



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 39 OF 2023
DATE ISSUED 27 OCTOBER 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.

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

OTHER POSTS

<u>POST 39/117</u>	:	<u>DEPUTY DIRECTOR: (HRM) REF NO: MAD 68/2023 (X1 POST)</u>
<u>SALARY</u>	:	R811 560 – R952 485 per annum (Level 11). 13 th cheque, Plus Medical Aid (optional), plus housing allowance (employee must meet prescribed condition)
<u>CENTRE REQUIREMENTS</u>	:	Madadeni Provincial Hospital An appropriate Degree/National Diploma in Human Resource Management or Public Management. A minimum of three 3-5 years managerial experience in Human Resource Management. Knowledge, Skills and Competencies required: Broad knowledge and understanding of Human Resource Management In-depth knowledge of relevant acts, policies, and regulations in Human Resource Management. Sound knowledge of PERSAL and financial management. Sound decision, planning and leadership skills. Good communication skills (verbal and written). Computer literacy in word processing and spreadsheet packages.
<u>DUTIES</u>	:	Manage all Human Resource components i.e. HR Practices, HR Planning and development, Staff Relations and Employee Wellness. Advise Managers on all aspects of Human Resource Management. Participate in the recruitment and selection of staff in different fields within the institution. Maintain adequate availability and efficient utilisation of staff Plan, monitor and control the use of budget and equipment allocated to the Human Resource Component. Participate in the strategic and other planning processes within the institution Develop Human Resource Policies that are in line with HR strategies of the department and ensure that they are implemented. Manage day-to-day functioning of the Human Resource Management component to ensure that high quality human resource management services are provided. Implement National Core Standards. Manage existence of the Employment Equity Committee and the development of Employment Equity Plan of the institution. Participate in the development of the Workplace Skills Plan for the institution and ensure the existence of the institutional Human Resource Development Committee. Manage implementation, monitoring and evaluation of employee performance management and development system. Ensure establishment of fully functional employee health and wellness programmes. Manage the clearing of suspense accounts. Oversee the effective and efficient implementation of Performance and Development System. Identify training needs and ensure the implementation of suitable training programmes. Maintain discipline and ensure sound Labour Relations within the institution in terms or laid down policies and procedures. Ensure the high risks areas in human Resource Practices are effectively and efficiently managed guided by the departmental policies and procedures. Ensure adequate availability and efficient utilization and retention of staff. Provide expert advice to management in all aspects of human Resource Management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr J.M Jele Tel No: (034) 328 8148
<u>FOR ATTENTION NOTE</u>	:	All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940. The Recruitment Officer This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. 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 . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive

outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

- CLOSING DATE** : 10 November 2023
- POST 39/118** : **ENGINEER: INFRASTRUTURE (GRADE A-C) REF NO: MAD 46/2023 (X1 POST)**
- SALARY** : Grade A: R795 147 – R847 221 per annum
Grade B: R894 042 – R962 292 per annum
Grade C: R1 020 087 – R1 197 978 per annum
The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Madadeni Provincial Hospital
Degree in Mechanical/ Electrical Engineering/ Equivalent Qualification. Registered with ECSA as a Professional Engineer. Valid driver's license. 3 years' experience post qualification. Knowledge, Skills and Competencies required: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act/ Treasury regulations/Practice Notes/ Instructions/ circulars/ construction procurement system. Provincial/Departmental Supply Chain Management Policies. Occupational Health and Safety Act of 1993. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and regulations. Quantity surveying profession Act 2000. National Building Standards Act of 1997 and Regulation. Government Immovable Asset Management Act of 2007. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Competence Standards for Construction Procurement as Issued by CIDB. Project and construction Management Act of 2000. Promotion of Access to inform Act of 2000. Promotion of Administrative Justice Act of 2000. Health and Act Regulations. National Environmental Management Act of 1998. Engineering Professional Act of 2000. Applying expertise and Technology. Adhering to principles and values. Deciding and initiating action, delivering results and meeting customers' expectations. Writing and reporting. Formulating strategies and concept. Planning and organizing. Computer literate.
- DUTIES** : Ensure infrastructure programme and project planning in line with IDMS. Infrastructure programme and project implementation and monitoring. Infrastructure project commissioning. Infrastructure programme and project evaluation. Research/ literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the department including interaction with relevant professional development boards/ councils. Effective and efficient management of resources within maintenance and infrastructure development. Co-ordinate and participate in project commissioning, including site visits. Review maintenance plans and budgets on completion of projects.
- ENQUIRIES APPLICATIONS** : Mr A.N Ndamane Tel No: (034) 328 8030
All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940.
- FOR ATTENTION NOTE** : The Recruitment Officer
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. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to

shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

- CLOSING DATE** : 10 November 2023
- POST 39/119** : **ASSISTANT MANAGER NURSING (SPECIALTY) REF NO: NDW/AMN/16/2023**
- SALARY** : R683 838 per annum. Other Benefits: 13th cheque, medical aid (optional) housing allowance (employee must meet prescribed requirements), rural allowance 8%
- CENTRE REQUIREMENTS** : Ndwedwe CHC
Standard 10/Grade 12. Diploma/degree in General Nursing and Midwifery. Post Basic qualification in Primary Health Care. Current registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least 6 years of the period referred above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate recognisable experience at management level. Drivers licence. Knowledge, Skills and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks i.e. Nursing Act, Occupational Health & Safety Act, Patient's Rights Charter, Batho Pele principles, Public Service Regulations, Grievance Procedures etc. Leadership, organizational, decision making and problem solving abilities. 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. Team building and interpersonal relations. Good communication skills. Computer skills.
- DUTIES** : Strategically lead and supervise all PHC services to provide quality nursing care within the catchment area. Manage and supervise all PHC units involving all stakeholders. Ensure facilitation of an integrated planning and implementation of all services/programs aligning to those of the department. Ensure that all priority programs are implemented, Facilitate the realization and maintenance of ideal clinic program. Analyse operational imperatives set in the national PHC package, National norms and standard, Policies and guidelines for implementation of better outcomes. Monitor and evaluate staff performance in terms of employee Performance Management Development Systems (EPMDS). Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Participate in operation Sukuma Sakhe. Support PHC re-engineering by ensuring that outreach teams are functional. Facilitate, analyse and interpret statistics including PHC programme indicators.
- ENQUIRIES APPLICATIONS** : Mrs NS Langa Tel No: (032) 532 3050
All applicants should be forwarded to: The Chief Executive Officer, lleembe.HRJobapplication@kznhealth.gov.za, Ndwedwe CHC, Private Bag X528, Ndwedwe, 4342.
- FOR ATTENTION NOTE** : Mrs NS Langa Tel No: (032) 532 3050
Directions to candidates: The following documents must be submitted: Detailed CV and application for Employment form new (Z83) which is obtainable at any Government Department or from website www.kznhealth.gov.za. No copies/qualifications/proof, only Z83 and CV submitted. In application the reference number must be indicated in the column provided in the Z83, e.g. SAP2/2010. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (Vetting), criminal clearance, credit records, citizenship), verification of educational Qualification by SAQA, verification of previous experience from employers and verification from the company intellectual property commission (SIPC). Due to the large number of

applications we envisage to receive, applications will not be acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department). "People with disabilities should feel free to apply" NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.

- CLOSING DATE** : 10 November 2023
- POST 39/120** : **HEAD OF DEPARTMENT (MIDWIFERY) REF NO: CJMNC06/2023 (X1 POST)**
Component: Charles Johnson Memorial Nursing Campus
- SALARY** : R645 720 per annum. Plus 13th cheque, 12% rural allowance, medical aid (optional) and housing allowance (home owners allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Charles Johnson Memorial Hospital
Senior Certificate/Grade 12 plus; A Diploma/Degree in Nursing, Midwifery and Community Plus A post registration qualification in Nursing Education registered with the South African Nursing Council (SANC) Plus Current Registration with the South African Nursing Council (SANC) 2023 plus; A minimum of nine (9) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC; At least four (4) years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the post-basic qualification in Nursing Education. Unendorsed valid driver's license. Recommendations: Masters' Degree in Nursing, A post-registration qualification in Nursing Management/Nursing Administration/Health Service Management. Basic computer literacy course. Knowledge, Skills and Experience: The incumbent of the post will report to the Principal of CJM Campus and will be responsible to coordinate, implement and monitor an effective and efficient clinical training system. The ideal candidate must: Possess knowledge of Public Service Administration Acts and Legislation such as Health Act, Higher Education Act, SAQA Act, NQF, Nursing ACT, Rules and Regulations, Council on Higher Education Policies, College Policies, PSR, Disciplinary Code and Procedure, Labour Relations Act, etc. Have in-depth knowledge of procedures and processes related to nursing and nursing education and training. Possess sound knowledge and understanding of nursing code of ethics and professional practice of the South African Nursing Council. Thorough knowledge and understanding of Nursing Standard of Practice and Scope of Practice. Possess knowledge of curriculum development and review. Knowledge of procedures and processes related to coordination of Basic and Post Basic Nursing including the Diploma in Nursing (General, Community, Psychiatry) and Midwifery, Diploma in Nursing, Higher Certificate in Nursing, Advanced Diploma in Midwifery and Post Graduate Diploma in Nursing. Possess proficiency in teaching and assessment in Nursing Education. Possess sound knowledge of planning, scheduling, implementation of Nurse training programmes. Possess sound conflict and decision-making/problem solving skills. Have good research and analytical skills. Have excellent communication and presentation skills (both verbal and written). Computer literacy with proficiency in MS Office package, Excel, Power Point and Outlook. Good interpersonal relations. Ability to work within deadlines.
- DUTIES** : Coordinates the provision of education and training of Student Nurses. Manages clinical learning exposure to students between campus and clinical areas. Coordinates and ensure clinical accompaniment of students. Coordinates teaching and learning of R171 programme. Develops and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Supervision and management of performance and development of staff under your discipline in accordance with EPMDS policy. Oversees the supervision of students. Policy analysis and development. Development and review of nursing curricula for all categories of training. Implements the new nursing programmes in line with SANC and CHE regulations. Participates in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participates in all governance structures of the Campus.
- ENQUIRIES** : Ms RE Khoza Tel No: (034) 271 6412

APPLICATIONS : Applications must be forwarded to: The Chief Executive Officer, Charles Johnson Memorial Hospital, Private Bag X5503, Nqutu, 3135 or hand delivered to Charles Johnson Memorial Hospital, HR

FOR ATTENTION NOTE : Human Resource Manager
 : The following documents must be submitted:-Application for Employment Form (form Z83), which is obtainable at any Government Department OR from the website- www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application, but must submit the Z83 and a detailed curriculum vitae. The Reference Number must be indicated in the column provided on the Z83, e.g. CJMNC07/2023. Faxed and emailed applications will not be accepted. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that due to a large number of applications we receive, applications will not be acknowledged. Communication will only be entered into with candidates that have been shortlisted. If you have not heard from us one month after the closing date, please consider your application as being unsuccessful. Please note that due to financial constraints, No S&T claims will be considered for payment to candidates that are invited for interviews.

CLOSING DATE : 10 November 2023

POST 39/121 : **OPERATIONAL MANAGER NURSING PHC REF NO: OPM PHC NKW 48/2023 (X1 POST)**
 Component: Nkwalini Clinic

SALARY : Grade 1: R627 474 - R703 752 per annum. Other Benefits: medical aid (optional), rural allowance, housing allowance: employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Eshowe District Hospital
 : Diploma/degree in nursing or equivalent. Current registration with South African Nursing Council as a Professional Nurse. A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing, of which at least 5 years must be appropriate/recognizable experience, after obtaining the one year post basic qualification in the relevant specialty. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks i.e. Nursing Act, Occupational Health & Safety Act, Patient's Rights Charter, Batho Pele principles, Public Service Regulations, Grievance Procedures etc. Leadership, organizational, decision making and problem solving abilities. 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.

DUTIES : Provision of advanced/more complex primary curative health. Continuous evaluation of nursing care and nursing services. Involvement with matching research to the needs of the community. Work effectively and amicably, at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Provide a safe and therapeutic environment to practice safe nursing care. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS). Ensure the effective management of complaints. Ensure proper utilization of all resources and exercise care over government property. Facilitate the realization and maintenance of ideal clinic program. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Participate in operation sukuma sakhe. Support PHC re-engineering by ensuring that outreach teams are functional. Implement and monitor all relevant legislation frameworks and prescripts.

<u>ENQUIRIES</u>	:	Nursing Manager: Mr MT Dube Tel No: (035) 473 4500
<u>APPLICATIONS</u>	:	Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date. No faxed or e-mailed applications will be considered.
<u>FOR ATTENTION</u>	:	Mrs GZ Dube: Human Resource Manager
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/122</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY) REF NO: EMP52/2023</u> Component: Night Services
<u>SALARY</u>	:	R627 474 – R703 752 per annum. Plus 13th cheque, home owners allowance employee must meet prescribed requirements), medical aid (optional)
<u>CENTRE</u>	:	Queen Nandi Regional Hospital (Empangeni)
<u>REQUIREMENTS</u>	:	Degree/Diploma qualification that allows registration to General Nursing & Midwifery. Post basic qualification in Advance Midwifery with a duration of at least 1 year, accredited with the SANC. Registration Certificate with South African Nursing (SANC). Current registration (2023) with South African Nursing Council (SANC). Minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC, at least 5 years of the period referred to must be appropriate/recognizable experience in Maternity after obtaining the 1 year post basic qualification in Advance Midwifery. Knowledge, Skills, Competencies Required: Knowledge of Nursing Legislation and related legal and ethical nursing practices. Problem solving and negotiation skills. Knowledge of Code of Conduct and Labour Relations. Knowledge of Batho Pele Principles and patients' rights charter. Basic understanding of Human Resource and Finance Policies. Good communication and leadership skills. Basic computer literacy as a support tool to enhance service delivery. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks.
<u>DUTIES</u>	:	Supervise the hospital during the night. Do rounds throughout the hospital. 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. Ensure proper utilization of resources and exercise care over government properly. Ensure staff development and updates on current changes in clients management. Implementation and management of Infection control and prevention protocols. Ensure effective and harmonious management of the hospital during the night. Ensure smooth running of all processes during the night including support services e.g. Blood Bank

		Laboratory, Cleaning, Security, transport, etc. Ensure adequate staff coverage and distribution where need be. Manage all complaints in an amicable manner.
<u>ENQUIRIES</u>	:	Mrs J Marais Tel No: (035) 907 7005
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Deputy Director Human Resources Mr SM Ndabandaba Tel No: (035) 907 7011
<u>NOTE</u>	:	Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website 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.
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/123</u>	:	<u>ASSISTANT DIRECTOR: RADIOGRAPHY REF NO: SAH 37/2023 (X1 POST)</u>
<u>SALARY</u>	:	R578 367 per annum. Other Benefits: 13th cheque, 17% rural allowance, home owners allowance (employee must meet prescribed requirements), medical aid (optional)
<u>CENTRE REQUIREMENTS</u>	:	ST Andrews Hospital Senior Certificate/Grade 12. A National Diploma/Degree in Diagnostic Radiography. Current registration with HPCSA as a Diagnostic Radiographer PLUS 5 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer of which 3 years must be at a Supervisory level. Skills: Sound knowledge of Diagnostic Radiography procedures and equipment. Sound knowledge of radiography techniques and views. Sound Knowledge of quality assurance tests. Sound Knowledge of radiation control and safety regulation. Sound knowledge of relevant legislature. Sound communication and problem solving skills. Good Interpersonal skills.
<u>DUTIES</u>	:	Ensures that the Radiography department complies with radiation protection services, Occupational Health and Safety and Infection Control requirements. Strengthen and monitor the implementation of equipment maintenance programme. Strengthen the management of Human Resources. Improve the quality of Radiography services. Develop, Implement and monitor adherence

to policies, standard procedures and all other applicable legislations. Execute all clinical procedures competently to prevent complications. Monitor and perform 24 hour Radiology service. Facilitate, promote and attend clinical and non-clinical in service education and training. Participate in Quality assurance and Quality improvement program. Uphold patients' rights and promote Batho Pele Principles in the execution of duties for effective service delivery.

- ENQUIRIES** : Dr B Bunwarie Tel No: (039) 433 1955, ext. 214
- APPLICATIONS** : Should be forwarded: The Chief Executive Officer, ST Andrews Hospital, Private Bag X1010, Harding, 4680. or hand delivery: 14 Moodie Street, Harding 4680
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (only). The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not submitting copies/ attachments/ proof/ certificates/ ID/ driver's license/ qualifications on applications, only when shortlisted. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate only when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof only when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.
- CLOSING DATE** : 10 November 2023
- POST 39/124** : **LECTURER- CLINICAL FACILITATOR REF NO: CJMNC07/2023 (X1 POST)**
Component: Charles Johnson Memorial Nursing Campus
- SALARY** : PND1: R431 265 per annum
PND2: R528 696 per annum
Other Benefits: 13th Cheque, 12% Rural allowance, Medical aid (optional) and Housing allowance (Home owners allowance (Employee must meet prescribed requirements))
- CENTRE** : Charles Johnson Memorial Hospital
- REQUIREMENTS** : Senior Certificate/Grade 12 plus;A Diploma/Degree in Nursing and Midwifery Plus A post registration qualification in Nursing Education registered with the South African Nursing Council, Current registration (2023) with SANC as a General Nurse, Midwife/Accoucher plus; **PND 1:** A minimum of 4 (four) years appropriate/ recognizable nursing experience after registration as Professional Nurse with SANC. **PND 2:** A minimum of 14 (Fourteen) years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing of which 10 (Ten) years of years of period referred to above must be appropriate/ recognizable experience in Nursing Education. Unendorsed valid driver's licence. Recommendations: Master's Degree in Nursing, Basic Computer Literacy. Knowledge, Skills and Competences: Possess knowledge of the relevant legislation, Acts, Prescripts and Policy Frameworks informing the area of operation. Have in-depth knowledge of procedures and processes related to nursing and nursing education. Possess sound knowledge and understanding of nursing code of ethics and professional practice. Possess in-depth knowledge of teaching and clinical approaches. Have good research and analytical skills. Competence in conflict management and problem solving skills. Possess good communication and interpersonal skills. Willingness to travel. Computer literacy.
- DUTIES** : Provide effective and efficient clinical training of student nurses. Develop/design, review and evaluate clinical evaluation tools. Coordinate clinical learning exposure of student nurses between the Campus and Clinical area. Implement assessment strategies to determine student nurses

	competencies. Exercise control over student nurses. Help learners to integrate theoretical practical knowledge and continuously. Socialize learners into nursing profession. Participate in the Academic management of learners experiential learning. Organise and maximise learning opportunities for learners. Implement the quality management system for the Nursing Education Institution. Implement the new programmes in line with SANC and CHE regulations. Support the mission and promote the image of the Campus.
<u>NOTE</u>	: The following documents must be submitted: Application for Employment Form (form Z83), which is obtainable at any Government Department or from the website- www.kznhealth.gov.za . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae. The Reference Number must be indicated in the column provided on the Z83, e.g. CJMNC07/2023. Faxed and emailed applications will not be accepted. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that due to a large number of applications we receive, applications will not be acknowledged. Communication will only be entered into with candidates that have been shortlisted. If you have not heard from us one month after the closing date, please consider your application as being unsuccessful. Please note that due to financial constraints, No S&T claims will be considered for payment to candidates that are invited for interviews.
<u>ENQUIRIES APPLICATIONS</u>	: Ms RE Khoza Tel No: (034) 271 6412
	: Applications must be forwarded to: The Chief Executive Officer, Charles Johnson Memorial Hospital, Private Bag X5503, Nqutu, 3135 or hand delivered to Charles Johnson Memorial Hospital HR
<u>CLOSING DATE</u>	: 10 November 2023
<u>POST 39/125</u>	: <u>CLINICAL NURSE PRACTITIONER GRADE 1&2 – STEADVILLE CLINIC REF NO: LRH 74/2023 (X1 POST)</u>
<u>SALARY</u>	: Grade 1: R 431 265 – R 497 193 per annum Grade 2: R 528 696 – R 645 720 per annum Other Benefits: 13 th cheque, housing allowance (employees must meet the prescribed requirements), (medical aid optional), 8% inhospitable rural allowance.
<u>CENTRE REQUIREMENTS</u>	: Ladysmith Regional Hospital (Primary Health Care) Senior Certificate/Grade 12. Degree/Diploma in General Nursing and Midwifery plus. One (1) Year Post Basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) accredited with SANC. Current registration with SANC (2023 Receipt). Registration certificates with SANC IN General Nursing and Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care. Grade 1: A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Certificate of service endorsed by human resource department. Recommendation: Valid Driver's License. Knowledge, Skills and Experience Required. Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, inter-personal and problem solving skills. Good verbal, listening and written communication skills. Knowledge of Labour Relations and disciplinary procedures. Clinical competencies. Knowledge of nursing care delivery approaches. Analytical thinking, decision-making and conflict management skills. Co-ordinating and planning skills.
<u>DUTIES</u>	: Ensure the provision of nursing care through adequate supervision. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deal with grievances and Labour relation issues in terms of laid down policies/procedures. Ensure the supervision and provision of basic patient needs. Promote preventive and

promotive health for clients. Evaluate and follow up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patients clinical conditions. Attend and participate in doctor's visits. Co-ordinate between hospital and community. Health education of patients, staff and public. Assessing in-service training needs, planning and implementing of training programs. Assist patients and families to develop a sense of care.

ENQUIRIES : Mrs N Nkehli Tel No: (036) 637 2111
APPLICATIONS : All applications should be emailed to LadysmithHospital.JobApp@kznhealth.gov.za or be posted to: The Human Resource Manager, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.

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

CLOSING DATE : 10 November 2023

POST 39/126 : **PROFESSIONAL NURSE SPECIALTY: TRAUMA UNIT REF NO: ADD/TRAUMA43 /2023 (X1 POST)**

SALARY : Grade 1: R431 265 - R497 193 per annum
 Grade 2: R528 696 - R645 720 per annum

CENTRE : Addington Hospital: KwaZulu-Natal
REQUIREMENTS : Degree/Diploma in General Nursing. Registration Certificate with SANC as a General Nurse. Degree/Diploma – Post Basic qualification in Trauma and Emergency Nursing Science. Post Basic registration certificate accredited by SANC in the relevant Speciality. Current registration receipt with SANC (2023). Certificate of Service. Only shortlisted candidates will be required to submit proof of all documents. Experience: **Grade 1:** A minimum of 4 years appropriate recognizable experience in Nursing after registration as a Professional Nurse with the South African Nursing Council. A post-basic Qualification with a duration of at least 1 year in the relevant Speciality. Experience: **Grade 2:** A minimum of 14 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/Recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project Management skills. Basic Computer skills.

DUTIES : Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper

treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order appropriate level of consumables and monitor utilization. Ensure that equipment in the unit is adequate and is checked and functional. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records.

- ENQUIRIES** : Matron B.N Ndhlovu Tel No: (031) 327 2000
- APPLICATIONS** : All documents to be posted to: Addington Hospital, P O Box 977, Durban, 4000 or Dropped off in the "Application Box", at the Security Dept-Staff Entrance, Prince Street entrance, Addington Hospital, South Beach, Durban
- FOR ATTENTION** : Human Resource Department
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applications are not required to submit copies of qualifications and other relevant documents on application. 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. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. 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 that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview.
- CLOSING DATE** : 10 November 2023
- POST 39/127** : **PROFESSIONAL NURSE SPECIALTY: OPERATING THEATRE REF NO: ADD/OT44 /2023 (X2 POSTS)**
- SALARY** : Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 - R645 720 per annum
- CENTRE** : Addington Hospital: KwaZulu Natal
- REQUIREMENTS** : Degree/Diploma in General Nursing. Registration Certificate with SANC as a General Nurse. Degree/Diploma – Post Basic qualification in Operating Theatre Nursing Science. Post Basic registration certificate accredited by SANC in the relevant Speciality. Current registration receipt with SANC (2023). Certificate of Service. Only shortlisted candidates will be required to submit proof of all documents. Experience **Grade 1:** A minimum of 4 years appropriate recognizable experience in Nursing after registration as a Professional Nurse with the South African Nursing Council. A post-basic Qualification with duration of at least 1 year in the relevant Speciality-Operating Theatre. Experience **Grade 2:** A minimum of 14 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/Recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality-Operating Theatre. Recommendation: At least 1 – 2 years' experience in Operating Theatre Nursing would be an advantage. Knowledge, Skills,

Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Must have good knowledge of Cardiac Conditions. Project Management skills. Basic Computer skills.

DUTIES : Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order appropriate level of consumables and monitor utilization. Ensure that equipment in the unit is adequate and is checked and functional. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records.

ENQUIRIES : Matron B.N Ndhlovu Tel No: (031) 327 2000

APPLICATIONS : All documents to be posted to: Addington Hospital, P O Box 977, Durban, 4000 or dropped off in the "Application Box", at the Security Dept-Staff Entrance, Prince Street entrance, Addington Hospital, South Beach, Durban.

FOR ATTENTION : Human Resource Department

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applications are not required to submit copies of qualifications and other relevant documents on application. 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. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. 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 that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview.

CLOSING DATE : 10 November 2023

POST 39/128 : **PROFESSIONAL NURSE SPECIALTY: INTENSIVE CRITICAL CARE REF NO: ADD/ICU45/2023 (X1 POST)**

SALARY : Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 - R645 720 per annum

CENTRE : Addington Hospital: KwaZulu-Natal
REQUIREMENTS : Degree/Diploma in General Nursing and Midwifery. Registration Certificate with SANC as a General Nurse and Midwife. Degree/Diploma – Post Basic qualification in Critical Care Nursing Science. Post Basic registration certificate accredited by SANC in the relevant Speciality-Critical Care Nursing Science.

Current registration receipt with SANC (2023). Certificate of Service. Only shortlisted candidates will be required to submit proof of all documents. Experience **Grade 1:** A minimum of 4 years appropriate recognizable experience in Nursing after registration as a Professional Nurse with the South African Nursing Council. A post-basic Qualification with duration of at least 1 year in the relevant Speciality-Intensive Critical Care. Experience **Grade 2:** A minimum of 14 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/Recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality-Intensive Critical Care. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Must have good knowledge of Cardiac Conditions. Project Management skills. Basic Computer skills.

DUTIES : Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order appropriate level of consumables and monitor utilization. Ensure that equipment in the unit is adequate and is checked and functional. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records.

ENQUIRIES : Matron B.N Ndhlovu Tel No: (031) 327 2000
APPLICATIONS : All documents to be posted to: Addington Hospital, P O Box 977, Durban, 4000 or Dropped off in the "Application Box", at the Security Dept-Staff Entrance, Prince Street entrance, Addington Hospital, South Beach, Durban.

FOR ATTENTION : Human Resource Department
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applications are not required to submit copies of qualifications and other relevant documents on application. 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. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. 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 that due to the large financial constraints no S&T and settlement claims will be considered for payment to candidates that are invited for the interview.

CLOSING DATE : 10 November 2023

POST 39/129 : **CLINICAL NURSE PRACTITIONER GRADE 1 AND 2 – KLEINFONTAIN CLINIC REF NO: LRH 75/2023 (X1 POST)**

SALARY : Grade 1: R431 265 – R497 193 per annum
 : Grade 2: R528 696 – R645 720 per annum
 : Other Benefits: 13th cheque, housing allowance (employees must meet the prescribed requirements), (medical aid optional), 8% inhospitable rural allowance.

CENTRE REQUIREMENTS : Ladysmith Regional Hospital (Primary Health Care)
 : Senior Certificate/Grade 12. Degree/Diploma in General Nursing and Midwifery plus. One (1) Year Post Basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) accredited with SANC. Current registration with SANC (2023 Receipt). Registration certificates with SANC IN General Nursing and Midwifery Plus Clinical Nursing Science, Health Assessment, Treatment and Care. **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Certificate of service endorsed by Human Resource Department: Recommendation: Valid Driver's License. Knowledge, Skills and Experience Required: Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, inter-personal and problem solving skills. Good verbal, listening and written communication skills. Knowledge of Labour Relations and disciplinary procedures. Clinical competencies. Knowledge of nursing care delivery approaches. Analytical thinking, decision-making and conflict management skills. Co-ordinating and planning skills.

DUTIES : Ensure the provision of nursing care through adequate supervision. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deal with grievances and Labour relation issues in terms of laid down policies/procedures. Ensure the supervision and provision of basic patient needs. Promote preventive and promotive health for clients. Evaluate and follow up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patient's clinical conditions. Attend and participate in doctor's visits. Co-ordinate between hospital and community. Health education of patients, staff and public. Assessing in-service training needs, planning and implementing of training programs. Assist patients and families to develop a sense of care.

ENQUIRIES APPLICATIONS : Mrs N Nkehli Tel No: (036) 637 2111
 : All applications should be emailed to LadysmithHospital.JobApp@kznhealth.gov.za or be posted to: The Human Resource Manager, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.

FOR ATTENTION NOTE : Mr S.L.Dlozi
 : Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department or from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. 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.

<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/130</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1&2 – OUTERWEST MOBILE CLINIC REF NO: LRH 76/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum Other Benefits: 13th Cheque, Housing Allowance (employees must meet the Prescribed requirements), (Medical Aid Optional), 8% Inhospitable rural allowance.
<u>CENTRE REQUIREMENTS</u>	:	Ladysmith Regional Hospital (Primary Health Care) Senior Certificate/Grade 12. Degree/Diploma in General Nursing and Midwifery Plus. One (1) Year Post Basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) accredited with SANC of current registration with SANC (2023 Receipt). Registration certificates with SANC IN General Nursing and Midwifery Plus Clinical Nursing Science, Health Assessment ,Treatment and Care. Grade 1: A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Certificate of service endorsed by Human Resource Department. Recommendation: Valid Driver's License. Knowledge, Skills and Experience Required: Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, inter-personal and problem solving skills. Good verbal, listening and written communication skills. Knowledge of Labour Relations and disciplinary procedures. Clinical competencies. Knowledge of nursing care delivery approaches. Analytical thinking, decision-making and conflict management skills. Co-ordinating and planning skills.
<u>DUTIES</u>	:	Ensure the provision of nursing care through adequate supervision. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deal with grievances and Labour relation issues in terms of laid down policies/procedures. Ensure the supervision and provision of basic patient needs. Promote preventive and promotive health for clients. Evaluate and follow up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patients clinical conditions. Attend and participate in doctor's visits. Co-ordinate between hospital and community. Health education of patients, staff and public. Assessing in-service training needs, planning and implementing of training programs. Assist patients and families to develop a sense of care.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs N Nkehli Tel No: (036) 637 2111 All applications should be emailed to LadysmithHospital.JobApp@kznhealth.gov.za or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.
<u>FOR ATTENTION NOTE</u>	:	Mr S.L.Dlozi Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za . The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be

acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. 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.

<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/131</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1&2 – DRIEFONTEIN MOBILE 2 REF NO: LRH 77/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum Other Benefits: 13 th cheque, housing allowance (employees must meet the prescribed requirements), (medical aid optional), 8% inhospitable rural allowance.
<u>CENTRE REQUIREMENTS</u>	:	Ladysmith Regional Hospital (Primary Health Care) Senior Certificate/Grade 12. Degree/Diploma in General Nursing and Midwifery plus. One (1) Year Post Basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) accredited with SANC. Current registration with SANC (2023 Receipt). Registration certificates with SANC IN General Nursing and Midwifery Plus Clinical Nursing Science, Health Assessment, Treatment and Care. Grade 1: A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Certificate of service endorsed by Human Resource Department. Recommendation: Valid Driver's License. Knowledge, Skills and Experience Required. Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, inter-personal and problem solving skills. Good verbal, listening and written communication skills. Knowledge of Labour Relations and disciplinary procedures. Clinical competencies. Knowledge of nursing care delivery approaches. Analytical thinking, decision-making and conflict management skills. Co-ordinating and planning skills.
<u>DUTIES</u>	:	Ensure the provision of nursing care through adequate supervision. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deal with grievances and Labour relation issues in terms of laid down policies/procedures. Ensure the supervision and provision of basic patient needs. Promote preventive and promotive health for clients. Evaluate and follow up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patients clinical conditions. Attend and participate in doctor's visits. Co-ordinate between hospital and community. Health education of patients, staff and public. Assessing in-service training needs, planning and implementing of training programs. Assist patients and families to develop a sense of care.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs N Nkehli Tel No: (036) 637 2111 All applications should be emailed to LadysmithHospital.JobApp@kznhealth.gov.za or be posted to: The Human Resource Manager, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370
<u>FOR ATTENTION NOTE</u>	:	Mr S.L.Dlozi Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za . The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome

obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

- CLOSING DATE** : 10 November 2023
- POST 39/132** : **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE KING DINUZULU CLINIC REF NO: CNP KDC 41/2023**
- SALARY** : Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 - R645 720 per annum
Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements
- CENTRE REQUIREMENTS** : Eshowe District Hospital
Basic R425 qualification i.e. Degree/Diploma in General Nursing. Minimum of four years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC. Post Basic qualification with duration of one year in Clinical Nursing Science Health Assessment, Treatment and Care. Registration with South African Nursing Council as a Professional Nurse (PHC). NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Experience **Grade 1**: minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing OR advance midwifery). Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Experience **Grade 2**: minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele. Interpersonal skills, negotiating conflict handling and counselling skills.
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a Primary Health Care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).
- ENQUIRIES APPLICATIONS** : Nursing Manager: Mr MT Dube Tel No: (035) 473 4500
Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date. No faxed or e-mailed applications will be considered.
- FOR ATTENTION** : Mrs GZ Dube: Human Resource Manager

<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/133</u>	:	<u>CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE GATEWAY CLINIC REF NO: CNP GW 42/2023</u>
<u>SALARY</u>	:	Grade 1: R431 265 - R497 193 per annum Grade 2: R528 696 - R645 720 per annum Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements
<u>CENTRE REQUIREMENTS</u>	:	Eshowe District Hospital Basic R425 qualification i.e. Degree/Diploma in General Nursing. Minimum of four years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC. Post Basic qualification with duration of one year in Clinical Nursing Science Health Assessment, Treatment and Care. Registration with South African Nursing Council as a Professional Nurse (PHC). NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Experience Grade 1 : minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing OR advance midwifery). Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Experience Grade 2 : minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele. Interpersonal skills, negotiating conflict handling and counselling skills.
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a Primary Health Care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. Display a concern for patients, promoting and advocating proper treatment and care

	:	including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).
<u>ENQUIRIES</u>	:	Nursing Manager - Mr MT Dube Tel No: (035) 473 4500
<u>APPLICATIONS</u>	:	Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
<u>FOR ATTENTION</u>	:	Mrs GZ Dube: Human Resource Manager
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/134</u>	:	<u>CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE EKUPHUMULENI CLINIC REF NO: CNP EKUP 49/2023</u>
<u>SALARY</u>	:	Grade 1: R431 265 - R497 193 per annum Grade 2: R528 696 - R645 720 per annum Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements
<u>CENTRE</u>	:	Eshowe District Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification i.e. Degree/Diploma in General Nursing. Minimum of four years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC. Post Basic qualification with duration of one year in Clinical Nursing Science Health Assessment, Treatment and Care. Registration with South African Nursing Council as a Professional Nurse (PHC). NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Experience Grade 1 : minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing or advance midwifery). Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Experience Grade 2 : minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele. Interpersonal skills, negotiating conflict handling and counselling skills.
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform

a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a Primary Health Care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).

<u>ENQUIRIES</u>	:	Nursing Manager - Mr MT Dube Tel No: (035) 473 4500
<u>APPLICATIONS</u>	:	Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
<u>FOR ATTENTION</u>	:	Mrs GZ Dube: Human Resource Manager
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required), Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/135</u>	:	<u>PROFESSIONAL NURSE SPECIALTY NURSING, PAEDIATRICS</u> <u>DEPARTMENT REF NO: PN SPEC 43/2023 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R431 265 - R497 193 per annum Grade 2: R528 696 - R645 720 per annum Other Benefits: 13th cheque, medical aid (optional), 8 % rural allowance, and housing allowance: employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Eshowe District Hospital
<u>REQUIREMENTS</u>	:	Senior certificate (Grade 12). Degree/Diploma in General Nursing with midwifery. Current Registration with South African Nursing Council as a General Nurse. A post basic qualification in Child Nursing Science, with duration of at least 1 year, accredited with the South African Nursing Council. Experience Grade 1 : A post basic qualification in Child Nursing Science, with duration of at least 1 year, accredited with the South African Nursing Council. Minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing. Experience Grade 2 : A post basic qualification in Child Nursing Science, with duration of at least 1 year, accredited with the South African Nursing Council. Minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining the 1- year post basic qualification in Child Nursing Science. Knowledge, skills, training and competencies required: Knowledge and insight into nursing processes and procedures. Demonstrate an understanding of nursing legislation and related legal and ethical nursing

		practices. Appropriate understanding on nursing scope of practise and nursing standards as determined by Child Nursing Health Care Act. Demonstrate effective communication with client/patients, supervisors and other clinicians, including report writing when required. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Knowledge and experience in implementation of Batho Pele principles, patient's right charter and code of conduct.
<u>DUTIES</u>	:	Implement Child Health Care Programmes. Coordination of optimal, holistic specialised nursing care provided within set standards a professional/Legal framework. Perform multi-skilled and complex nursing care duties requiring frequent interpretation of information. Manage effectively and efficiently the utilization and supervision of all resources. Support the Mother Baby Friendly Initiative. Establish and maintain constructive working relationships with nursing and other stakeholders. Establish and maintain adherence to clinical governance pillars and processes. Display a concern for patients, promoting, advocating and facilitating proper treatment and care ensuring that the unit adheres to the principles of Batho Pele. Maintain professional growth/ethical standards and self-development. Compile daily, monthly and quarterly report.
<u>ENQUIRIES</u>	:	Nursing Manager: Mr MT Dube Tel No: (035) 473 4500
<u>APPLICATIONS</u>	:	Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date. No faxed or e-mailed applications will be considered.
<u>FOR ATTENTION</u>	:	Mrs GZ Dube: Human Resource Manager
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/136</u>	:	<u>PROFESSIONAL NURSE SPECIALTY: OPERATING THEATRE REF NO: SAH 10/2023 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R431 265 per annum Grade 2: R528 696 per annum Other Benefits: 13th cheque, 12% rural allowance, home owners allowance (employee must meet prescribed requirements), medical aid (optional)
<u>CENTRE</u>	:	ST Andrews Hospital: Theatre
<u>REQUIREMENTS</u>	:	Grade 1: Diploma/ Degree in General Nursing and Midwifery Plus 1 year post basic qualification in Operating theatre technique. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration with SANC as a General Nurse and Operating theatre technique. Grade 2: Diploma/ Degree in General Nursing and Midwifery plus 1 year post basic qualification in Operating theatre technique. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognizable experience after obtaining the one year post basic qualification in the relevant specialty. Current registration with SANC as a General Nurse, Midwifery and Operating theatre

		technique. Skills: 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.
<u>DUTIES</u>	:	Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDS as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment
<u>ENQUIRIES</u>	:	Mrs MR Singh Tel No: (039) 433 1955, ext. 211
<u>APPLICATIONS</u>	:	Should be forwarded: The Chief Executive Officer, ST Andrews Hospital, Private Bag X1010, Harding, 4680 or hand delivery: 14 Moodie Street, Harding 4680.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (only). The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not submitting copies/ attachments/ proof/ certificates/ ID/ driver's license/ qualifications on applications, only when shortlisted. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate only when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof only when shortlisted. 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.
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/137</u>	:	<u>PROFESSIONAL NURSE SPECIALTY: CRITICAL CARE REF NO: SAH 23/2023 (X1 POST)</u> Re-advertisement
<u>SALARY</u>	:	Grade 1: R431 265 per annum Grade 2: R528 696 per annum Other Benefits: 13th cheque, 12% rural allowance, home owners allowance (employee must meet prescribed requirements), medical aid (optional)
<u>CENTRE</u>	:	ST Andrews Hospital: Casualty
<u>REQUIREMENTS</u>	:	Grade 1: Diploma/ Degree in General Nursing and Midwifery Plus 1 year post basic qualification in Trauma Nursing Science or Critical Care. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing. Current registration with SANC as a General Nurse and Trauma Nursing Science or Critical care. Grade 2: Diploma/ Degree in General Nursing and Midwifery Plus 1 year post basic qualification in Trauma Nursing Science or Critical care. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing. At least 10 years of the period mentioned above must be recognizable experience after obtaining the one year post basic qualification in the relevant specialty. Current registration with SANC as a General Nurse, Midwifery and

		Trauma Nursing science. Skills: 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.
<u>DUTIES</u>	:	Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDS as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment
<u>ENQUIRIES</u>	:	Mrs MR Singh Tel No: (039) 433 1955, ext. 211
<u>APPLICATIONS</u>	:	Should be forwarded: The Chief Executive Officer, ST Andrews Hospital, Private Bag X1010, Harding, 4680. or hand delivery: 14 Moodie Street, Harding 4680
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (only). The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not submitting copies/ attachments/ proof/ certificates/ ID/ driver's license/ qualifications on applications, only when shortlisted. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate only when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof only when shortlisted. 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.
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/138</u>	:	<u>CLINICAL NURSE PRACTITIONER REF NO: SAHMBOTH001/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R431 265 - R497 193 per annum Grade 2: R528 696 - R645 720 per annum Other Benefits: 13 th cheese, 12% rural allowance, home owners allowance (employee must meet prescribed requirements), medical aid (optional)
<u>CENTRE</u>	:	Mbotho Clinic
<u>REQUIREMENTS</u>	:	Grade 1: Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic, Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B All the above mentioned documents need not be attached on application but will be

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

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

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

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

FOR ATTENTION NOTE : Human Resources Manager

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

		accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/139</u>	:	<u>CLINICAL NURSE PRACTITIONER REF NO: SAHELIM 05/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R431 265 - R497 193 per annum Grade 2: R528 696 - R645 720 per annum Other Benefits: 13 th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	Elim Clinic Grade 1: Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic, Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. NB: All the above mentioned documents need not be attached on application but will be requested only if shortlisted. Grade 2: Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. NB: All the above mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge, Skills and Competencies: Knowledge of SANC rules and regulations, Knowledge of legislative framework and departmental prescripts, Ability to formulate patients care related policies, Knowledge of provincial acts and national acts policies, Knowledge of sound Nursing care delivery approaches, Basic financial management skills and conflict management skills, Knowledge of human resource management, Ability to formulate vision, mission and objectives of the unit, Communication skills and decision making, Ability to provide mentoring and coaching, Have leadership and supervisory skills, report writing and time management skills.charter.
<u>DUTIES</u>	:	Ensure data management at all levels, Manage and supervise effective utilization of allocated resources, Demonstrate effective communication with patients, supervisors and other clinicians Including report writing monthly and statistics as required, able to plan and organize_own work and support personnel to ensure nursing care diagnose, treat and Dispense medication, Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all Health programmes including NGOs, CBOs, and CHWs, Deputize the operational Manager in charge of the facility, Monitor infection Prevention and control within the facility, Assist with performance reviews i.e. EPMDS, Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop as sense of care, Ensure that Batho Pele principles are implemented, Ensure increased accessibility of health services to all community members including Staff
<u>ENQUIRIES</u>	:	Ms VV Ncume Tel No: (039) 433 1955, ST Andrews Hospital, Tel No: (039) 433 1955
<u>APPLICATIONS</u>	:	Please forward all applications to: The Chief Executive Officer, ST Andrew's Hospital, Private Bag X1010, Harding, 4680 or hand delivered applications to human resources at ST Andrew's Hospital or Email to Standreshospital.HRjobapplication@kznhealth.gov.za
<u>FOR ATTENTION</u>	:	Human Resources Management
<u>CLOSING DATE</u>	:	10 November 2023

POST 39/140 : **CLINICAL NURSE PRACTITIONER REF NO: SAHKWAJALI 01/2023 (X1 POST)**

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

CENTRE : KwaJali Clinic

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

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

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

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

FOR ATTENTION : Human Resources Management

CLOSING DATE : 10 November 2023

<u>POST 39/141</u>	:	<u>CLINICAL NURSE PRACTITIONER REF NO: SAHXHAMINI10/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R431 265 - R497 193 per annum Grade 2: R528 696 - R645 720 per annum Other benefits: 13 th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	Xhamini Clinic Grade 1: Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic, Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. NB: All the above mentioned documents need not be attached on application but will be requested only if shortlisted. Grade 2: Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic, Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. NB: All the above mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge, Skills And Competencies: Knowledge of SANC rules and regulations, Knowledge of legislative framework and departmental prescripts, Ability to formulate patients care related policies, Knowledge of provincial acts and national acts policies, Knowledge of sound Nursing care delivery approaches, Basic financial management skills and conflict management skills, Knowledge of human resource management, Ability to formulate vision, mission and objectives of the unit, Communication skills and decision making, Ability to provide mentoring and coaching, Have leadership and supervisory skills, report writing and time management skills.charter.
<u>DUTIES</u>	:	Ensure data management at all levels, Manage and supervise effective utilization of allocated resources, Demonstrate effective communication with patients, supervisors and other clinicians Including report writing monthly and statistics as required, able to plan and organize own work and support personnel to ensure nursing care diagnose, treat and Dispense medication, Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all Health programmes including NGOs, CBOs, and CHWs, Deputize the operational Manager in charge of the facility, Monitor infection Prevention and control within the facility, Assist with performance reviews i.e. EPMDS, Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop as sense of care, Ensure that Batho Pele principles are implemented, Ensure increased accessibility of health services to all community members including Staff
<u>ENQUIRIES</u>	:	Ms VV Ncume Tel No: (039) 433 1955 ST Andrews Hospital, Tel No: (039) 433 1955
<u>APPLICATIONS</u>	:	Please forward all applications to: The Chief Executive Officer, ST Andrew's Hospital, Private Bag X1010, Harding, 4680 or hand delivered applications to human resources at ST Andrew's Hospital or Email to Standreshospital.HRjobapplication@kznhealth.gov.za
<u>FOR ATTENTION CLOSING DATE</u>	:	Human Resources Management 10 November 2023

POST 39/142 : **CLINICAL NURSE PRACTITIONER REF NO: SAH PISGAH 01/2023 (X1 POST)**

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

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

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

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

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

FOR ATTENTION CLOSING DATE : Human Resources Management
: 10 November 2023

<u>POST 39/143</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 & 2 (PHC) REF NO: VRH 61 /2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R431 265 - R497 193 per annum Grade 2: R528 696 - R645 720 per annum Other Benefits: 12% Rural Allowance, 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Thembumusa Clinic An appropriate B Degree/Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Registration with SANC for 2023. NB: Proof of working experience endorsed by Human Resource, will be required from shortlisted candidates (service certificate). Grade 1: A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill.
<u>DUTIES</u>	:	Quality comprehensive Primary Health Care by providing promotive, preventive, curative and rehabilitative services for clients and community.3 streams PHC services, MCWH/ Family planning/ STI'S/ Health Education health lifestyle promotion. ART/ARV/NIMART/ Integrated HAST Program/ Male circumcision campaigns Tuberculosis Services. HIV Counselling and Testing. Nutritional services. Antenatal care services/ PMTCT and post-natal care services. Deliveries. Centre for chronic medicine dispensing and distribution (CCMDD) and chronics (NCD). Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of divert intellectual, cultural race or religious differences.
<u>ENQUIRIES</u>	:	Mrs Sibiya ATS (Assistant Manager Nursing) Tel No: (034) 982 2111, ext. 5918
<u>APPLICATIONS</u>	:	All applications should be forwarded to: Assistant Director: HRM, Vryheid District Hospital, Private Bag X9371, Vryheid, 3100 or be hand delivered at Human Resource Office No: 9. Applicants are encouraged to used courier service since we are experiencing challenges with post office.
<u>NOTE</u>	:	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 .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. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

- CLOSING DATE** : 10 November 2023
- POST 39/144** : **PROFESSIONAL NURSE (SPECIALTY) GRADE 1/2 REF NO: EMP 30/2023 (X1 POST)**
Component: Nursing – Critical Care/ICU/Trauma
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum.
Other Benefits: 13th Cheque, home owners allowance (Employee must meet prescribed requirements), Medical Aid (Optional), 8% Rural allowance
- CENTRE REQUIREMENTS** : Queen Nandi Regional Hospital (Empangeni)
Degree/Diploma qualification that allows registration to General Nursing Relevant post basic qualification (Diploma in Critical Care/Trauma) plus Registration certificate with South African Nursing Council (SANC) plus Current SANC registration (2023). Experience: Prof Nurse: Specialty **Grade 1**: is a minimum of 4 years' experience in Nursing after registration as a Professional Nurse. Prof Nurse: Specialty **Grade 2**: is a minimum of 14 years' experience in nursing after registration as Professional Nurse with SANC in General Nursing at least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. Knowledge, Skills, Competencies Required: Knowledge of Public Service Acts, regulations and policies. Knowledge of SANC rules and regulations. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Good communication, verbal, written, leadership, interpersonal, problem solving, conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele Principles and Patient's Rights Charter, Code of Conduct. Team building and diversity Management skills.
- DUTIES** : Provision of optimal, holistic specialized critical nursing care with set standards within professional / legal framework. Provision of quality services through setting of standards, policies and procedures. Participate in the implementation of National Priorities clinical guidelines, protocols. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Promote good working relationships amongst staff and patients. Assist in supervision and development of all nursing staff. Reduction of maternal and child mortality and morbidity rate. Ensure effective participation in all hospital programs e.g. IPC, Quality Assurance, etc. Provide a Safe, therapeutic and hygienic environment for patients, visitors and staff. Be able to manage ventilated babies and mothers and report when necessary.
- ENQUIRIES APPLICATIONS** : Mrs J Marais Tel No: (035) 907 7005
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** : Deputy Director: Human Resources Mr SM Ndabandaba Tel No: (035) 907 7011
- NOTE** : Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website 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** : 10 November 2023
- POST 39/145** : **PROFESSIONAL NURSE (SPECIALTY) GRADE 1/2 REF NO: EMP 53/2023 (X1 POST)**
Component: Nursing – Theatre & CSSD
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other Benefits: 13th Cheque, home owners allowance employee must meet prescribed requirements, Medical Aid Optional, 8% Rural allowance
- CENTRE REQUIREMENTS** : Queen Nandi Regional Hospital (Empangeni)
Degree/Diploma qualification that allows registration to General Nursing & Midwifery. Relevant post basic qualification (Diploma in Operating Theatre Training - DOTT). Registration certificate with South African Nursing Council (SANC). Current SANC receipt (2023). Experience: Prof Nurse: Specialty **Grade 1**: is a minimum of 4 years' experience in Nursing after registration as a Professional Nurse. Prof Nurse: Specialty **Grade 2**: is a minimum of 14 years' experience in nursing after registration as Professional Nurse with SANC in General Nursing at least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. Knowledge, Skills, Competencies Required: Knowledge of Public Service Acts, regulations and policies. Knowledge of SANC rules and regulations. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Good communication, verbal, written, leadership, interpersonal, problem solving, conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele Principles and Patient's Rights Charter, Code of Conduct. Team building and diversity Management skills.
- DUTIES** : Effective management of patients, display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Provision of quality services through setting of standards, policies and procedures. Participate in the implementation of National Priorities clinical guidelines, protocols. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Promote good working relationships amongst staff and patients. Assist in supervision and development of all nursing staff. Reduction of maternal and child mortality and morbidity rate. Ensure effective participation in all hospital programs e.g. IPC, Quality Assurance, etc. Provide a Safe, therapeutic and hygienic environment for patients, visitors and staff. To participate in the care of Swabs and instruments in Theatre. To provide immediate care to all patients that have been operated. To prepare for the operations ensuring smooth running of Theatre.

ENQUIRIES : Mrs J Marais Tel No: (035) 907 7005

APPLICATIONS : 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 : Deputy Director: Human Resources Mr SM Ndabandaba Tel No: (035) 907 7011

NOTE : Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website 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 : 10 November 2023

POST 39/146 : **PROFESSIONAL NURSE (SPECIALTY) GRADE 1/2 REF NO: EMP 54/2023 (X1 POST)**
Component: Nursing – Advanced Midwife

SALARY : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other benefits: 13th cheque, home owners allowance (employee must meet prescribed requirements), medical aid (optional), 8% rural allowance.

CENTRE : Queen Nandi Regional Hospital (Empangeni)

REQUIREMENTS : Degree/Diploma qualification that allows registration to General Nursing & Midwifery. Plus a relevant post basic qualification (Diploma in Advanced Midwifery & Neonatal Nursing Science). Registration certificate with South African Nursing Council (SANC) Current SANC receipt (2023). Experience: Prof Nurse: Speciality **Grade 1**: is a minimum of 4 years' experience in Nursing after registration as a Professional Nurse. Prof Nurse: Speciality **Grade 2**: is a minimum of 14 years' experience in nursing after registration as Professional Nurse with SANC in General Nursing at least 10 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality. Knowledge, Skills, Competencies Required: Knowledge of Public Service Acts, regulations and policies. Knowledge of SANC rules and regulations. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Good communication, verbal, written,

leadership, interpersonal, problem solving, conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele Principles and Patient's Rights Charter, Code of Conduct. Team building and diversity Management skills.

DUTIES : Effective management of patients, display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Provision of quality services through setting of standards, policies and procedures. Participate in the implementation of National Priorities clinical guidelines, protocols. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Promote good working relationships amongst staff and patients. Assist in supervision and development of all nursing staff. Reduction of maternal and child mortality and morbidity rate. Ensure effective participation in all hospital programs e.g. IPC, Quality Assurance, etc. Provide a Safe, therapeutic and hygienic environment for patients, visitors and staff. Be able to manage mothers and ventilated babies and report when necessary. Initiate and lead all obstetric programs i.e. PPP, PMTCT, CARMA MBFHI, ESMOE, etc. Be able to manage neonates from birth.

ENQUIRIES : Mrs J Marais Tel No: (035) 907 7005
APPLICATIONS : 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 : Deputy Director: Human Resources Mr SM Ndabandaba Tel No: (035) 907 7011

NOTE : Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website 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 : 10 November 2023

POST 39/147 : **PROFESSIONAL NURSE (SPECIALTY) GRADE 1/2 REF NO: EMP 55/2023 (X1 POST)**
Component: Neonatal Services

SALARY : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other benefits: 13th Cheque, home owners allowance (Employee must meet prescribed requirements), Medical Aid (Optional). 8% Rural allowance

CENTRE REQUIREMENTS : Queen Nandi Regional Hospital (Empangeni)
: Degree/Diploma qualification that allows registration to General Nursing & Midwifery. Relevant post basic qualification (Diploma in Child Nursing Care) registration certificate with South African Nursing Council (SANC). Current SANC receipt (2023). Experience: Prof Nurse: Specialty **Grade 1**: is a minimum of 4 years' experience in Nursing after registration as a Professional Nurse. Prof Nurse: Specialty **Grade 2**: is a minimum of 14 years' experience in nursing after registration as Professional Nurse with SANC in General Nursing at least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. Knowledge, Skills, Competencies Required: Knowledge of Public Service Acts, regulations and policies. Knowledge of SANC rules and regulations. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Good communication, verbal, written, leadership, interpersonal, problem solving, conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele Principles and Patient's Rights Charter, Code of Conduct. Team building and diversity Management skills.

DUTIES : Effective management of patients, display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Provision of quality services through setting of standards, policies and procedures. Participate in the implementation of National Priorities clinical guidelines, protocols. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Promote good working relationships amongst staff and patients. Assist in supervision and development of all nursing staff. Reduction of maternal and child mortality and morbidity rate. Ensure effective participation in all hospital programs e.g. IPC, Quality Assurance, etc. Provide a Safe, therapeutic and hygienic environment for patients, visitors and staff. Be able to manage mothers and ventilated babies and report when necessary. Initiate and lead all child health programs i.e. PPP, PMTCT, CARMA MBFHI, ESMOE, etc.

ENQUIRIES APPLICATIONS : Mrs J Marais Tel No: (035) 907 7005
: 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 : Deputy Director: Human Resources Mr SM Ndabandaba Tel No: (035) 907 7011

NOTE : Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website 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.

<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/148</u>	:	<u>ASSISTANT DIRECTOR: HR MANAGEMENT REF NO: PMMH/AD/PRAC/1/2023 (X1 POST)</u> Component: Human Resource Practices
<u>SALARY</u>	:	R424 104 - R 496 467 per annum (Level 09). Other Benefits: Home owner Allowance (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	Prince Mshiyeni Memorial Hospital Degree/National Diploma in Human Resource Management / Public Management / Public Administration/ Industrial/ labour relations. Experience: A minimum of five (5) years relevant experience in Human Resource Practices of which 3 years should be on supervisory level (Level 7). A letter of confirmation of supervisory experience in an official letterhead of the employer endorsed by the HR Manager must be submitted only for shortlisted candidates. Recommendation: PERSAL and computer literacy certificates. Unendorsed valid driving license. Experience in the public health facility/sector is desirable and will be an added advantage. Knowledge, Skills Training and Competencies Required: Knowledge and understanding of Public Service legislative framework. Knowledge of the Public Service Act, Public Finance Management Act, Labour Relations Act, Skills Development Act, Knowledge of PILIR Framework, Knowledge of OSD Framework and other Legislative Prescripts that govern Human Resource Management. Extensive knowledge and experience of the PERSAL system and Human Resource Administration processes. Good writing and communication skills. Must have leadership, planning, organizing, and problem solving and conflict management skills. Ability to multitask and prioritize. Ability to work in a high volume and highly pressurized environment. Driver's license and computer literacy (MS Word, MS Excel, MS Outlook and PowerPoint) is essential.
<u>DUTIES</u>	:	Manages the day to day functioning of HR Practices section in the Hospital in order to ensure that the high quality of services is being provided. Ensure the effective, efficient and economical management of allocated resources of the section. Provide training, advice and guidance to staff. Provide strategic and operational support to staff and line managers. Manage EPMDS within the component. Manage potential risks and mitigation strategies. Compile and submit reports or any other HR related submissions. Manage audit queries. Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; recommend changes; participate in directing and implementing approved changes. Serve as member on a variety of committees; prepare and present staff reports and other necessary correspondence. Respond to and resolve difficult and sensitive inquiries and complaints. Ensures that the advertising, recruitment, selection appointment and transfer practices is in accordance with laid down policies and procedures. Ensures that the payment of all benefits (fringe and exits) and allowances are done accurately. Participates in the development of HR strategies and policies. Serve as reviser for all Persal users at the Hospital. Perform related duties as required.
<u>ENQUIRIES</u>	:	Ms V.B. Ngcobo Tel No: (031) 907 8308

APPLICATIONS : Applications to be forwarded to: The Human Resource Manager or hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060.

FOR ATTENTION NOTE : Mr M.F. Mlambo
: Directions to candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) (only). Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za/vacancies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH/AD/PRAC/1/2023. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e., Phone or Tablet. The system has the following functionality: All adverts are available for viewing by the public through the address www.kznonline.gov.za/kznjobs Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through the registration process by the system. Applicants must update their profile on the system, which is in line with the approved Z83 application form. Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identity Documents, Driver's Licence, Qualifications, etc. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

CLOSING DATE : 10 November 2023

POST 39/149 : **RADIOGRAPHER GRADE 1, 2 & 3 REF NO: BETH 54/2023 (X1 POST)**

SALARY : Grade 1: R359 622 per annum
Grade 2: R420 015 per annum
Grade 3: R491 676 per annum
Plus 17% rural allowance plus: 13th cheque, medical aid (optional), housing allowance (employee must meet the prescribed requirements)

CENTRE REQUIREMENTS : Bethesda District Hospital - (KwaZulu - Natal)
: **Grade 1:** Grade 12 / Senior Certificate. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Diagnostic Radiographer. Current registration with the Health Professions Council of South Africa (HPCSA) as Diagnostic Radiographer. **Grade 2:** A minimum of ten (10) years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as Diagnostic Radiographer. **Grade 3:** A minimum of twenty (20) years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as Diagnostic Radiographer. 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.
<u>DUTIES</u>	:	To provide high quality Diagnostic Radiographic service according to patient's needs. To promote good health practices and ensures optimal care of patients. To execute all clinical procedures competently to prevent complications. To provide a 24 hour radiographic service including weekends and public holidays. To perform reception and/ or clerical duties as required. To participate in shift and standby duties including night, weekend and public holidays. To educate patients on their conditions whilst ensuring that patients' rights are upheld. To compile reports as required In working environment. To comply with safe radiation protection standards. To contribute to the overall work process in the component. To uphold patients' rights and promote Batho Pele principles in execution of duties. To inspect and utilize equipment professionally and thus ensure compliances with safety regulations. Participate in quality assurance and quality improvement. Participate and comply with National Core Standards.
<u>ENQUIRIES</u>	:	Ms L.N Mthembu (AD: Radiographer) Tel No: (035) 595 3125, Email: BethesdaHospital.HRJobApplication@kznhealth.gov.za
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	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)
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/150</u>	:	<u>OCCUPATIONAL THERAPIST: GRADE 1 REF NO: HRM 90/2023 (X1 POST)</u> Directorate: Occupational Therapy Department
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 622 – R408 201 per annum, (including benefits) King Edward VIII Hospital complex Matric/Senior Certificate or equivalent qualification plus Degree/Diploma in Occupational Therapy plus Registration with HPCSA as an Occupational Therapist plus Current registration with HPCSA as an Occupational Therapist PLUS No experience required in respect of a South African citizen who is required to perform community service or is currently completing community service, A minimum of one (01) year experience after registration with HPCSA as an Occupational Therapist with recognized foreign health professional council in respect of. Recommendations: Computer Literacy, valid code 08 drivers license. Knowledge, Skills, Training and Competencies Required: Sound knowledge of the current Health and Public Service Legislation, Regulations and Policies, Sound knowledge in the application of Clinical Occupational Therapy theory, practice and ethics, Sound Knowledge and skill in Occupational Therapy Paediatric and General Diagnostic and therapeutic procedures, Good Skills and knowledge in the use of Occupational Therapy equipment and assistive devices, Good Knowledge of Institutional Administrative tasks and duties, Good Knowledge of Ethical code and scope of practice, Excellent verbal and written communication Skills, Ability to

		problem-solving and apply analytical processes to patient care and management processes, Good interpersonal skills, Ability to plan and work well within a Multidisciplinary team.
<u>DUTIES</u>	:	Perform all delegated Clinical responsibilities within applicable legislation, To provide high quality diagnostic and therapeutic occupational therapy services according to patients needs with the ability to provide patients, caregivers, family with relevant information on occupational therapy, Manage a Clinical caseload with accountability and responsibility, Ensure a comprehensive paediatric and general OT service: encompassing assessment, treatment, caregiver training, outreach, group work, FCE, assistive device manufacture, assessment and issue of wheelchairs/buggies, manufacture of pressure garments, Mandatory participation in outreach program to Sister Hospital, Assessment and provision of treatment in the Psych unit of the Hospital, Contribute to the development and implementation of Quality Improvement Programs and awareness programs as delegated, Participate in and or/ assist with supervision, support and mentorship of students, Participate in and contribute to professional development program and teaching, Assume effective administrative responsibilities: report writing, statistics, audits, meetings, Resource management, Ensure good interpersonal skills with staff, patients, other role players in the MDT and within the institution., Assist to ensure a cost effective and efficient service with available resources, To promote and adhere to the implementation of Batho Pele principles in the execution of duties for effective service delivery. , Contribute positively to the Aims and Ethos of the OT Department through all interactions, collaborations, interventions and team work.
<u>ENQUIRIES</u>	:	Dr. K.B. Bilenge Tel No: (031) 360 3854
<u>APPLICATIONS</u>	:	All applications can either be submitted via email to twigggy.garib@kznhealth.gov.za and kingedwardhospitalHRJobapplication@kznhealth.gov.za or hand delivered at King Edward VIII Hospital complex and placed in the red box marked "applications" next to the ATM in the Administration building
<u>NOTE</u>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary plus Proof of previous and current experience (certificate of service) and stamped by HR, 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 KE 28/2023. 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.
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/151</u>	:	<u>OPTOMETRIST REF NO: CJMH 30 /2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R359 622 per annum Grade 2: R420 015 per annum Grade 3: R491 676 per annum Other Benefits: 13th Cheque Rural, Medical aid (optional), housing Allowance (employee must meet the prescribed requirements)
<u>CENTRE</u>	:	Charles Johnson Memorial Hospital
<u>REQUIREMENTS</u>	:	Grade 12/Senior certificate, appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Optometrist, Current registration with the Health Professions Council of South Africa as an Optometrist. Grade 1: No experience required after registration with the Health Professions Council of South Africa (HPCSA) as an Optometrist, Grade 2: A minimum of five (5) years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Optometrist, Grade 3: A minimum of ten (10) years relevant experience after registration with the Health Professions Council of South Africa (HPCSA)

as an Optometrist. Only fully completed and signed Z83 form and detailed CV must be submitted. Only shortlisted candidates must submit certificate of service endorsed by Human Resource Office and qualification certificate. Knowledge, Skills Training and Competencies Required: Good verbal and written communication skills, Good interpersonal skills, Knowledge of departmental administrative tasks, Knowledge of ethical code of practice, Ability to problem-solving and apply analytical processes to patient care, Supervisory skills for junior and students.

- DUTIES** : Conduct screening and comprehensive eye and visual examinations, Provide clinical and professional intervention, order and dispense optical devices, Screen and diagnose eye problems associated with systematic diseases, Ensure execution of appropriate treatment and provide visual counselling, Refer patients requiring more specialized care to specific institution for further management, Maintain accurate patient medical records and compile daily statistics, Be part of multidisciplinary team in patient management and link with external service providers, NGO's and organizations for persons living with disabilities for holistic care, Assist with management of department, ordering and maintenance of departmental equipment, Ensure rotational visits to attached clinics to provide optometry services conduct or partake in departmental in service training, Participate in clinical audits and quality improvement programs, Participate in planned healthcare awareness's and outreach campaign to communities.
- ENQUIRIES** : Dr TIW Khumalo Tel No: (034) 271 6404
- APPLICATIONS** : All application should be forwarded to: zanele.zwane@kznhealth.gov.za or hand delivered to Registry Office, Lot 92 Hlubi Street, C. J. M. Hospital Nqutu Human Resource Manager
- FOR ATTENTION NOTE** : Due to cost containment no S&T or relocation expenses will be paid. those who had No late applications beyond 16h00 of the closing date will be considered.
- CLOSING DATE** : 10 November 2023 by 16h00
- POST 39/152** : **DIAGNOSTIC RADIOGRAPHER GRADE 1/2/3 REF NO: EMP57/2023 (X1 POST)**
Component: Professionals Aligned to Medical Services (PAMS)
- SALARY** : Grade 1: R359 622 – R408 201 per annum
Grade 2: R420 015 – R477 771 per annum
Grade 3: R491 676 – R595 251 per annum
Other Benefits: 13th cheque, home owners allowance (employee must meet the prescribed requirements), medical aid (optional): 12% of basic salary - in-hospitable allowance
- CENTRE REQUIREMENTS** : Queen Nandi Regional Hospital
Appropriate qualification that allows registration with the HPCSA as a Diagnostic Radiographer plus Registration certificate with HPCSA as a Diagnostic Radiographer plus Current registration with HPCSA (2023-2024). Experience Required: **Grade 1:** None after registration with HPCSA as a Diagnostic Radiographer, **Grade 2:** Minimum of 10 years' experience after registration with HPCSA as a Diagnostic Radiographer, **Grade 3:** Minimum of 20 years' experience after registration with HPCSA as a Diagnostic Radiographer. Knowledge, Skills, Competencies Required: Sound knowledge of Ultrasound procedures and equipment. Competent in scanning all levels of obstetric and gynae. Compliant in identifying pathologies and committed to research and continuous personal development. Be able to work under pressure and ensure service delivery is not compromised. Knowledge of relevant Health and Safety policies. Sound planning and organizational skills. Knowledge of Radiation Control and Safety Regulation. Sound communication and problem solving skills. Good interpersonal relations and ability to perform well within a team. Ability to perform basic quality assurance test. Computer literacy, report writing and administrative skills.
- DUTIES** : Provide a high quality ultrasound service according to patient needs. Participate in shift and standby duties including nights, weekends and public holidays. Ensure optimal care of patients, correct interpretation of ultrasound scans. Participate in quality assurance and quality improvement programme. General administrative duties, report writing and reception duties as allocated. Play a role in institutional radiographic policy making and planning for service improvement. Provide guidance and supervision to Junior Radiographers and

		staff within the component. To participate and comply with National Core Standards.
<u>ENQUIRIES</u>	:	Ms D. Moodley Tel No: (035) 907 7039
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Deputy Director: Human Resources Mr SM Ndabandaba Tel No: (035) 907 7011
<u>NOTE</u>	:	Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website 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.
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/153</u>	:	<u>EMPLOYEE ASSISTANT PRACTITIONER REF NO: EAP 44/2023 (X1 POST)</u> Component: Human Resource Management-Wellness
<u>SALARY</u>	:	R359 517 - R420 402 per annum (Level 08). Other Benefits: medical aid (optional) housing allowance: employee must meet the prescribed requirements
<u>CENTRE REQUIREMENTS</u>	:	Eshowe District Hospital Grade 12/Senior certificate. Bachelor's Degree/National Diploma in Social Science/Social Work or National Diploma in Employee Wellness. NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Knowledge, Skills, Training and Competencies Required: Knowledge of Public Sector. Sound Knowledge in Employee Wellness. Knowledge in developing guidelines and standards. HIV/AIDS counselling skills. Crisis Management skills. Ability to maintain a high level of confidentiality. Good communication and conflict management skills. Computer Literacy.
<u>DUTIES</u>	:	To develop, implement and manage a comprehensive sustainable and effective Employee Wellness Programme at institutional level. Ensure the

implementation and maintenance of policies and procedures that will address Employee Wellness Programme at institutional level. Establish and facilitate Employee Wellness Programmes. Monitor and evaluate the Employee Wellness Programme. Provide and assessment, referral, intervention and appropriate counselling and aftercare services to employees at the institution based on relevant qualifications and experience. Ensure the implementation of Special Programmes such as HCT, Financial Wellness, ie retirement planning, garnishee management, financial education, as well as substance abuse and absenteeism management. Marketing and promotion of Employee Wellness Program within the institution

- ENQUIRIES** : Assistant Director: Human Resource Management Mrs GZ Dube Tel No: (035) 473 4500
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date. No faxed or e-mailed applications will be considered.
- FOR ATTENTION NOTE** : Mrs GZ Dube: Human Resource Manager
- Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
- CLOSING DATE** : 10 November 2023 before 16H00
- POST 39/154** : **PHYSIOTHERAPIST (GRD1/GR2/GRD3) REF NO: NDW/PHY/17/2023**
- SALARY** : R359 322 – R491 676 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Service Bonus, Housing Allowance (employee must meet prescribed requirements), Rural allowance 12%
- CENTRE REQUIREMENTS** : Ndwedwe CHC
National Senior Certificate (Grade 12)/ standard 10. Degree/Diploma in Physiotherapist; and Current registration with Health Professional Council of South Africa (HPCSA) as a Physiotherapist. Annual HPCSA registration. Computer literacy Certificate e.g. Ms Word. Recommendations: Possession of drivers licence code 8(B) or 10 (C1). Knowledge/Skills Training and Competencies Required: Sound knowledge of current health and public legislations, regulations, policies and procedures. Knowledge in the application of clinical physiotherapy theory, practice and ethics. Adequate communication (verbal and written) and problem solving skills and team building. Demonstrate leadership ability, discipline and interpersonal relationship skills. Ability to function under pressure. Ability to plan and prioritize in the execution of daily tasks. Computer literacy, Ms Software application. Ability to always communicate in a professional manner.
- DUTIES** : To provide high quality diagnosis and therapeutic services according to patients' needs and to provide the patient with factual information on Physiotherapy. Execute all clinical procedure and programmes competently utilizing available resource s effectively and efficiently. Active involvement in the implementation of rehabilitation programs at Primary Health Care Facilities. To ensure quality service delivery in the department through the facilitation and implementation of Quality Improvements Projects and

programs. Interpretation of data, Analysis and compilation narratives. Adhering to the departmental regulations, code of conduct discipline and ethical principles. Assist with the supervision of the Community Service Physiotherapists, physiotherapy technician and support staff. Assist with the implementation and evaluation of EPMDS. Participate in the compilation of the Operational plan, Business Plan and Procurement Plan. Supervise allocated students according to the agreement with tertiary institutions and contribute to related training activities. Compile reports and memos required within the ambit of delegation and environment. Participate and contribute to the overall well-being of patients in a multi-disciplinary team effort in treatment and psychosocial rehabilitation of the patients. To maintain clinical profiles of individual patients. To maintain ongoing Professional development programs. Manage allocated Human resources according to regulations of the department, public service and health professional council of South Africa. To ensure that all physical resources and equipment are correctly managed. Motivation for and ordering of non-stock items. Participate in monitoring and evaluation programmes of the physiotherapy department, such as clinical and documentation audits, leaves and attendance register audits, norms and standards and ideal assessments. Serve as a representative in committees and implement infection control and Health & Safety policies and procedures.

- ENQUIRIES** : Dr O. Ayeni Tel No: (032) 532 3050
- APPLICATIONS** : All applicants should be forwarded to: The Chief Executive Officer, Ilembe Ndwedwe CHC, Private Bag X528, Ndwedwe, 4342 or email: HRJobapplication@kznhealth.gov.za
- FOR ATTENTION** : Dr. O Ayeni
- NOTE** : Directions to candidates The following documents must be submitted: Detailed CV. Application for Employment form new (Z83) which is obtainable at any Government. Department or from website www.kznhealth.gov.za. No copies/qualifications/proof, only Z83 and CV submitted. The reference number must be indicated in the column provided in the Z83, e.g. SAP2/2010. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (Vetting), criminal clearance, credit records, citizenship), verification of educational Qualification by SAQA, verification of previous experience from employers and verification from the company intellectual property commission (SIPC). Due to the large number of applications we envisage to receive, applications will not be acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department). "People with disabilities should feel free to apply" NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S&T claims.
- CLOSING DATE** : 10 November 2023
- POST 39/155** : **ARTISAN FOREMAN: (ELECTRICAL, PLUMBING, MECHANICAL, CARPENTRY, WELDING) REF NO: SAH 38/2023 (X1 POST)**
- SALARY** : R344 811 per annum. Other Benefits: 13th cheque, home owners allowance (employee must meet prescribed requirements), medical aid (optional)
- CENTRE** : ST Andrews Hospital
- REQUIREMENTS** : Grade 12 or equivalent. Recognized trade test certificate in any of the trades (electrical, plumbing, mechanical, carpentry, welding) in terms of section 13(2)(h) of the Manpower Act of 1981 as amended plus 5 years appropriate/recognizable experience after obtaining the relevant trade test. Valid code 08 driver's license. Skills: Sound knowledge of the occupational health and safety act. Good communication skills, team work, creativity, self-management, problem solving, decision making, analytical skills, planning and organizing. Technical analysis knowledge and Computer aided technical applications. Report writing and production process knowledge and skills. Customer focus and responsiveness, communication, planning and organizing and computer skills.
- DUTIES** : Supervise and mentor staff. Exercise careful and economical use of supplies and equipment. Contribute to personal development and improve standards of service delivery. Monitor maintenance of equipment and infrastructure. Inspect equipment or facility for technical faults. Repair equipment and facilities according to standards. Test repair equipment of facilities against

		specifications. Update register of maintained and repaired faults. Compile and submit reports as required. Ensure adherence to safety standards, requirements and regulations.
<u>ENQUIRIES</u>	:	Mr MM Ndlovu Tel No: (039) 433 1955, ext. 237
<u>APPLICATIONS</u>	:	Should be forwarded: The Chief Executive Officer, ST Andrews Hospital, Private Bag X1010, Harding, 4680. or hand delivery: 14 Moodie Street, Harding 4680.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (only). The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not submitting copies/ attachments/ proof/ certificates/ ID/ driver's license/ qualifications on applications, only when shortlisted. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate only when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof only when shortlisted. 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.
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/156</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR TRANSPORT REF NO: ACS TRAN 45/2023 (X1 POST)</u> Component: Facilities Management
<u>SALARY</u>	:	R294 321 - R343 815 per annum (Level 07). Other Benefits: 13th cheque, medical aid (optional), housing allowance (employee must meet the prescribed requirements)
<u>CENTRE</u>	:	Eshowe District Hospital
<u>REQUIREMENTS</u>	:	Grade 12/senior certificate. Minimum of 3 to 5 years' experience in Transport/Fleet Administration services. Valid Driver's Licence-Code EB. NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Knowledge, Skills, Training and Competencies: Knowledge of relevant fleet management prescripts. Knowledge of vehicle maintenance and service procedure. Good verbal and written communication skills. Supervisory and interpersonal skills. Planning and organisation skills. Knowledge of fleet disposal procedure. Knowledge of traffic law.
<u>DUTIES</u>	:	Allocation of state vehicle to the drivers for official use. Ensure that drivers and other officials have valid driver's licence before issuing them with state vehicles. Ensure that pre-trip inspection is performed. Compile monthly reports. Make sure that all state vehicles are road worthy. Log books, licence and registration of vehicles are up to date. Monitor utilization of petrol cards and analyse the transactions report from the bank. Ensure that state vehicles are always clean. Ensure timeous reporting of accidents with relevant authorities. Comply with legislative prescripts of the Department of Health. Ensure effective and efficient utilization of state vehicles in a cost effective manner. Ensure timeous reporting of accidents with relevant authorities. Ensure service of vehicles within the service intervals. Manage Employee Performance Management Development System of staff in the transport department. Ensure proper management of petrol cards. Ensure petrol cards are renewed timeously, safe record keeping of petrol slips.
<u>ENQUIRIES</u>	:	Assistant Director: Facilities Management Mrs LL Ntuli Tel No: (035) 473 4500
<u>APPLICATIONS</u>	:	Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource

		Section, Eshowe District Hospital, before 16H00 on or before the closing date. No faxed or e-mailed applications will be considered.
<u>FOR ATTENTION NOTE</u>	:	Mrs GZ Dube: Human Resource Manager
	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
<u>CLOSING DATE</u>	:	10 November 2023 before 16H00
<u>POST 39/157</u>	:	<u>HUMAN RESOURCE PRACTITIONER REF NO: HRP 46/2023 (X1 POST)</u> Component: Human Resource Management: Recruitment & Selection
<u>SALARY</u>	:	R294 321 - R343 815 per annum (Level 07). Other Benefits: medical aid (optional) housing allowance: employee must meet the prescribed requirements
<u>CENTRE REQUIREMENTS</u>	:	Eshowe District Hospital Grade 12/Senior certificate. Bachelor's degree or National diploma in Human Resource Management/Public Management. Minimum of 3-5years' experience in Human Resource Management (Practices). NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Knowledge, Skills, Training and Competencies Required: Knowledge of legislative framework governing the Public Service Act, Public Service Regulations, Employment Equity Act, Basic Conditions of Employment Act. Knowledge of human resource management legislations and prescripts. Broad knowledge of the PERSAL System. Ability to maintain a high level of confidentiality. Good communication skills. Computer Literacy.
<u>DUTIES</u>	:	To provide effective and efficient recruitment and selection service to the institution in accordance with laid down policies and procedures i.e. Responsible for the advertising of vacant posts in the Institution, Co-ordinate the recruitment and selection processes. Conduct all verification processes ie verification of qualification, security checks and reference checks. Check and approve PERSAL transactions according to delegations. Assist in the compilation of Human Resource Reports and other HR activities. Assist with the National Core Standards audits (Ideal Hospital). Provide in-service training in the institution and clinics.
<u>ENQUIRIES</u>	:	Assistant Director: Human Resource Management Mrs GZ Dube Tel No: (035) 473 4500
<u>APPLICATIONS</u>	:	Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date. No faxed or e-mailed applications will be considered.
<u>FOR ATTENTION NOTE</u>	:	Mrs GZ Dube: Human Resource Manager
	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Copies of certified qualifications and

other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE : 10 November 2023 before 16H00 on or before the closing date

POST 39/158 : **FINANCE MANAGEMENT OFFICER REF NO: FMO 47/2023 (X1 POST REVENUE)**
Component: Finance Management Services

SALARY : R294 321 - R343 815 per annum (Level 07). Other Benefits: 13th cheque, medical aid (optional), housing allowance (employee must meet the prescribed requirements)

CENTRE REQUIREMENTS : Eshowe District Hospital
Grade 12 / Senior certificate. Bachelor's degree/ 3-year National Diploma in Finance Management or equivalent. NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Knowledge, Skills, Training and Competencies: Knowledge of Finance. Knowledge of Public Service finance prescripts and policies. Knowledge of filing systems. Verbal and written communication skills. Finance management skills.

DUTIES : Maintain user-friendly filing systems of accounts. Responsible for all final revenue correspondence, write-offs, account payment categories. Monitor the collection of revenue from patients. Maintain procedures regarding the use of safe and check receipt work. Maintain effective and efficient utilization of staff.

ENQUIRIES APPLICATIONS : Assistant Director: Finance Ms NZB Khanyile Tel No: (035) 473 4500
Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date. No faxed or e-mailed applications will be considered.

FOR ATTENTION NOTE : Mrs GZ Dube: Human Resource Manager
Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE : 10 November 2023 before 16H00

<u>POST 39/159</u>	:	<u>FINANCE CLERK (SUPERVISOR) (REVENUE) REF NO: MAD 69/2023 (X1 POST)</u>
<u>SALARY</u>	:	R294 321 – R334 194 per annum (Level 07). 13th cheque, Plus Medical Aid (Optional), Plus Housing Allowance (Employee must meet prescribed condition)
<u>CENTRE REQUIREMENTS</u>	:	Madadeni Provincial Hospital Senior Certificate or Equivalent. 3-5 years' work experience in financial administrative component within public Service (Accounts payable & revenue). Computer literacy: MS Office and Excel applications. Recommendations: Degree/Diploma in Finance/Financial Management/Financial Accounting / Cost and Management Accounting/Accounting Science. Valid driver's license. Knowledge, Skills and Competencies Required: Practical knowledge of Finance Component. Good planning, organizing, problem solving and team building skills. Computer literacy: MS Word, Excel, Power point and MS outlook. Knowledge of Revenue Management Policies. Good verbal and written communication, numerical skills.
<u>DUTIES</u>	:	Ensure effective, efficient and economical utilization of resources allocated to Revenue administration. Conduct, inspect and identify risk plan for the Revenue Department. Proper management of MVA patient files. Compilation and submission of monthly statistics. Develop, Implement and monitor Standard Operating Procedures and policies for improved Service delivery. Maintain filing system for all statutory accounts. Monitor collection of Revenue from patients. Maintain procedure regarding face value books and check all receipts work. Maintain control and reconcile petty cash for the Institution. Maintain effective and efficient utilization of staff. Authorize payments, journals, receipts and debts. Present revenue returns to Cash Flow Committee meeting, and monthly submission to Head Office. Reconciliation of parking, boarding and lodging.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. G.N.M Mdladla Tel No: (034) 328 8356
<u>FOR ATTENTION NOTE</u>	:	All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940. The Recruitment Officer 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 . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/160</u>	:	<u>HR: PRACTITIONER: HUMAN RESOURCE DEVELOPMENT AND PLANNING REF NO: PSH 37/ 2023 (X1 POST)</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07). Other Benefits: Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Port Shepstone Regional Hospital Matric/Grade 12. Degree/National Diploma in Human Resources/Human Sciences/Public Administration/Public Management/Human Resource

		Development. Recommendation. Experience in Human Resources Development. Valid Driver's license. Computer literacy- MS Office (Word, Excel, Outlook & PowerPoint). Knowledge, Skills and Competencies Required: Good verbal, communication and negotiation skills. PERSAL system. Knowledge and understanding of Skills Development Acts and other related acts. Collecting and analysing data for statistical purposes.
<u>DUTIES</u>	:	Perform duties as a Skills Development Facilitator of the institution. Ensure proper and full implementation of EPMDs. Manage and maintain a database of Human Resource Development and Planning training programmes which include: bursaries, internships, tertiary trainings programme, medical elective, skills audit and personal development plan. Coordination of Training, orientation and re orientation. Implementation of Grade progression to all qualifying staff. Develop and implement Human Resources Planning. Develop and implement Employment Equity Plan and Work Place Skills Plan. Compile training statistics and compile QMR. Provide logistics for in service training. Management and processing of Improved Qualification. Render effective advisory services to management and employees in the hospital. Provide and perform secretarial duties for IHETD committee and all HR Planning and Development related meetings. Check and approve transactions on PERSAL and ensure effective and efficient record keeping.
<u>ENQUIRIES</u>	:	Mr. ZM Zulu Tel No: (039) 688 6000
<u>APPLICATIONS</u>	:	Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240 or 11 – 17 Bazley Street, Port Shepstone, 4240
<u>FOR ATTENTION</u>	:	Mr ZM Zulu
<u>NOTE</u>	:	Detailed application for employment (Z83) and Curriculum Vitae. (Only shortlisted candidates will be requested to submit proof of qualifications and other related documents). NB: Applicants are encouraged to utilise courier services. NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/161</u>	:	<u>SUPPLY CHAIN CLERK SUPERVISOR REF NO: OTH CHC 36/2023 (X1 POST)</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07). Other Benefits: 13th cheque, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements)
<u>CENTRE</u>	:	Othobothini Community Health Centre (Jozini)
<u>REQUIREMENTS</u>	:	Matric / Grade 12. 3-5 years working experience in Budget/Expenditure Control Section. Computer literacy; MS Office Software applications. Valid driver's licence. Knowledge, Skills, Training and Competencies Required: Possess in –depth knowledge of financial prescripts such as PFMA, Treasury Regulations and Practice notes. Possess in depth knowledge Supply Chain Management. Possess strong leadership, supervisory, communication and interpersonal Skills. Possess of Labour Relations and Disciplinary procedure. Have the ability to prioritise issues and other work related matters in order to comply with time frames set. Have the ability to analyse complex information and transform that into user-friendly processes to enable management to make informed decision. High level of accuracy is required. Be computer literate with a proficiency in MS Office applications.
<u>DUTIES</u>	:	Ensure effective and efficient management of Acquisition Department. Ensure good management in logistic/warehouse management. Ensure that acquisition of goods /services activities are in accordance with the Institutional Business and Procurement Plan. Implement risk management to avoid fraud and corruption timeously. Supervision of Supply Chain Management i.e. Stores, Acquisition and Demand Management. Establish supplier's database when obtaining quotations. Manage and administer the prescribed evaluation

processes in ensuring value for money. Conduct internal audit in SCM on an ongoing basis. Prepare, analyse and submit monthly reports related to Supply Chain Management. Co-ordinate in-service training in order to promote service delivery. Assist in compilation of CEO pack.

- ENQUIRIES APPLICATIONS** : Ms. N.P Dube Tel No: (035) 572 9002
: 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 or email to: OthobothiniCHC.JobApp@kznhealth.gov.za / Bongiwe.Manukuza@kznhealth.gov.za
- 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 Curriculum Vitae (CV) .Applicants are not required to submit Copies of ID, Std 10 certificate, educational qualifications, certificate of service / proof of experience signed by HR office such documents will be requested only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful, African males are mostly welcome to apply.
- CLOSING DATE** : 10 November 2023
- POST 39/162** : **FACILITY INFORMATION OFFICER REF NO: UMZIN/23/2023**
- SALARY** : R294 321 per annum (Level 07). Plus 13th cheque, Medical aid: Optional Homeowner's allowance: Employee must meet prescribed requirements
- CENTRE REQUIREMENTS** : Umzinyathi Health District Office
: Senior Certificate (Grade 12) or equivalent plus National Diploma/ Degree in Information Technology/ Management Information Systems/Public Management/ Management Assistant & Technology/ Human Resources Management/Librarian & Information. Valid Driver's License (Minimum Code EB). 3-5 Year experience in Data Management section with District Health Information Systems. Knowledge, Skills and Competencies Required: Strong communication skills, In Depth knowledge and skills in information Systems and Data Management, The ability to compile meaningful presentation and / or graphic presentations of statistics and to compare to strategic objective with reported results. High levels of accuracy. Technical Knowledge in the information Technology Environmental. Ability to work under pressure and meet tight deadlines.
- DUTIES** : Coordinate the total collection of quality routine and non-routine facility data and the maintenance of the District Health Information systems. Monitor the implementation of the all the Health Information systems in health facility within the district (WEBDHIS/ TIER. NET/EVDS and other). Conduct training on routine Health Information Systems (WEBDHIS/ TIER. NET/EVDS i.e. Data Capturers, OM, Program Managers and other). Maintain and provide technical support to all routine Health Information System (ART TIER.NET/ ETR.net / District Health Information System (WEB DHIS)/ Electronic Drug Resistance (EDR Web). Ensure that quarterly reports are compiled, captured and submitted timeously to the next level. Presentation of health information at the health information meeting. Ensure accurate, consistence and timeously reporting of health programme data from all facilities within the district, Co-ordinate the collection of routine and non-routine data inclusive of survey (PEC), Maintain, manipulate and ensure security of the district health and management information databased, ensure data and information integrity to accurately represent the state of service delivery in the district. Compile summary and comprehensive information feedback report (routine and non-routine). Manage EPMDS of staff in the Data Management Section Support facilities and institution in terms of Data Management. Render administrative support to the district information Office. Manage the utilization of resources allocation to the unit.
- ENQUIRIES APPLICATIONS** : Mrs. AN Shabangu Tel No: (034) 299 9100
: All applications should be forwarded to: The District Director, 34 Wilson Street, Umzinyathi Health District Office, Private Bag X2052, Dundee, 3000, or Email: Umzinyathi.HRJobApplication@kznhealth.gov.za
- FOR ATTENTION** : Ms. M Ngwenya

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

CLOSING DATE : 17 November 2023

POST 39/163 : **ADMINISTRATIVE CLERK SUPERVISOR (GENERAL) REF NO: NDW/ADM/15/2023**

SALARY : R294 321 per annum (Level 07). Other benefits: 13th cheque, Medical Aid (Optional) Housing Allowance (employee must meet prescribed requirements)

CENTRE : Ndwedwe CHC

REQUIREMENTS : Senior certificate/Grade 12 or equivalent. National Diploma in Public Administration or Management will be added advantage. Minimum of Three (3-5) years' experience employed as Administration Clerk in Patient and Medical Records. Valid driver's Licence. Computer literacy: MS office software applications. Service experience endorsed and stamped by HR department. Knowledge, Skills and Competencies Required: Knowledge of the functions and regulation applicable to Patient Administration. Knowledge of office procedures and practices. Planning and organizing skills. Decision making skills, Communication, skills, Problem solving Skills. Computer literacy with proficiency in MS office software applications. Knowledge of Staff Supervision, Interpersonal Relations Knowledge. Ability to work under pressure meets the deadlines. Electronic records management system (E-health).

DUTIES : Ensure effective and efficient and economical utilisation of resources allocated to the component including the development of staff. Develop, implement and maintain Patients Administrative System and Services for the Hospital to ensure quality standard are met. Ensure that patient information is maintained, stored and properly managed to enable the efficient retrieval and filing thereof. Assist with the collection and verification of patient's related information/statistics and the development of sport and accurate and timeous management reporting processes. Conduct employee's performance reviews and compile reports. Exercise control over Patients Administration and mortuary services, monitor and supervise the daily running of the component. Conducting employee's performance reviews and compiles reports. Supervise staff in Patients Administration, records and mortuary. Dealing with patients complains on daily basis. Ensure that a good filing system is running/coordinate movement of files. Optimise revenue collection. Monitor, control, usage of cash register and monies collection. Complete and maintain register. Ensure timely submission of Monthly/ Quarterly/ Annual Reports. Ensure control and protocols are in place to prevent fraud and corruption. Ensure efficient and efficient utilisation of resources. Implement and monitor quality improvement projects for the department. Implementation of EPMD systems.

ENQUIRIES : Mrs TP Ndlovu Tel No: (032) 532 3048/50

APPLICATIONS : All applicants should be forwarded to: The Chief Executive Officer, llembe.HRJobapplication@kznhealth.gov.za, Ndwedwe CHC, Private Bag X528, Ndwedwe, 4342

FOR ATTENTION : Mrs TP Ndlovu Tel No: (032) 532 3050

NOTE : Directions to candidates: The following documents must be submitted: Detailed CV. Application for Employment form new (Z83) which is obtainable at any Government. Department or from website www.kznhealth.gov.za. No copies/qualifications/proof, only Z83 and CV submitted. In application the reference number must be indicates in the column provided in the Z83, e.g. SAP2/2010. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (Vetting), criminal clearance, credit records, citizenship), verification of educational Qualification by SAQA, verification of previous experience from employers and verification from the company intellectual property commission (SIPC). Due to the large number of applications we envisage to receive, applications will not be acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department) "People with disabilities should feel free to apply" NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.

CLOSING DATE : 10 November 2023

POST 39/164 : **FACILITY INFORMATION OFFICER REF NO: NDW/FIO/14/2023**

SALARY : R294 321 per annum. Other benefits: 13th cheque, Medical Aid (Optional) Housing Allowance (employee must meet prescribed requirements)

CENTRE : Ndwedwe CHC

REQUIREMENTS : Senior certificate/Grade 12 or equivalent. National Diploma/Degree in Information Technology/Management Information System/Statistics/Computer Science. 2-3 years' experience in Data Management section with District Health Information Systems. Recommendations: Valid driver's Licence. Knowledge, Skills Training and Competencies Required: Strong communication skills. In Depth knowledge and skills in information Systems and Data Management. The ability to compile meaningful presentation and / or graphic presentations of statistics and to compare to strategic objective with reported results. High levels of accuracy. Technical Knowledge in the information Technology Environmental. Ability to work under pressure and meet tight deadlines.

DUTIES : Co-ordinate the total collection of quality routine and non-routine facility data and the maintenance of the District Health Information systems. Monitor the implementation of all the Health Information systems in health facility with the district (WEBDHIS/TIER. NET/EVDS and others). Conduct training on routine Health Information Systems (WEBDHIS/TIER. NET/EVDS i.e. Data Capturers, OM, Programme Managers and others). Maintain and provide technical support to all routine Health Information System (ART TIER.NET/ERT.net/District Health Information System (WEB DHIS)/Electronic Drug Resistance (EDR Web). Ensure that quarterly reports are compiled, captured and submitted timeously to the next level. Presentation of health information at the health information meeting. Ensure accurate, consistence and timeously reporting of health programme data from all facilities within the district. Co-ordinate the collection of routine and non-routine data inclusive of survey (PEC). Maintain, manipulate and ensure security of the district health and management information database. Ensure data and information integrity to accurately represent the state of service delivery in the district.

ENQUIRIES : Mrs. K Naidoo Tel No: (032) 532 3050

APPLICATIONS : All applicants should be forwarded to: The Chief Executive Officer, lleembe.HRJobapplication@kznhealth.gov.za, Ndwedwe CHC, Private Bag X528, Ndwedwe, 4342

FOR ATTENTION : Mrs K Naidoo Tel No: (032) 532 3050

NOTE : Directions to candidates: The following documents must be submitted: Detailed CV. Application for Employment form new (Z83) which is obtainable at any Government. Department or from website www.kznhealth.gov.za. No copies/qualifications/proof, only Z83 and CV submitted on application. The reference number must be indicated in the column provided in the Z83, e.g. SAP2/2010. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (Vetting), criminal clearance, credit records, citizenship), verification of educational Qualification by SAQA, verification of previous experience from employers and verification from the company intellectual property commission (SIPC). Due to the large number of applications we envisage to receive, applications will not be acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department)"People with disabilities should feel free to apply" NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims. Preference will be given to African males and people with disabilities.

CLOSING DATE : 10 November 2023

POST 39/165 : **ADMIN CLERK SUPERVISOR (GENERAL) REF NO: EMP48/2023**
Component: Patient Administration

SALARY : R294 321 – R343 815 per annum. Plus 13th cheque, home owners allowance employee must meet prescribed requirements), medical aid (optional)

CENTRE : Queen Nandi Regional Hospital (Empangeni)

REQUIREMENTS : Standard 10/Grade 12, 3-5 years' Experience as an Admin Clerk in Patient and Medical Records Administration in a Hospital environment. Computer Literacy (MS Word, MS Excel, MS Power-Point, MS Outlook).

Recommendations: Valid driver's license, National diploma or Equivalent in Public Administration or Management will be an added advantage. Knowledge, Skills and Competencies Required: Knowledge of the functions and regulations applicable to Patient Administration. Applicable public service policies, legislation and procedures. Knowledge of office procedures and practices. Planning and organizing skills. Decision making skills, Communication skills, Problem solving skills. Computer skills, Report writing, Staff supervision, Interpersonal relations. Ability to work under pressure and meet required deadlines. Electronic records management system (E-health system).

DUTIES : Develop, implement and maintain Patient Administration Systems and Services for the Hospital to ensure quality standards are met. Ensure that patient information is maintained, stored and properly managed to enable the efficient retrieval and filing thereof. Assist with the collection and verification of patient related information/statistics and the development of reports in support of accurate and timeous management reporting processes. Conduct employee's performance reviews and compile reports. Ensure efficient, effective and economical utilization of resources allocated to the component including the development of staff. Exercise control over Patient Administration and mortuary services, monitor and supervise the daily running of the component. Supervise staff in Patient Administration, records and mortuary. Dealing with patients and complaints on a daily basis. Ensure that a good filing system is running/coordinate movement of files. Optimize revenue collection. Monitor, control usage of cash register and monies collection. Complete and maintain registers. Ensure timely submission of Monthly/Quarterly/Annual Reports. Ensure control and protocols are in place to prevent fraud and corruption. Ensure efficient and effective utilization of resources. Implement and monitor quality improvement projects for the department. Implementation of EPMD systems.

ENQUIRIES : Mr M.E. Mhlongo Tel No: (035) 907 7006
APPLICATIONS : 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 : Deputy Director: Human Resources Mr SM Ndabandaba Tel No: (035) 907 7011

NOTE : Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website 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 : 10 November 2023

DEPARTMENT OF TREASURY

The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.

APPLICATIONS : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road Pietermaritzburg 3200

FOR ATTENTION : Ms S Dumisa

CLOSING DATE : 10 November 2023

NOTE : The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Preferences: African Males, African Females and people with disabilities who meet the requirements.

OTHER POST

POST 39/166 : **DEPUTY DIRECTOR: SCM TRANSVERSAL POLICY AND CAPACITY BUILDING REF NO: KZNPT 23/58**

SALARY : R811 560 per annum, (all-inclusive package)

CENTRE : KZN Provincial Treasury, Pietermaritzburg

REQUIREMENTS : A NQF Level 7 or higher qualification in SCM/Public Administration/Public Administration and Management/Financial Administration/Financial Management/ Law. A minimum of 3 years' experience in junior management level in a Supply Chain Management environment. A valid driver's license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: Knowledge of applicable National and Provincial policies and legislation is required, including: PFMA, MFMA, Preferential Procurement Policy Framework Act (PPPFA) and Regulations, National Treasury Instruction / practice notes and guidelines, KwaZulu-Natal Procurement Policy Framework, Treasury Regulations, Provincial Treasury policies, practice notes and guidelines, Commercial Law principles/procedures, Public Service Regulatory Framework, and Broad Based Black Economic Empowerment Act (BBBEE). BEE Code of Good Practice. Skills: Communication, Computer literacy, Presentation, Inter-personal relations, Analytical and quantitative skills, Middle management skills, Interpretation of legislation, Project Planning and management, Financial Management, Research skills, Policy analysis and development, Decision making, Influencing, Report Writing and Conflict management skills.

DUTIES : Manage the research and analysis of various transversal legislation pertaining to SCM. Develop and maintain SCM policies, practices note, norms, standards and guidelines. Monitor the development and the implementation of Supply Chain Management policies, practice notes, norms and standards, guidelines and reviewal of implementation strategies. Manage the provisioning of SCM capacity building to departments, public entities, municipalities and municipal entities. Advise internal and external stakeholders on aspects pertaining to SCM policies, practice notes, practice notes, norms and standards and guidelines. Manage Human Resources of the Sub-directorate.

ENQUIRIES : Ms T Mlawu Tel No: (033) 897 4557