manage the day to day functioning of the HRO's and ensure that a high quality of service is being provide, Ensure the payment of all allowances and fringe benefits is done accurately, Responsible for leave matters and PILIR, Manage and maintain staff records on leave, personal, housing, IOD and department related matters. Both the electronic filing and manual filing of documents on these files needs to be kept up to date, Ensure the correctness of all PERSAL transactions and minimize risk. Check, approve and disapprove PERSAL transactions and Draw and analyze PERSAL reports, Supervise and check the processing of payments of exit benefits for the staff leaving the Public Service, Co-ordination of board and lodging, which includes the Employee Housing Committee, parking and requests for remunerated overtime, Co-ordination of commuted overtime, You will be responsible for Performance management, PMDS and supervision of staff in HR Practices, Responsible for the identification of training gaps within the area of functioning and ensure the implementation of in service training., Ensure that all salaries

are updated when changes occur and all new policy directives are implemented timeously, Ensure tasks that need to be performed on an annual basis are co-ordinated and completed timeously eg. audit of leave files, session doctors renewal of appointment and update of salary, work permits, Ensure that required returns are submitted to Head Office.

**ENQUIRIES  
APPLICATIONS**

: Mr. G. Govender Tel No: (031) 360 3002  
: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. building or email to Lindokuhle.ngcobo2@kznhealth.gov.za Courier the applications to corner of Sidney and Rick Turner Roads, Umbilo, Durban

**NOTE**

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

**CLOSING DATE**

: 25 August 2023

**POST 28/254**

: **FINANCE CLERK (SUPERVISOR) REF NO: EMP37/2023**

**SALARY**

: R294 321 – R343 815 per annum. Plus 13th Cheque, Home Owners Allowance (Employee must meet prescribed requirements), Medical aid (Optional)

**CENTRE  
REQUIREMENTS**

: Queen Nandi Regional Hospital (Empangeni)  
: An appropriate three (3) years National Diploma/Bachelor's Degree in Finance/Accounting/ Business administration. 3-5 years' Experience in Financial and Accounting Clerical Duties Recommendations: BAS training will be an added advantage, Valid drivers license. Computer Literacy (MS Word, MS Excel, MS Power-Point, MS Outlook - Computer Certificate will be an added advantage) Knowledge, Skills and Competencies Required: In depth knowledge of the Basic Accounting System Knowledge of Treasury instructions and PFMA. Knowledge of basic HR practices, Labour Relations, negotiations and dealing with conflict skills. Supervisory, communication and interpersonal skills. Good organizing, planning, problem solving and team building skills. Knowledge and understanding of Public Finance Service prescripts and policies. Display the ability to interpret BAS reports. Ability to work under pressure and meet required deadlines.

**DUTIES**

: Demonstrate effective communication with supervisors, other health professionals and support services personnel and junior colleagues, including more complex report writing when required. Ability to direct a multi-disciplinary team, meet regularly to ensure good nursing care. Work effectively and amicably, at management level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work and that of units reporting to the post, and to ensure appropriate interventions to enhance nursing services. Able to develop and maintain a nursing service environment that promotes the rights of patients, advocating and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Demonstrate the required computer literacy to adequately manage information according to the requirements of the hospital. Able to plan, maintain and control the nursing services budget for the relevant units. Coordination of optimal, holistic specialized nursing care provided within set standards and



professional/legal framework. Supervision of personnel and programs using the standardized and prescribed audit tools. Participation in clinical audits morbidity and mortality. Involved in data verification using prescribed tool and source documents to ensure quality of data. Ensure reduction of morbidity and mortality in Neonatal Unit. Ensure availability and proper utilization of resources for smooth running of the unit. Participation in effective and efficient management of human, material resources. Demonstrate effective communication with patients, visitors, supervisors, and other health professionals and junior colleagues. Work as part of multi-disciplinary team at hospital level to ensure good nursing care by the nursing team. Work effectively at a supervisory level with persons of diverse intellectual. Display a concern for patients, promoting, advocating and facilitating proper treatment and care ensuring that the hospital adheres to principles of Batho Pele. Monitor and evaluate staff performance in terms of EPMDS. Promotion of team effort. Implementation and management of Infection control and prevention protocols. Play an active role in complaints management and reduce the number of complaints. Supervise and render financial accounting transactions. Overall control of the Revenue and accounting. Debt Management and suspense account. Participate actively in weekly cash flow meetings. Ensure compliance to departmental rules, regulations policies, acts e.g. PFMA etc. Provide the CEO and other managers with financial information that is accurate, concise, reliable and timely to facilitate effective decision making. Develop, implement and monitor measures to optimize revenue collection. Analyze audit, interpret and consolidate financial data for the financial year. Submission of general ledger accounts to Head Office. Verify and authorize BAS transactions captured. Ensure the implementation of EPMDS and ensure the effective utilization of resources. Monitor and train and develop all staff under sphere of control. Ensure control protocols are in place to combat fraud and corruption. Ensure timely submission of Monthly/Quarterly/Annual Reports. Ensure the petty cash is utilized and monitored according to financial policies and procedures. Guide and assist heads of sections and line managers to manage and control expenditure within allocated budget. Verify information collected from budget holders. Compare and verify the comparison of expenditure against budget. Identify variances and verify the identification of variances. Verify the capturing, allocations virements on budgets.

**ENQUIRIES**  
**APPLICATIONS**

: Mr DN Luthuli Tel No: (035) 907 7050  
 : All applications must be forwarded to: Human Resources Offices at Queen Nandi Regional Hospital, Private Bag X20005, Empangeni, 3880. Physical Address: 21 Union Street, Empangeni, 3880.

**FOR ATTENTION**  
**NOTE**

: Deputy Director Human Resources Mr SM Ndabandaba Tel No: (035) 9077011  
 : Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) (effective from 01.01.2021). The Z83 form must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on Z83. Detailed Curriculum Vitae (CV). Information such as educational qualifications, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. General information: Short-listed candidates must be available for interviews at a date and time determine by the KZN Department of Health. 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). People with disabilities should feel free to apply. Males are encouraged to apply for this post. Applicants are respectfully informed that, if no notification is received within 3 months after the closing date, they must consider their applications unsuccessful. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA). 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. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be assessed. Due severe budgetary constraints that the hospital is currently facing, candidates are respectfully

advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The Hospital has a limited accommodation; therefore, incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty NB: Shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s and/or certified copies of qualifications and registration certificates (where applicable) prior to the date of the interview.

- CLOSING DATE** : 31 August 2023
- POST 28/255** : **FINANCE CLERK SUPERVISOR REF NO: OTH CHC 27/2023 (X1 POST)**
- SALARY** : R294 321 – R343 815 per annum. Other Benefits: 13<sup>th</sup> cheque, 12% rural allowance, medical aid (optional), Home owners Allowance (Employee must meet prescribed Requirements)
- CENTRE** : Othobothini Community Health Centre
- REQUIREMENTS** : Senior Certificate (Grade 12). Computer Literacy. A minimum of three to five years (3-5) in Public Finance 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 PFMA. Treasury Regulations and practice Notes. Management and Organizational Skills. Sound communication knowledge of current health and public service legislation, regulations and policies. Computer Literacy: MS Applications (Word, Excel/ Outlook). Planning, organizing and report writing skills. Good interpersonal relations, Conflict management and problem solving skills.
- DUTIES** : Provide effective and efficient expenditure management. Monitor expenditure performance and prepares cash flow projections. Responsible for authorization of payments, debts, journal and receipts on BAS transactions. Management and processing of accruals and commitments. Ensure that payments are processed within 30 days of receipt of invoice. Draw expenditure reports and analyse expenditure trends. Implement sound financial management controls to ensure that the hospital remains within its cash flow budget. Prepare and submit outstanding payments scheduled monthly. Correction of incorrect expenditure. Render budget support services to AD: finance. Ensure compilation of CEO pack. Link and interpret financials and non-financial performance for institution. Ensure segregation of duties amongst subordinates. Prepare and submit monthly vouchers to Head Office Voucher control. Supervise and assess staff as the EPMDS policy. Verify all financial transactions captured. Clearing of suspense account and maintain debt files. Record debtors and creditors. Compile journals and verify the compilation of journals Receive and allocate invoices. Verify invoices for correctness, verification and approval (internal control). Verify processing of invoices (e.g. capturing of payments). Supervise filing of all documents. Supervise collection of Revenues. Monitor Petty cash and re-imburement of Petty cash. Verify and process the processing of electronic banking transactions. Supervise the receipt and capturing of cash payments.
- ENQUIRIES** : Ms. N.P Dube Tel No: (035) 572 9002
- APPLICATIONS** : Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X12, Jozini, 3969 or hand deliver to Othobothini CHC, HR Department.
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- [www.kzhealth.gov.za](http://www.kzhealth.gov.za) . 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.
- CLOSING DATE** : 25 August 2023

## DEPARTMENT OF TRANSPORT

- APPLICATIONS** : Forward your application, quoting the relevant reference number to: Recruitment & Selection Section, Human Resource Practices Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg.
- CLOSING DATE** : 25 August 2023 (at 16h00). Applications received after the closing date and time will not be considered.
- NOTE** : Applications must be submitted on the NEW Application for Employment Form, Z83 (obtainable on the internet at [www.gov.za/documents](http://www.gov.za/documents)). Applicants are advised that all fields of the new Z83 form are compulsory to complete and that the signature of the applicant is mandatory. Should an application be received using the incorrect application for employment (Z83) or the application is not completed in full, initialled and signed, such application will not be considered. The fully completed and signed Z83 must be accompanied by a detailed comprehensive CV. Kindly take note that only shortlisted candidates will be required to provide certified copies of required documents on or before the date of the interviews following communication from Human Resources. Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must provide a copy of their Permanent Residence Permits if shortlisted for an interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such if shortlisted for an interview. Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications and should you not receive an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. Prior to appointment being made to an SMS post, the appointee must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. The Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the advertised post(s) at any stage of the recruitment process.

## MANAGEMENT ECHELON

- POST 28/256** : **DIRECTOR: FINANCIAL ACCOUNTING REF NO: P 03/2023**
- SALARY** : R1 162 200 per annum, (all Inclusive, flexible remuneration package)
- CENTRE** : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
- REQUIREMENTS** : An undergraduate qualification in a Finance or Accounting field (NQF Level 7) as recognised by SAQA; plus A minimum of 5 years' experience at a

middle/senior managerial level in a financial management environment; plus A valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Extensive knowledge of the financial prescripts of the Public Finance Management Act and Treasury Regulations. Knowledge of advanced financial and analytical methodologies. Knowledge of the financial management information systems in the Province. Knowledge of the Labour Relations Act. Knowledge of computer-based information systems. Project management skills – provide financial information for planning and decision making by studying past, present and anticipated financial conditions and recommending courses of action. Communication skills – prepare reports required in terms of Public Service statutory framework by collecting, formatting and explaining information. Effective communication, negotiation and influencing skills. Functional ability – maintaining accounting controls, reconciling financial discrepancies, preparing financial reports, maintaining financial security, guiding staff, answering accounting procedure inquiries. Skills in coaching and developing people – ensure that staff are trained in financial practices and procedures. Improve senior management financial knowledge. Computer literacy. The ideal candidate should be a quick thinker – provide financial information for planning and decision making and recommending courses of action where tight deadlines apply. He / she should also be an innovative thinker, problem solver and a team player – contribute to team effort by accomplishing results as needed.

**DUTIES**

: Manage departmental financial system and user configuration. Implement and maintain system policies from National and Provincial Treasury. Ensure improved Financial Accounting, i.e. develop, implement, maintain and coordinate accounting policies, reports, procedures and practices compliant with Generally Recognised Accounting Practices and in line with Modified Cash Standards. Ensure efficient management of departmental Bookkeeping and Accounting services and reporting thereof. Produce departmental financial reports, Annual Financial Statements and Interim Financial Statements. Facilitate improved financial management, i.e. develop, implement and co-ordinate accounting policies, procedures and practices compliant with generally recognised accounting practices. Co-ordinate the compilation of risk assessment and fraud prevention plans and the carrying out of compliance inspections to promote accountable financial administration.

**ENQUIRIES  
FOR ATTENTION  
NOTE**

: Mr T Nkosi Tel No: (033) 355 8792  
 : Mr C McDougall  
 : It is the intention of this Department to consider equity targets when filling this position.