



PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 32 OF 2023

DATE ISSUED 08 SEPTEMBER 2023

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

The Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer and is committed to the promotion of diversity and equity in employment. Women and people living with disabilities are encouraged to apply. The Department of Agriculture and Rural Development reserves the right not to fill any advertised post. Invited candidates will attend interviews at their own cost.

- APPLICATIONS** : applications must be addressed to the Acting Head of Department and may be hand delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag X6005, Hilton, 3245. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email addresses kznjobssouth@kzndard.gov.za Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs
- CLOSING DATE** : 22 September 2023
- NOTE** : For all SMS posts, appointments will be subject to submission of the pre-entry certificate into the SMS obtainable from the National School of Government. Applicants using the manual application process must submit their applications on the prescribed form Z83 obtainable from any Public Service Department and all applications must be accompanied by a comprehensive CV. Applicants must ensure that the Z83 application form is completed, duly signed and initialled as failure to do so may lead to disqualification of the application during the selection process. 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 the communication from Human Resources. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. No late applications will be accepted. Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will result in the disqualification of your application.

MANAGEMENT ECHELON

- POST 32/194** : **DIRECTOR: INTERGOVERNMENTAL AND INTERNATIONAL RELATIONS REF NO: SSC65/2023**
- SALARY** : R1 162 200 per annum (Level 13), all-inclusive salary SMS package is payable to the successful candidate subject to the signing of a mutually agreed performance agreement after three months from assumption of duty. The successful candidate will be subjected to security clearance and is required to disclose financial interest.
- CENTRE REQUIREMENTS** : Cedara – Head Office
- : An NQF level 7 degree in Public Administration / Public Management / Intergovernmental Relations and a valid code EB driver's license. Experience: 5 years middle management in public administration / intergovernmental and international relations field. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, Intergovernmental Relations Framework Act, EPMDS, Basic Conditions of Employment Act, Community Development, Social Facilitation, Development Finance, Public Participation, Project Management Skills, Millennium Development Goals, National and Provincial Practice Notes, SCM Practices and Procedures, National Development Plan, Youth Employment Accord, Provincial Growth and Development Plan, Treasury Regulations, Intergovernmental matters, Ministerial

Handbook, Protocol Manual of South Africa, Trade, Marketing and Economics.
Skills: Language, listening, presentation, analytical thinking, interpersonal relations, computer, strategic planning, organizational, research, financial management, time management, report writing, problem solving, communication, be self-disciplined and be able to work under pressure, leadership, project management, relationship management, decision making, diplomacy and protocol standards.

- DUTIES** : Oversee the coordination of the Department's participation in structures and institutions to promote intergovernmental relations services. Promote compliance with resolutions of cooperative government structures. Oversee the maintenance of stakeholder relationships. Manage the development and implementation of policies. Manage the resources of the Directorate.
- ENQUIRIES** : Ms NZ Ndlela Tel No: (033) 355 9623

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

- APPLICATIONS** : The Chief Director, Human Resource Management & Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered To: The Chief Registry Clerk, 2nd Floor, South Tower, Natalia, 330 Langalibalele Street, Pietermaritzburg for the attention of Mr LA Zulu. (Applications received after this date will not be accepted). Applicants can also submit their Z83 and CV directly to the following email address kznjobs@kzncogta.gov.za.
- CLOSING DATE** : 22 September 2023
- NOTE** : Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV. The Department discourages applications sent by registered mail 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. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from State Security on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer and is committed to empowering people with disability.

OTHER POSTS

- POST 32/195** : **RESEARCHER: ANTHROPOLOGY/ HISTORIAN REF NO: 141/2023 (CTLDC)**
Commission On Traditional Leadership Disputes and Claims (KZN Provincial Committee)
(4 Year Fixed Term Contract)
- SALARY** : R811 560 per annum, (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of a National Diploma or an NQF level 6 qualification as recognised by SAQA in History, Anthropology, Social Sciences, Research or a related qualification coupled with 3 years junior management experience in matters of traditional leadership or in a rural development environment. Essential Knowledge, Skills And Competencies: The successful candidate must have: Understanding of genealogies, customs and cultures of various tribes in the KwaZulu-Natal Province, Knowledge of Provincial Traditional Leadership history and cultures, Knowledge and exposure to Traditional Leadership and rural communities in the Province, Knowledge of IsiZulu, Zulu culture and customs, Research experience on projects involving traditional communities, Ability to analyse policies and apply correctly, Comprehensive report writing and research methodology skills, Communication in the vernacular and project management and control skills, Presentation and financial management

- skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 drivers license.
- DUTIES** : The successful candidate will be required to provide a research service to the commission with the following key responsibilities: - Formulation of research proposals on succession and boundary disputes submitted to the Commission, Conducting research and providing expert advice to the Commission, Providing guidelines for conducting research and analysis, Facilitating the implementation of research findings; and, Facilitating the buy-in of stakeholders when conducting research for the Commission, Provide advice and guidance to the Commission on research and genealogical analysis, Guide and advise the Commission in drafting research reports and the making of recommendations supported by evidence collected through research.
- ENQUIRIES** : Mr E Mthiya Tel No: (033) 897 5606
- POST 32/196** : **OFFICE MANAGER (ASSISTANT TO THE COMMISSIONERS) REF NO: 142/2023 (CTLDC)**
Commission On Traditional Leadership Disputes and Claims (KZN Provincial Committee)
(4 Year Fixed Term Contract)
- SALARY** : R811 560 per annum, (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of a National Diploma or an NQF level 6 qualification as recognised by SAQA in public administration or a related qualification coupled with 3 years junior management experience in an administration environment. Essential Knowledge, Skills And Competencies: The successful candidate must have: - Knowledge of interpretation of relevant legislation, Knowledge of Traditional Leadership and applicable legislation and COGTA relevant departmental policies and guidelines on Traditional Leadership, Knowledge of Public Service Legislation, Planning, project planning, work analysis and financial management skills, Problem solving and decision making skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code EB drivers license. Experience in project, work and people management and in executive support.
- DUTIES** : The successful candidate will be required to provide operational support to the Office of the Commission with the following key responsibilities: Support the Commissioners in preparing for hearings and other meetings, Coordinate the compilation and dissemination of all correspondence, Manage operational activities of the office, Manage Commission administrative staff. Review and analyse policies, Management of the Commission's resources.
- ENQUIRIES** : Mr E Mthiya Tel No: (033) 897 5606
- POST 32/197** : **ADMINISTRATIVE OFFICER REF NO: 143/2023 (CTLDC)**
Commission On Traditional Leadership Disputes and Claims (KZN Provincial Committee)
(4 Year Fixed Term Contract)
- SALARY** : R294 321 per annum
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of a National Diploma or an NQF level 6 qualification as recognised by SAQA in Public Administration or a related qualification coupled with 1 years' experience in an administrative environment or a Grade 12 qualification coupled with 3 years' experience in an administrative environment Essential Knowledge, Skills And Competencies: The successful candidate must have: Sound organisational skills, good people, telephone etiquette, basic written communication and language skills, Ability to work and act independently and to deal with people at different levels, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code EB driver's license.
- DUTIES** : The successful candidate will be required to render office management services to the Commission with the key responsibilities: - Co-ordination of the Commission's

resource related issues, Administration of the correspondence of the Commission, Management of the Commission's database, Management of the secretariat services, Conducting preliminary data searches, Provide general administrative support to the Commission.

ENQUIRIES : Mr E Mthiya Tel No: (033) 897 5606

POST 32/198 : **ADMINISTRATION CLERK REF NO: 144/2023 (CTLDC)**
Commission on Traditional Leadership Disputes and Claims (KZN Provincial Committee)
(4 Year Fixed Term Contract)

SALARY : R202 233 per annum
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a Grade 12 qualification with typing as a subject or a Secretarial Diploma/Certificate. Relevant secretarial experience will be an advantage. Essential Knowledge, Skills and Competencies: The successful candidate must have: Knowledge of office management, Typing, minute taking and good interpersonal relations skills, Organisational, language and people skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code EB drivers license.

DUTIES : The successful candidate will be required to render a secretarial/receptionist support service to the: Commission/ Chairperson with the following key responsibilities: Provide secretarial and administrative support to the Secretary, Manage the administrative functions of the Commission, Manage all travel and accommodation arrangements for the Commission, Provide a receptionist support service to the Commission.

ENQUIRIES : Mr E Mthiya Tel No: (033) 897 5606

POST 32/199 : **ADMINISTRATIVE ASSISTANT REF NO: 145/2023 (CDWPP)**
(12 Month Renewable Fixed Term Contract)
Chief Directorate: Community Development Workers and Public Participation
Directorate: CDWS and Rapid Response

SALARY : R171 537 per annum (Level 04)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a Grade 12 and a post matric certificate or equivalent qualification plus an unendorsed valid code EB Driver's License coupled with 1 years' experience of driving, working with people with a disability as well as performing administrative work. Essential Knowledge, Skills And Competencies: The successful candidate must have: Knowledge of disability as a human rights issue, Knowledge of guiding visually impaired people, Understanding of the needs of people with disability, Knowledge of disability etiquette, Administration skills pertaining to visually impaired people, Ability to drive visually impaired persons, Good sighted guide skills, Computer skills (including JAWS, fine-reader and embosser), Good communication skills in both Isizulu and English.

DUTIES : The successful candidate will be required to assist a visually impaired with tasks that they would normally perform for themselves if they did not have the disability, including administrative, driving, transport, mobility, ensuring access to information and general support to ensure efficient and effective services are provided to the Departmental stakeholders and to provide administration support to the visually impaired Administration Clerk in the CDWS and Rapid Response Directorate assisting with the following key responsibilities:- Provision of travel assistance for a visually impaired Administration Clerk, Ensuring the effectiveness of reception function/ front line office duties, Ensuring accessibility and user friendliness of information to the Administration Clerk, Provision of administrative support to the Administration Clerk in the CDWS and Rapid Response Directorate, Assist the Administration Clerk in the usage of bathrooms facilities and movement between offices and venues.

ENQUIRIES : Ms F Makhanya Tel No: (033) 897 5605

DEPARTMENT OF HEALTH

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

OTHER POSTS

- POST 32/200** : **HEAD CLINICAL UNIT GRADE1 REF NO: NGWE 111/2023**
Department: Ophthalmology
- SALARY** : Grade 1: R1 887 363 – R2 001 927 per annum, all-inclusive salary packages. Other Benefits: (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted overtime which is determined by service delivery needs of the department.
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
: Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Ophthalmology. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Ophthalmology. A minimum of 3 years appropriate experience as a Medical Specialist in Ophthalmology after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist. Valid driver's license. Knowledge, Skills, Attributes and Abilities Appropriate specialist procedures and protocols within field of expertise. Understanding of basic Human Resource matters including Labour Relations. Control of budget, monitoring expenditure and project management. Assessment, diagnose and management of patients within the field of expertise. Managerial and financial management skills. Computer skills. Driving skills. Problem solving skills. Concern of excellence. Courtesy and interpersonal relation skills. Stress tolerance and innovation skills. Awareness of cross-cultural differences.
- DUTIES** : Co-ordinate specialist services for the discipline within Region 4 (King Cetshwayo, Zululand and Umkhanyakude Districts) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region. Provide clinicians with expert advice and opinion to aid diagnosis, management, and treatment of patients. Render specialist services to out-patient and in-patient and provide expert opinion where required and participate in provisioning of a 24 hour service. Provide vision, strategic direction and inspire employees to deliver excellent quality health services. Strengthen clinical governance. Manage the performance of allocated human resources. Develop and coordinate the on-going delivery of under and post graduate teaching in specialized fields. Ensure that the environment complies with Health and Safety Act, staff adheres to the safety precautions and that staff is maintained to attain optimal productivity. Formulate and manage protocols in accordance with departmental policies that will have a positive impact on staff and ensure that staff is aware of it. Compile medium- and long-term expenditure framework and implement fiscal measures on an ongoing basis. Provide measures and guidance on quality assurance to comply with set quality standards. Comply with National Core Standards.
- ENQUIRIES APPLICATIONS** : Dr. RS Moeketsi Tel No: (035) 901 7260
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.
- FOR ATTENTION NOTE** : Mr MP Zungu
: Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required

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

- CLOSING DATE** : 22 September 2023
- POST 32/201** : **HEAD CLINICAL UNIT – TRAUMA & EMERGENCY REF NO: GJGM64/2023 (X1 POST)**
Component: Medical Services
- SALARY** : Grade 1: R1 887 363 – R2 001 927 per annum, all-inclusive package
Grade 2: R2 061 837 – R2 252 583 per annum, all-inclusive package
All-inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules). Other benefits: 18% Inhospital Allowance, Plus Commuted overtime which is determined by service delivery needs of the institution.
- CENTRE REQUIREMENTS** : General Justice Gizenga Mpanza Regional Hospital
: A qualification in the appropriate Health Science, Plus Registration with the Health Professionals Council of SA as a Specialist in Emergency Medicine. At least Five (5) years post registration experience as a Specialist in Emergency Medicine. Research experience and management training will be a recommendation. Knowledge, Skills and Competencies: Good interpersonal relationship. Good communication, team building and motivational skills. Clinical knowledge of general practice at a District/Regional Hospital level. Experience with Pre-Hospital EMRS system and clinical management of trauma patients. Experience with Disaster medicine and practice. Knowledge of current Health and Public Service Legislation, Regulations and Policy including Medical Ethics, Epidemiology and statistics. Information management and quality assurance experience.
- DUTIES** : Provision of high-quality emergency medicine and trauma services at a regional hospital. To ensure maintenance of standards of care and implementation of quality improvement programmes within the department. Formulate and monitor implementation and compliance with policies and procedures for medical emergency services. Management of Human Resources in all areas of emergency medicine and trauma department. Ensure supervision and support of interns, community service officers and junior staff. Lead training and formal teaching in the department. Ensure multidisciplinary approach and efficient utilization of available resources in the emergency medicine and trauma department. To oversee and manage the integration of the pre-hospital services (EMRS) with the hospital emergency services. To achieve and sustain acceptable waiting times in line with existing norms and standards for emergency units. To assist in developing and sustaining a functional hospital disaster plan. To develop relationships with academic institutions and facilitate the accreditation of the unit for training purposes. To conduct and promote operational research. NB: Performance of commuted overtime is compulsory.
- ENQUIRIES** : Dr R Lesenyeho (Manager: Medical Services) Tel No: (032) 437 6000

| | | |
|-----------------------------------|---|--|
| <u>APPLICATIONS</u> | : | Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450. |
| <u>FOR ATTENTION NOTE</u> | : | Mr. T Lath |
| | : | Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Proof of current and previous work experience endorsed and stamped by Human Resources (Certificate of Service) will be requested from shortlisted candidates for submission on or before the interview date. |
| <u>CLOSING DATE</u> | : | 29 September 2023 |
| <u>POST 32/202</u> | : | <u>HEAD CLINICAL UNIT GRADE1 REF NO: NGWE 112/2023</u> Department: Urology |
| <u>SALARY</u> | : | R1 887 363 – R2 001 927 per annum. Other Benefits: All-inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted overtime which is determined by service delivery needs of the department. |
| <u>CENTRE REQUIREMENTS</u> | : | Ngwelezana Tertiary Hospital |
| | : | Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Urology. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Urology. A minimum of 3 years appropriate experience as a Medical Specialist in Urology after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist. Valid driver's license. Knowledge, Skills, Attributes and Abilities Appropriate specialist procedures and protocols within field of expertise. Understanding of basic Human Resource matters including Labour Relations. Control of budget, monitoring expenditure and project management. Assessment, diagnose and management of patients within the field of expertise. Managerial and financial management skills. Computer skills. Driving skills. Problem solving skills. Concern of excellence. Courtesy and interpersonal relation skills. Stress tolerance and innovation skills. Awareness of cross-cultural differences. |

- DUTIES** : Co-ordinate specialist services for the discipline within Region 4 (King Cetshwayo, Zululand and Umkhanyakude Districts) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region. Provide clinicians with expert advice and opinion to aid diagnosis, management, and treatment of patients. Render specialist services to out-patient and in-patient and provide expert opinion where required and participate in provisioning of a 24 hour service. Provide vision, strategic direction and inspire employees to deliver excellent quality health services. Strengthen clinical governance. Manage the performance of allocated human resources. Develop and coordinate the on-going delivery of under and post graduate teaching in specialized fields. Ensure that the environment complies with Health and Safety Act, staff adheres to the safety precautions and that staff is maintained to attain optimal productivity. Formulate and manage protocols in accordance with departmental policies that will have a positive impact on staff and ensure that staff is aware of it. Compile medium and long term expenditure framework and implement fiscal measures on an ongoing basis. Provide measures and guidance on quality assurance to comply with set quality standards. Comply with National Core Standards.
- ENQUIRIES** : Dr. RS Moeketsi Tel No: (035) 901 7260
- APPLICATIONS** : Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.
- FOR ATTENTION** : Mr MP Zungu
- NOTE** : Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
- CLOSING DATE** : 22 September 2023
- POST 32/203** : **MANAGER: MEDICAL SERVICES REF NO: WWH/MED.MAN/10/2023 (X1 POST)**
- SALARY** : R1 288 095 per annum, all-inclusive package
- CENTRE** : Wentworth Hospital
- REQUIREMENTS** : Senior Certificate (Grade 12), MBCHB Degree or equivalent qualification. A minimum of 8 years appropriate / recognizable experience after registration with

HPCSA as a Medical Practitioner, A valid driver's license, Adequate experience in HAST will be an added advantage. (No copies/certified copies/proof on application, only Z83 and CV). Knowledge and Skills Required: Sound clinical knowledge, competence and skills in a clinical domain. Good communication, leadership, interpersonal, ethical, operational, professional and supervisory skills. Ability to manage a Medical and Allied Health Professionals domain independently. Knowledge of current Health & Public Service legislations, regulations and policies administered by the Department of Health. Extensive knowledge of TB, HIV, AIDS and MMC Programmes.

DUTIES

: To Perform: Provide leadership, management and support to all Cluster Managers, Clinical Heads, and Clinical Managers, Pharmacy and Allied Health Professionals and staff under their supervision. Development, implementation and review of clinical management protocols, procedures and guidelines for clinical services aimed at improving service delivery in the in accordance with the current statutory regulations and guidelines. Lead clinical governance functions within the hospital. Assists clinical personnel in the Medical and Allied Health professionals' domain with quality assurance, quality improvement projects, morbidity and mortality reviews. Monthly audits and development of clinical guidelines and policies. Facilitate resuscitation programs and disaster management systems. Performs clinical duties as per departmental requirements including afterhours and weekend calls services (24 hours medical coverage must be ensured) Clinical responsibility including examine, investigate, diagnose and oversee treatment of patients. Willingness to perform overtime onsite and night call duties. -Ensure effective, efficient and economical management of all allocated resources: (Human, Financial, Assets, Manage EPMDs) Manage potential risks and mitigating strategies Maintain accurate record and appropriate health records in accordance with legal and ethical considerations and continuity of patient care. Ensure compliance in terms of Occupational Health and safety, infection Prevention and Control as well as IHRM and OHSC Liaise with other stakeholders within and outside department of health such as Chief Specialist and other Hospital Management teams, District office and Medical school on medical and management issues.

**ENQUIRIES
APPLICATIONS**

: Mr M.S Mgoza Tel No: (031) 460 5004
: Applications may be sent to: Wentworth Hospital, Private Bag X02 Jacobs, 4026 or
Hand deliver: 1 Boston Road, Jacobs, 4026 (drop off at the gate by the security
Hospital main gate)

**FOR ATTENTION
NOTE**

: Human Resource Department
: The contents of this Circular Minute must be brought to the attention of all eligible
officers and employees on your establishment without delay. Also notify all
candidates that qualify for the post in this circular minute even if they are absent
from their normal work place. Directions to candidates, the following documents
must be submitted: Applications for employment are required to complete and
submit Z83 form (Obtainable at any Government Department or from website –
www.kzn.health.gov.za) and Curriculum Vitae (CV). Z83 form must be completed
in full in a manner that allows a selection committee to assess the quality of a
candidate based on the information provided in the form. The reference number
must be indicated in the column provided on the form Z83. Application for
employment are not required to submit copies of qualification and other relevant
documents on application but must submit Z83 form and detailed Curriculum Vitae
(CV). The certified copies of qualification 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. Failure to comply with the above instructions will
disqualify applicants. Fax, email, incomplete and late applications will not be
considered. Please note that due to a large number of applications we envisage
receiving, applications will not be acknowledged. However, should you not receive
any response after two months of the closing date of this advert; consider your
application as unsuccessful. People with disabilities should feel free to apply for
this post. The appointment is 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)

CLOSING DATE : 22 September 2023

POST 32/204 : **MEDICAL SPECIALIST – TRAUMA & EMERGENCY REF NO: GJGM63/2023 (X1 POST)**
Component: Medical

SALARY : Grade 1: R1 214 805 – R1 288 095 per annum, all-inclusive package
Grade 2: R1 386 069 – R1 469 883 per annum, all-inclusive package
Grade 3: R1 605 330 – R2 001 927 per annum, all-inclusive package
All-inclusive package consist of 70% basics and 30% flexible portion that can be structured in Terms of applicable rules. Other benefits: 18% Inhospital Allowance, Plus Commuted overtime which is determined by service delivery needs of the institution.

CENTRE REQUIREMENTS : General Justice Gizenga Mpanza Regional Hospital
: **Grade 1:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Specialist in Emergency Medicine. One (1) year relevant experience after registration as a Medical Specialist with a recognized Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Candidates in the process of HPCSA registration as a Specialist in Emergency Medicine are welcome to apply. **Grade 2:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the health. Professionals Council of South Africa as a Specialist in Emergency Medicine plus Five (5) post registration experience as a Medical Specialist in Emergency Medicine or Six (6) year relevant experience after registration as a Medical Specialist with a recognized Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A tertiary qualification (MBCHB or equivalent), plus A valid registration with the Health Professionals Council of South Africa as a Specialist in Emergency Medicine OR Ten (10) years post registration experience as a Medical Specialist in Emergency Medicine. Eleven (11) year relevant experience after registration as a Medical Specialist with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills, and Competencies required: Sound Clinical knowledge and experience of procedures and protocols in Emergency Medicine. Good verbal and written, communication and interpersonal skills. Cross cultural awareness. Sound teaching & supervisory abilities. A concern for excellence and quality care. The ability to function in a multi-disciplinary team.

DUTIES : Assists the Head Of clinical Unit (HCU) to ensure optimal Emergency Medicine Service. Assist the HCU in the development of management protocols/policies for the department. Provide emergency clinical care and oversight as expected of a specialist in Emergency Medicine. Assist with quality improvement imperatives including clinical audits (morbidity & mortality reporting and reviewing Clinical documentations audits etc.) and continuous professional development activities. Training of registrars, nurses, junior doctors and colleagues and promote ongoing staff development in accordance with individual and departmental needs. Maintain satisfactory clinical, professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes of the DOH. Supervise, teach & assess medical students and Emergency Medicine registrars. NB: Performance of commuted overtime is compulsory.

ENQUIRIES APPLICATIONS : Dr R Lesenyeho (Manager: Medical Services) Tel No: (032) 437 6000
: Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450

FOR ATTENTION NOTE : Mr. T Latha
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all

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

- CLOSING DATE** : 29 September 2023
- POST 32/205** : **MEDICAL OFFICER – PAEDIATRICS REF NO: GJGM65/2023 (X1 POST)**
Component: Medical Management Services
- SALARY** : Grade 1: R906 540 – R975 738 per annum, all-inclusive package
Grade 2: R1 034 373 – R1 129 116 per annum, all-inclusive package
Grade 3: R1 197 150 – R1 491 627 per annum, all-inclusive package
All-inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules). Other benefits: 18% Inhospitable Allowance, Plus Commuted overtime which is determined by service delivery needs of the institution.
- CENTRE REQUIREMENTS** : General Justice Gizenga Mpanza Regional Hospital
: **Grade 1:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Medical Practitioner.
Grade 2: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Medical Practitioner. Five (5) years post registration experience as a Medical Practitioner. **Grade 3:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Medical Practitioner. Ten (10) years post registration experience as a Medical Practitioner. Knowledge, Skills and Competencies: Knowledge of General management principles of all paediatric and neonatal patients. Good communication skills. Ability to work in a multi-disciplinary team. Resilience and ability to cope with change. Ability to make a difference.
- DUTIES** : Clinical paediatric services including ward rounds, outpatient clinics and emergency department. Participation in the training programme as well as teaching and supervision of junior staff. Participation in departmental audit activities. Conduct Research. Maintain and continuously improve professional and ethical standards Perform overtime in line with hospital needs.
- ENQUIRIES APPLICATIONS** : Dr J van Lobenstein (Head Clinical Unit - Paediatrics) Tel No: (032) 437 6076
: Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450
- FOR ATTENTION** : Mr. T Latha

NOTE

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

CLOSING DATE

: 29 September 2023

POST 32/206

: **MEDICAL OFFICER (GRADE 1,2,3) REF NO: GS 70/23**
Component: General Surgery

SALARY

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

**CENTRE
REQUIREMENTS**

: Greys Hospital: Pietermaritzburg
: **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Senior Certificate (Grade 12) or equivalent MBCHB Degree or equivalent qualification PLUS Current Registration with the Health Professions Council of South Africa as a Medical Practitioner in Independent Practice. Recommendations: Experience in General Surgery in an accredited training facility will be a recommendation. Postgraduate qualification in surgery will be a recommendation Knowledge, Skills

and Experience: Basic diagnostic, clinical, investigative surgical skills. Must be service delivery orientated: Program planning, implementation and evaluation. Information management. Human resource management Quality assurance programs. Current Health and Public Service legislation, regulations and policy. Medical ethics, epidemiology and statistics.

- DUTIES** : Incumbent to provide services in the Pietermaritzburg Metropolitan Hospitals Complex which includes Grey's and Harry Gwala Regional hospitals. Participate in the delivery of a 24-hour in-patient and out-patient surgical care within the Pietermaritzburg Metropolitan Hospitals Complex; Assist with the administration and management of surgical wards / clinics (SOPD, PSOPD) Development, monitoring and support of Surgical Services in the drainage area of the Pietermaritzburg Hospitals Complex. Participate in the development and ongoing provision of under and post-graduate teaching. Participation in clinical support and outreach to facilities referring to Pietermaritzburg hospitals. Participation in Clinical Research in the Pietermaritzburg Metropolitan Complex To maintain moral and ethics at all costs. To ensure that Batho Pele principles are upheld.
- ENQUIRIES** : Dr V Govindasamy Tel No: (033) 897 3379
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200.
- FOR ATTENTION** : Mrs M. Chandulal
- NOTE** : Only shortlisted candidates will be required to submit proof of experience/certificate of service endorsed by HR Department NB! Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Application for Employment Form (Z83) - 81/971431 effective 01 January 2021 and a detailed Curriculum Vitae. Applicants must fill all sections of Z83. The Employment Equity Target for this post is: African Male, African Female or Coloured Male.
- CLOSING DATE** : 22 September 2023
- POST 32/207** : **MEDICAL OFFICER (PSYCHIATRY) (GRADE 1-3) REF NO: MAD 48/2023 (X1 POST)**
- SALARY** : Grade 1: R906 54 – R975 738 per annum
Grade 2: R1 049 574 – R1 1 129 116 per annum
Grade 3: R1 1 197 150 – R1 491 627 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, 18% inhospitable of basic salary plus fixed commuted overtime.
- CENTRE** : Madadeni Provincial Hospital
- REQUIREMENTS** : Medical Officer **Grade 1**: No experience required from South African qualified employees. One (1) year relevant experience after registration as an Independent. Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 2**: Five (5) years' relevant experience as Medical Officer after registration with the HPCSA as an independent Medical Practitioner. Six (6) years' relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 3**: Ten (10) years' relevant experience as Medical Officer after registration with the HPCSA as an independent Medical Practitioner. Eleven (11) years' relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills and Competencies required: Sound broad knowledge of general psychiatric principles and practice. Knowledge of basic ethical principles. Knowledge of Mental Health Care Act No 17 of 2000. Knowledge of National Core Standards. Knowledge of Batho Pele principles.
- DUTIES** : Provide inpatient and outpatient psychiatric services to adult, child, adolescence and forensic mental health care users. Participate in overtime activities of the department. Participate actively in departmental teaching meetings and hospital CPD meetings. Supervise interns and junior colleagues. Assist with collection of

clinical data and participate in clinical audits and morbidity and mortality meetings. Participate in research. Knowledge to provide care and rehabilitation in relation to the relevant section of MHCA in the general psychiatric, forensic and prisoners with mental illness. Use of bio-psychosocial knowledge and skills in assessment, care and treatment of MHCU.

**ENQUIRIES
APPLICATIONS**

: Dr. V.H Khanyile Tel No: (034) 328 8007
: All applications should be posted to: The Recruitment Officer, Madadeni Hospital,
Private Bag X6642, Newcastle, 2940

**FOR ATTENTION
NOTE**

: The Recruitment Officer
: 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

: 22 September 2023

POST 32/208

: **DEPUTY DIRECTOR FINANCE REF NO: ZUL/ DD/ 2023**

**SALARY
CENTRE
REQUIREMENTS**

: R811 560 – R952 485 per annum (Level 11), (all-inclusive package)
: Zululand Health District Office, Ulundi
: Senior Certificate (Grade 12). Bachelor's Degree/ National Diploma in Finance or Accounting. 3-5 years of managerial experience in financial field. Only shortlisted candidates will attach proof of (Certificate of service of official letters of service from previous / current employers, signed and stamped by HR. Valid Driver's License (minimum code EB). Only shortlisted candidates will submit proof. Skills: Good knowledge of Public Finance Management Act. Supply Chain Management Framework. Division of Revenue Act. National Tertiary Service Grant Framework, Treasury Regulations. Solid experience in budgeting, financial planning and analysis, asset management, Vulindlela and Basic Accounting System (BAS). Have ability to perform independently and under pressure as well as report writing & presentation at short notice. Decision – making, Problem solving, good communication, Advance proficiency in Microsoft Excel with excellent quantitative and Analytical skills. Strong leadership, innovation, concern for excellence, drive and enthusiasm. Ability to handle sensitive financial information in strictest confidence. Knowledge in budgeting, financial planning and analysis.

DUTIES

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

and implement financial strategies to ensure effective monitoring and action to keep monthly and progressive expenditure within budget limits. Ensure implementation of financial policies and management systems within broad Provincial guidelines and to counteract on going audit findings. Assist managers and clinical staff within the institution to implement central cost structure i.e. cost centres. Actively assist managers with budgetary control and the management of budget variances. Ensure compliance with risk Management Policies. Ensure effective and efficient management of assets. Actively participate in infrastructure project management. Ensure cooperation and responsiveness to emergency service delivery situation.

- ENQUIRIES** : Mr SV Vilakazi Tel No: (035) 874 0713
- APPLICATIONS** : KwaZulu-Natal, Zululand Health District Office, Private Bag X81, Ulundi, 3838, King Dinuzulu High way, LA Building Ground floor, Ulundi, 3838
- FOR ATTENTION** : Ms BN Zulu
- NOTE** : The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website (New Z83 form), Comprehensive Curriculum Vitae. Educational qualifications, SANC registration certificates, Driver's License, ID Copy, SANC receipts and proof of experience will be requested from shortlisted candidates only, don't include in your application. The Reference Number must be indicated in the column provided on the form Z.83. Persons with disabilities should feel free to apply for the post. NB: Failure to comply with the above instructions will disqualify the applicants. Faxed and e-mailed Applications will not be accepted. Only shortlisted candidates will submit proof. It is the responsibility of the applicant to ensure that Curriculum Vitae is detailed enough to reflect all information associate with the post applied for. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing, they must accept that their applications were unsuccessful. Please not that due to financial constrains no S&T claims will be considered for payment to candidates that are invited for interviews, (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department).
- CLOSING DATE** : 22 September 2023
- POST 32/209** : **ASSISTANT MANAGER NURSING (SPECIALTY) SURGICAL REF NO: ADD/ANM35/2023**
- SALARY** : R683 838 per annum. Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)
- CENTRE** : Addington Hospital: KwaZulu Natal
- REQUIREMENTS** : Degree / Diploma in General Nursing and Midwifery. Registration Certificate with SANC as a General Nurse and Midwife. Current registration receipt (2023) with SANC. Diploma / Degree Post Basic qualification in the relevant Specialty: Orthopaedic or Ophthalmic. Post Basic registration certificate accredited by SANC in the relevant Specialty: Orthopaedic or Ophthalmic. Certificate of service. Experience: A minimum of 10 years appropriate/recognizable Experience after registration as a Professional Nurse with SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in Orthopaedic after obtaining the 1 year post-basic qualification In orthopaedic or Ophthalmic. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management level. Recommendation: Nursing Management would be an advantage-degree or diploma and registration with SANC if applicable. A valid driver's license. Knowledge, Skills Training and Competencies Required: Sound knowledge and understanding of Public Service Policies, Acts and Regulations. Sound management, negotiation, interpersonal and problem solving skills. Good verbal and written communication skills. Knowledge of Labour Relations and disciplinary processes. Computer Literacy and information management. Analytical, Leadership, Change Management, Conflict Management skills.
- DUTIES** : Provide professional, technical and management support for the provision of quality patient care. Control utilization, performance and evaluation of staff including monitoring absenteeism and nursing care standards. Manage the provision of nursing care in the designated areas through instituting quality programs and sound

supervision. Exercise proper utilisation of all available resources. Ensure that all relevant Acts and Regulations are adhered to. Participate and co-ordinate the formulation of policies and procedures. Ensure control and discipline including analysing and monitoring the training and development of staff. Provide leadership in the implementation of National Core Standards. Utilise information technology and other management systems for the enhancement of service delivery. Advocate and ensure the promotion of nursing ethos and professionalism.

| | | |
|-----------------------------|---|--|
| <u>ENQUIRIES</u> | : | Mrs B.N Ndhlovu Tel No: (031) 327 2000 |
| <u>APPLICATIONS</u> | : | All applications should be forwarded to: Addington Hospital, P O Box 977, Durban, 4000 or dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban. |
| <u>FOR ATTENTION</u> | : | The Human Resource Department |
| <u>NOTE</u> | : | 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. |
| <u>CLOSING DATE</u> | : | 22 September 2023 |
| <u>POST 32/210</u> | : | <u>OPERATIONAL MANAGER – PHC (CHRONIC STREAM) REF NO: IMBALCHC09/2023 (X1 POST)</u> |
| <u>SALARY</u> | : | R627 474 – R703 752 per annum. Allowances: 8% rural allowance, 13 th cheque, housing allowance and medical aid (employee must meet the prescribed requirements) |
| <u>CENTRE</u> | : | Imbalenhle CHC |
| <u>REQUIREMENTS</u> | : | Senior certificate/ Grade 12, Basic R425 qualification (i.e. Degree / Diploma) in Nursing and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Primary Health Care. Registration with SANC as General Nurse, Midwifery and Primary Health Nurse. Current SANC receipt (2023). A minimum of 9 years appropriate / recognizable Nursing experience after registration with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1-year post basic qualification in Primary Health Care. Only shortlisted candidates will be required to submit certified copies of documents on or before the day of the interview. Recommendations: Previous experience in managerial or supervisory position. Computer literacy (MS Word, Excel, PowerPoint, and Outlook). A valid driver's license. Knowledge, Skills and Competencies Required: Knowledge of Nursing Care, Processes, Procedures, Nursing statutes and other relevant legal framework such as Nursing Act, Health Act, Occupational health and safety Act, Batho Pele Principles, Patient right Charter, Public service regulations. Demonstrate an in-depth understanding of nursing legislation, related legal and ethical nursing practices. Extensive knowledge of National and Provincial Clinical protocols to be followed as management of clients within a PHC setting. Knowledge of Human Resources procedures in the Public Service and Conditions of Service. Sound knowledge of norms and standards pertaining to quality service delivery. Ability to lead a team, to develop and revise a community profile with Health risks prioritized. |

| | |
|--------------------------------------|---|
| <u>DUTIES</u> | : Leadership, supervisory, organizing, decision-making, problem-solving skills. Conflict management. Knowledge of disciplinary and grievance procedure. Facilitate the provision of integrated comprehensive PHC package in the facility and implementation of quality improvement programs to comply with NHI. Develop the Facility operational plan together with relevant stakeholders and monitor the implementation and submit the progress reports. Ensure implementation and monitoring of HAST, NCD's including MNCWH priority health programs and ensure that the expected targets are met. Participates in clinical audits in the facility and ensure implementation of quality improvement plans supported by strong work ethics. Supervise and support the community outreach teams including CCMD, Sibaya Samadoda/Men's clinic. Manage effectively the utilization and supervision of all allocated resources. Coordination of the provision of effective training, career pathing and research. Evaluate and monitor compliance with the Clinical Governance pillars. Ensure Batho Pele principles, Norms and Standards and Ideal Clinic priorities are implemented and sustained. Ensure staff development and monitor staff performance according to EPMS. Collate, analyze and interpret statistics weekly and monthly and facilitate implementation of remedial action. Compile monthly statistics and other relevant reports timeously. Ensure that financial risk management is being practiced all the time. Co-ordinate special projects and health promotion projects in line with the health calendar. Establish and maintain constructive working relationship with staff and other stakeholders maintain inter sectorial collaboration with other government sectors and provide support to OSS activities. Maintain professional growth/ethical standards and self-development. Exercise control over discipline, grievances, abscondment and other labour issues. Strengthen Nursing ethics and professionalism standards amongst staff. Work extended hours according to community needs. |
| <u>ENQUIRIES APPLICATIONS</u> | : Mrs LH Sibiya Tel No: (033) 398 9100 : Applications Must Be Forwarded To: Human Resources Department Imbalenhle Community Health Centre, Private Bag X9104, Pietermaritzburg, 3200 or Hand delivered at Imbalenhle Community Health Centre- HR, Unit 3, Thwala Road, Imbali, Pietermaritzburg. |
| <u>NOTE</u> | : Only shortlisted candidates will be required to submit documents/certified copies of documents on or before the day of the interview. |
| <u>CLOSING DATE</u> | : 22 September 2023 |
| <u>POST 32/211</u> | : <u>ASSISTANT NURSE MANAGER (GENERAL STREAM) REF NO: VRH 46/2023 (X1 POST)</u> |
| <u>SALARY</u> | : Grade 1: R627 474 per annum. Other Benefits: 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements) |
| <u>CENTRE REQUIREMENTS</u> | : Vryheid Hospital (Surgical and Medical Services) : An appropriate B degree/National Diploma in General nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration certificates with SANC in General Nurse. Current registration with the SANC 2023.A minimum of 8 years appropriate experience/ recognisable experience in nursing after registration as professional nurse with the SANC in General nursing At least 3 years of the period referred to the above must be appropriate/ recognisable experience at management level NB: Proof of working experience endorsed by Human Resource, will be required from shortlisted candidates (service certificate). Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of Code of Conduct, Labour Relations, Conflict Management and negotiation skills. Ability to function within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele principles and patients' rights charter. |
| <u>DUTIES</u> | : Delegate supervise and coordinate the provision of effective and effective patient care through adequate nursing care. Participate in the analysis, formulation and implementation of nursing guidelines practices, standards and procedures Delegate activities commensurate with the abilities and scope of practice of other nurse practitioners. Deal with grievances and labour relations issues in terms of laid down policies and procedures i.e. manage workplace discipline. Carry out regular reviews and explore opportunities for professional development and ensure |

training and development of staff. Collaborate with members of the health and social care teams and participate in decision making pertaining to health care delivery. Consult within the multi-disciplinary health teams, organizations and special interest groups when dealing with community health issues and needs. Participate in peer review based on the agreed upon quality assurance monitoring indicators and tools. Conduct nursing staff meetings to disseminate information such as new developments on nursing, policies, circulars etc. Apply the scientific process of nursing and principles to the nursing care of individuals, groups and communities. Participate in the development of the business plan and promote or identify ways of containing health care cost without compromising standards. Ensure that spending is maximized in line with strategic objectives. Ensure effective data management according to DHMIS policy.

**ENQUIRIES
APPLICATIONS**

: Mrs Khumalo NJ (Deputy Manager Nursing) Tel No: (034) 9822111, ext. 5916/11
: All applications should be forwarded to: Assistant Director: HRM, Vryheid District Hospital, Private Bag X9371, Vryheid, 3100 or be hand delivered at Human Resource Office no 9. NB: Applicants are encouraged to use courier service since we are experiencing challenges with post office.

NOTE

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

CLOSING DATE

: 22 September 2023

POST 32/212

: **OPERATIONAL MANAGER (SPECIALTY) REF NO: VRH 45/2023 (X1 POST)**

SALARY

: Grade 1: R627 474 per annum. Other Benefits: 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)

**CENTRE
REQUIREMENTS**

: Vryheid Hospital (Post-Natal Ward and Nursery)
: An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification in Advanced Midwifery. Registration certificates with SANC in General Nurse, and Advanced Midwifery. Current registration with the SANC 2023. A minimum of 9 years appropriate experience/ recognisable experience in nursing after registration as professional nurse with the SANC in General nursing. At least 5 years of the period referred to the above must be appropriate/ recognisable experience in the specific speciality after registration in the specific speciality. NB: Proof of working experience endorsed by Human Resource, will be required from shortlisted candidates (service certificate). Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of Code of Conduct, Labour Relations, Conflict Management and negotiation skills. Ability to function within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele principles and patients' rights charter.

| | | |
|----------------------------|---|--|
| <u>DUTIES</u> | : | Coordination of optimal, holistic specialized nursing care provided within set standard and professional/ legal framework. Advocates implementation of code of ethics for nurses, including all aspects like confidentiality, autonomy and accountability. Provide direct and indirect supervision of all nursing staff/ safekeeping and give guidance. Demonstrate competence in the effective management and utilization of resources. Ensure availability and adherence to protocols and guidelines of the department when managing clinical condition. Delegate duties and support staff in the execution of patient care delivery. Execute disciplinary code and grievance procedure up to a certain level refer to the nurse manager. Plan/ organize and monitor the objective of the specialized unit in consultation with subordinates. Provision of effective support to nursing service by assisting with the relief of duties of supervision and partake overall specialized unit functions i.e. team building. Maintain professional growth/ ethical standard and self-development. Coordination of the provision of effective training and research. |
| <u>ENQUIRIES</u> | : | Mrs Khumalo NJ (Deputy Manager Nursing) Tel No: (034) 982 2111, ext. 5916/11 |
| <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. NB: Applicants are encouraged to used courier service since we are experiencing challenges with post office. |
| <u>NOTE</u> | : | 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 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. |
| <u>CLOSING DATE</u> | : | 22 September 2023 |
| <u>POST 32/213</u> | : | <u>OPERATIONAL MANAGER (SPECIALTY) REF NO: VRH 44/2023 (X1 POST)</u> |
| <u>SALARY</u> | : | Grade 1: R627 474 per annum. Other Benefits: 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements) |
| <u>CENTRE</u> | : | Vryheid Hospital (Theatre) |
| <u>REQUIREMENTS</u> | : | An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification in Operating Theatre. Registration certificates with SANC in General Nurse, and Operating Theatre. Current registration with the SANC 2023. A minimum of 9 years appropriate experience/ recognisable experience in nursing after registration as professional nurse with the SANC in General nursing. At least 5 years of the period referred to the above must be appropriate/ recognisable experience in the specific speciality after registration in the specific speciality. NB: Proof of working experience endorsed by Human Resource, will be required from shortlisted candidates (service certificate). Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of Code of Conduct, Labour Relations, Conflict Management and negotiation skills. Ability to function within a team. Skills in |

| | |
|--------------------------------------|---|
| <u>DUTIES</u> | : organizing, planning and supervising. Knowledge of Batho Pele principles and patients' rights charter. |
| <u>ENQUIRIES APPLICATIONS</u> | : Coordination of optimal, holistic specialized nursing care provided within set standard and professional/ legal framework. Advocates implementation of code of ethics for nurses, including all aspects like confidentiality, autonomy and accountability. Provide direct and indirect supervision of all nursing staff/ safekeeping and give guidance. Demonstrate competence in the effective management and utilization of resources. Ensure availability and adherence to protocols and guidelines of the department when managing clinical condition. Delegate duties and support staff in the execution of patient care delivery. Execute disciplinary code and grievance procedure up to a certain level refer to the nurse manager. Plan/ organize and monitor the objective of the specialized unit in consultation with subordinates. Provision of effective support to nursing service by assisting with the relief of duties of supervision and partake overall specialized unit functions i.e. team building. Maintain professional growth/ ethical standard and self-development. Coordination of the provision of effective training and research. : Mrs Khumalo NJ (Deputy Manager Nursing) Tel No: (034) 982 2111, ext. 5916/11 : All applications should be forwarded to: Assistant Director: HRM Vryheid District Hospital Private Bag X9371, Vryheid, 3100 or be hand delivered at Human Resource Office no 9. NB: Applicants are encouraged to used courier service since we are experiencing challenges with post office. |
| <u>NOTE</u> | : 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 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. |
| <u>CLOSING DATE</u> | : 22 September 2023 |
| <u>POST 32/214</u> | : <u>OPERATIONAL MANAGER (SPECIALTY) REF NO: VRH 43/2023 (X1 POST)</u> |
| <u>SALARY</u> | : Grade 1: R627 474 per annum. Other Benefits: 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements) |
| <u>CENTRE REQUIREMENTS</u> | : Vryheid Hospital (Labour Ward) : An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification in Advanced Midwifery Registration certificates with SANC in General Nurse, and Advanced Midwifery. Current registration with the SANC 2023. A minimum of 9 years appropriate experience/ recognisable experience in nursing after registration as professional nurse with the SANC in General nursing. At least 5 years of the period referred to the above must be appropriate/ recognisable experience in the specific speciality after registration in the specific speciality NB: Proof of working experience endorsed by Human Resource, will be required from shortlisted candidates (service certificate) Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of Code of Conduct, Labour Relations, Conflict |

| | | |
|----------------------------|---|--|
| | | Management and negotiation skills. Ability to function within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele principles and patients' rights charter. |
| <u>DUTIES</u> | : | Coordination of optimal, holistic specialized nursing care provided within set standard and professional/ legal framework. Advocates implementation of code of ethics for nurses, including all aspects like confidentiality, autonomy and accountability Provide direct and indirect supervision of all nursing staff/ safekeeping and give guidance. Demonstrate competence in the effective management and utilization of resources. Ensure availability and adherence to protocols and guidelines of the department when managing clinical condition. Delegate duties and support staff in the execution of patient care delivery. Execute disciplinary code and grievance procedure up to a certain level refer to the nurse manager. Plan/ organize and monitor the objective of the specialized unit in consultation with subordinates. Provision of effective support to nursing service by assisting with the relief of duties of supervision and partake overall specialized unit functions i.e. team building. Maintain professional growth/ ethical standard and self-development. Coordination of the provision of effective training and research. |
| <u>ENQUIRIES</u> | : | Mrs Khumalo NJ (Deputy Manager Nursing) Tel No: (034) 982 2111, ext. 5916/11 |
| <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 NB: Applicants are encouraged to used courier service since we are experiencing challenges with post office |
| <u>NOTE</u> | : | 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 completed in full and accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. |
| <u>CLOSING DATE</u> | : | 22 September 2023 |
| <u>POST 32/215</u> | : | <u>OPERATIONAL MANAGER (PHC) REF NO: NGWE 113/2023</u> Department: Isiboniso Clinic |
| <u>SALARY</u> | : | R627 474 – R703 752 per annum. Other Benefits: 13 th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements) Plus 8% Inhospitable Allowance |
| <u>CENTRE</u> | : | Ngwelezana Hospital |
| <u>REQUIREMENTS</u> | : | Senior Certificate / Grade 12. Diploma / Degree in General Nursing and Midwifery that allows registration with SANC as a Professional Nurse. Registration with the SANC as a Professional Nurse. A post basic qualification with a duration of at least one year in Clinical Nursing Science, Health Assessment, Treatment and Care (Primary Health Care). Current SANC receipt. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the one year post basic qualification in the relevant field. Knowledge, Skills, Attributes and Abilities: In depth understanding of nursing legislation and related legal and ethical |

nursing practices and how it impacts on service delivery; Nursing Act, Health Act; Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedure, Grievance Procedure; Performance Management and Development policy. Basic understanding of human resources and financial policies and practices. Effective communication skills with stakeholders. Teamwork and report writing skills. Leadership, organizational, decision-making and problem solving abilities. Diversity Management and change management. Good interpersonal relations and basic computer skills.

DUTIES

: Ensure effective clinical governance through quality improvement processes-clinical auditing, process mapping and management of health risks. Monitor and evaluate the performance of primary health care services within the designated service area in line with public health indicators. Analyse health policies and programs with the view to develop customized implementation strategies to guide the primary health care service providers in service area towards complying with stated norms and standards. Ensure effective performance management of staff in line with Performance Management and Development system policy of the department. Effective management of complaints, ideal clinic, and national core standards initiatives prioritization. Effective implementation of disciplinary code and procedures fairly and equally. Ensures effective records management and submission of monthly reports /stats accordingly. Ensure the disciplinary measures are implemented according to labour relations act. Reduce the burden of diseases. Ensures effective, efficient and economical use of resources. Implement key CARMMA Components. Ensure proper and efficient data management at all level of care and is timeously submitted to facility information officer. Work in collaboration with internal and external stakeholders within uMhlatuze sub-district.

**ENQUIRIES
APPLICATIONS**

: Mr. S Mtshali Tel No: (035) 901 7298 / 7224
: Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 22 September 2023

| | | |
|--------------------------------------|---|--|
| <u>POST 32/216</u> | : | <u>OPERATIONAL MANAGER SPECIALTY – OBSTETRICS & GYNAE REF NO: GJGM67/2023 (X1 POST)</u> Component: Nursing Management Services |
| <u>SALARY</u> | : | R627 474 per annum. Other Benefits: 13 th Cheque, Homeowners Allowance & Medical Aid. (To qualify: Employee must meet all the prescribed policy requirements). Other benefits: 8% Inhospital Allowance. |
| <u>CENTRE REQUIREMENTS</u> | : | General Justice Gizenga Mpanza Regional Hospital Senior Certificate. A Minimum of Seven (7) years appropriate recognizable experience in Nursing after registration as a Professional Nurse with midwifery. Five (5) years post basic qualification in Midwifery and Neonatal Nursing Science (Advanced Midwifery). Registration with SANC. Recommendations: Diploma/Degree in Nursing Management. Knowledge, Skills and Competencies: Knowledge and insight into nursing processes and procedures. Nursing statutes and other relevant Public Service Acts. Decision making and problem solving skills. Interpersonal skills in dealing with conflict management. Knowledge and implementation of norms and standards and ideal hospital realization and maintenance framework. Good communication skills. Supervisory and analytical thinking skills. Application of the APIER and SMART approach. Ability to work under pressure. Willingness to work shifts, night duty, weekends and public holidays including hours when the need arises. |
| <u>DUTIES</u> | : | Ensure that maternal and neonatal programmes are implemented. Develop and implement standards, practices and indicators for maternal and neonatal care. Ensure elimination of mother to child transmission of HIV is maintained through the implementation of relevant policies and guidelines. Facilitate and monitor ESMOE, BANC, PPIP and HBB in the unit. Improve data management system and ensure timeous submission to FIO. Ensure effective utilization of resources. Ensure adherence to the principles of IPC practices in the unit. Monitor and evaluate staff performance (EPMDS). Implement plan of action in Obstetric emergency situation according to protocols, SOP and guidelines. Maintain constructive working relationship with multidisciplinary team members. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mrs DS Khanyezi (Assistant Nurse Manager) Tel No: (032) 437 6000 Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450 |
| <u>FOR ATTENTION NOTE</u> | : | Mr. T Latha Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal |

opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Proof of current and previous work experience endorsed and stamped by Human Resources (Certificate of Service) will be requested from shortlisted candidates for submission on or before the interview date.

- CLOSING DATE** : 29 September 2023
- POST 32/217** : **PNB3 OPERATIONAL MANAGER PHC SUPERVISOR REF NO: SMCHC 08/2023 (X1 POST)**
Directorate: SMCHC
- SALARY** : R627 474 – R703 752 per annum. Plus 12% rural allowance. Plus 13th Cheque, Medical Aid (optional), Housing/Home Owners allowance (Employee must meet prescribed conditions)
- CENTRE** : St Margaret's Community Health Centre
- REQUIREMENTS** : **Grade 1:** Grade 12 (Senior Certificate) standard 10/or (Vocational National Certificate, Registration with SANC as general Nurse (Current South African Nursing Council receipt-license to practice 2023). Basic R425 qualification (i.e. Degree, Diploma in Nursing qualification that allows registration with South African Nursing Council as a Professional Nurse. Registration with SANC General Nurse (Current South African Nursing Council receipt –license to practice 2023. A Post basic qualification in Primary Health Care with duration of at least one year, accredited with the South African Nursing Council PHC. A minimum of 9 years recognizable experience in Nursing after registration as a professional Nurse and Midwifery with the SANC in General Nursing. At least 5 years of the period referred to (as 9 years recognizable experience) must be recognizable experience in PHC specialty after obtaining 1 year post basic qualification in PHC. Recommendations: HIV/AIDS Certificate, Driver's License, Computer Certificate and NIMART Training. Knowledge, Skills, Training and Competence Required: In depth understanding of nursing legislature and related legal and ethical practices and how it impacts on service of nursing; e.g. Nursing Act; Occupation health and Safety Act, Patient Right's Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedure, Grievance Procedure; Performance Management and Development policy; Basic understanding of Human Resource and financial policies and practices; Effective Communication skills with stakeholders; Teamwork, and report writing skills; Leadership, organizational, decision making and problem solving abilities; Diversity Management and Change Management; Interpersonal Relations and Basic Computer skills.
- DUTIES** : Provide primary health care supervision, monitoring and evaluation of system for all clinics under St Margaret's CHC. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by St Margaret's Community Health Centre. Promote quality of nursing care as directed by the professional scope of practice and standards in line with facility operational plan. Ensure effective performance management of staff in line Performance management and Development system policy of the department. Effective management of complaints, ideal clinic and national core standards initiatives prioritization. Ensure effective utilization of resource allocated to the clinic in line with allocated budget including training and development of staff. Effective implementation of disciplinary code and procedures fairly and equally. Ensure effective records management and submission of monthly report/ stats accordingly. Ensure that risks and hazards are identified and dealt with accordingly in line with departmental imperatives.
- ENQUIRIES** : All enquiries must be directed to Mr. SP Adonis: Deputy Manger Nursing Tel No: (039) 2599 222.
- APPLICATIONS** : Applications must be directed St Margaret's CHC, Private Bag X517, Umzimkhulu, 3297 or Hand delivered to: St Margaret's CHC Clydesdale Location, UMzimkhulu, 3297. All online applications should be forwarded to this Email Address: StmargaretsHospital.JobApp@kznhealth.gov.za
- FOR ATTENTION** : Mr. TL Nzimande: Human Resource Manager
- NOTE** : An application for employment Form (Z83) must duly be completed and forwarded which is obtainable from any Public Service Department or from the website

www.kznhealth.gov.za. 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. These will be requested only from shortlisted candidates. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g. ref SMCHC08/2023. 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, there will be no acknowledgement of applications. Should you not hear from us within 60 days of the closing date, kindly consider your application as unsuccessful. And only shortlisted candidates will be advised of the outcome of interview. Please note that due to financial constraints, there will be no payment of S&T claims covering transport fees to the interview venue.

CLOSING DATE

: 29 September 2023

POST 32/218

: **OPERATIONAL MANAGER NURSING (SPECIALTY STREAM) REF NO: UMZ09/2023 (X1 POST)**

SALARY

: R627 474 per annum .13th cheque, housing allowance (employee to meet Prescribed requirements), medical aid (optional).

CENTRE

: Umzimkhulu Hospital

REQUIREMENTS

: Senior Certificate/Matric or equivalent qualification. Degree/Diploma in General Nursing (R425 qualification or equivalent) that allows registration with the SANC as a Professional Nurse. Registration Certificate with SANC as a Professional Nurse. Diploma in Post Basic Psychiatric Nursing Science/Advanced Psychiatric Nursing with a duration of at least one year, accredited with the South African Nursing Council. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred above must be appropriate/recognizable experience after obtaining the 1-year post basic qualification in Psychiatric Nursing Specialty. Registration with South African Nursing Council as a General and Psychiatric Nurse (2023 SANC receipt). Certificate of service which is obtainable from your Human resource office, previous or current experience. Knowledge, skills, training and competencies required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Knowledge of National Core Standards, Ideal Hospital Realization, Infection Prevention and Control programmes and Mental Health Care Act. Basic understanding of Human Resources Management and Financial Management policies and practices. Good verbal and written communication skills, time management, and report writing skills Decision making, analytical thinking, problem solving and report writing skills. Supervisory and change management skills. Interpersonal skills, conflict management skills, problem solving and decision making skills.

DUTIES

: Demonstrate basic computer literacy as a support tool to enhance service delivery. Participate in planning, organizing and monitoring of objectives of the unit in line with strategic and operational plan of the institution. Ensure a comprehensive clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the legislative framework and National Core Standards. Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Ensure provision of optimal, holistic, specialized care in accordance with laws and regulations relevant to nursing and health care in the unit. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Ensure that all programs related to psychiatric nursing are implemented. Provide guidance and support in management of psychiatric patients. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Maintain professional growth/ethical standards and development of self and personnel, by analysing their needs, formulating and

implementing the training and developmental strategies and monitoring its effectiveness. Ensure compliance to professionalism and ethical practice. Manage and monitor proper utilization of human resources, financial and physical resources. Monitor and evaluate staff performance (EPMDS) and deal with identified developmental needs. Exercise control over discipline and manage grievances and staff conflicts in terms of laid down policies and procedures. Provide a safe therapeutic environment as laid down by the Occupational Health and Safety Act and all other applicable prescripts. Manage complaints and patient safety incidents according to departmental policies. Ensure effective records management, data management and timeous submission of monthly reports Monitor and ensure that all nurses are licensed to practice. Perform duties as delegated by the supervisor and relief duties of the Assistant Manager's Office as requested.

**ENQUIRIES
APPLICATIONS**

: Ms. P.N. Mbelu Tel No: (039) 259 0310, ext. 111
 : Applications to be forwarded to the Human Resource Manager, Umzimkhulu Hospital, Private Bag X514, Umzimkhulu, 3297 or Drop Off in the application Box, Umzimkhulu Hospital or email: Nkosinathi.bangani@kznhealth.gov.za

**FOR ATTENTION
NOTE**

: Mr. E.N. Bangani
 : Directions to candidates: The following documents must be submitted: Application for employment form (Z83 fully completed), which is obtained at any Government Department or from the website: www.kznhealth.gov.za Educational qualifications, SANC registration certificates, Driver's License, ID Copy, SANC receipts and proof of Experience will be requested from shortlisted candidates only, don't include in your application. The reference number must be indicated in the column provided on the form Z83, e.g. UMZ 02/2018. Failure to comply with the above instruction will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note that pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken. It is applicant responsibility to have foreign qualifications and national certificate (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other Vetting procedures. This department is an equal opportunity, affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. People with disabilities are encouraged to apply.

CLOSING DATE

: 22 September 2023

POST 32/219

: **CLINICAL PROGRAM COORDINATOR: QUALITY ASSURANCE REF NO: EMS/37/2023**

SALARY

: R497 193 per annum. Other Benefits: Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements)

**CENTRE
REQUIREMENTS**

: Emmaus Hospital
 : Senior Certificate (Grade 12). Diploma/ Degree in general nursing and midwifery that allows Registration certificate with SANC as a professional nurse. A minimum of 7 years appropriate /recognizable experience in nursing after registration as a professional nurse with SANC as a general nurse and midwifery. Current SANC Receipt.2023. Knowledge & Skills: Knowledge of legislation current public service, health related legislations and quality assurance framework. Knowledge of hospital quality assurance practices, risk management and patient safety incident reporting. Knowledge of hospital quality functions and operations. Practical experience in quality assurance and accreditation. Knowledge of national and provincial priority programmes and guidelines. Knowledge of clinical governance framework and implementation. Knowledge of norms and standards and ideal hospital realization and maintenance framework. Ability of critically analyses complex information and to interpret hat in relation to performance, health outcomes relevant o institution and performance reports. Proficient in the application of computer software packages. Strong leadership, planning and organizational skill. Project

| | | |
|-------------------------------------|---|--|
| | | management skill. Decision making skill and problem solving skills. Ability to work independently and under pressure. High level of communication skill both written and verbal. Data management skill. |
| <u>DUTIES</u> | : | Develop and implement a quality assurance programmes within the institution and satellite clinics. Facilitate and ensure effective functioning of the sub-district quality assurance committee. Ensure assessment are conducted and monitor the compliance of the institution to quality programs for regulated norms and standards ideal clinic and health hospital realization and maintenance framework. Conduct surveys waiting time surveys patient experience of care within the institution and satellite clinics. Monitor the implementation of quality improvement plans from regulated norms and standards ideal clinic and ideal hospital realization and maintenance assessments on a quarterly basis through quality assurance random departmental rounds/clinic support visits and progress reports. Facilitate and participate in the development of institution standard operating procedures and protocols with regards to quality. Reporting and monitoring of all patient safety incident in the sub-disrict.re-enforce and in still a good clinical and corporate governance culture. Monitor evaluate and report on the delivery of quality care at sub-districts level including clinical care waiting times and patients experience of care in the institution and the satellite clinics. Provide in-service training on relevant quality assurance issues. Facilitate clinical audits and ensure implementation of action plans on identified gaps. Maintain accurate reports and records of quality assessment and ensure timeous intervention on non-compliance. Provide advice on various aspects of quality care to all departments within the institution and the satellite clinics and PHC mobiles. Compile and submits monthly/quarterly reports to senior management for timeous submission to the districts. Develop and implement quality assurance operational plan and participate in the development of the institutional plan develop and implement the business plan for quality assurance department and exercise control over utilization of such budget. Represent the sub-districts in the district's quality improvement committees. perform quality improvement audits surveys and assessments according o plans and reports of senior management. Monitor and evaluate delivery of quality care at the hospital and the satellite clinics. |
| <u>ENQUIRES APPLICATIONS</u> | : | Mrs. K.S Dunne Tel No: (036) 488 8224 |
| | : | Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital. |
| <u>FOR ATTENTION NOTE</u> | : | Human Resource Manager |
| | : | Application should be submitted on the most recent form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidates will be required to submit certified copies of qualifications.ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling, Resettlement allowance will be paid for interview attendance. |
| <u>CLOSING DATE</u> | : | 22 September 2023 at 16:00 |
| <u>POST 32/220</u> | : | <u>OPERATIONAL MANAGER NURSING (GENERAL STREAM) REF NO: NGWE 114/2023</u> Department: Medical Ward |
| <u>SALARY</u> | : | R497 193 – R559 686 per annum. Other Benefits: 13 th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet prescribed requirements) Plus 8% Inhospitable Allowance Plus. |
| <u>CENTRE</u> | : | Ngwelezana Hospital |

REQUIREMENTS

: Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with the SANC as Professional Nurse. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 7 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Knowledge, Skills, Attributes and Abilities: Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework. Strong interpersonal, communication and presentation skills. Ability to make independent decisions, problem solving and conflict resolution. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills.

DUTIES

: Provide effective and professional leadership in medical ward. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Demonstrate effective communication with patients and other health professionals and junior colleagues including complex report writing as required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Develop and implement quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the unit. Improve quality care through reduction of patient complaints. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention policies are implemented in the unit. Manage and supervise effective utilization of all the resources e.g. human, financial material. Develop, monitor and evaluate staff in terms of EPMDs. Exercise control over discipline, grievance and all labour relations issues. Perform both clinical and administrative duties as required. Attend to meetings and workshops as directed. Serve as a paymaster for unit pay point. Adhere to correct channels of communication as per the hospital organogram. Perform other duties as assigned by the supervisor and hospital management. Ensure implementation of NCS, Make Me Look Like a Hospital, Ideal Hospital and other departmental initiatives including provincial priorities. Provision of effective support to Nursing Service i.e. assist with relief of the supervisors and partake overall specialized unit function in team building.

ENQUIRIES

: Ms. RM Sithole Tel No: (035) 901 7258

APPLICATIONS

: Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.

FOR ATTENTION

: Mr MP Zungu

NOTE

: Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual

Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

- CLOSING DATE** : 22 September 2023
- POST 32/221** : **CLINICAL PROGRAMME CO-ORDINATOR (QUALITY ASSURANCE) REF NO: ILE 14/2023 (X1 POST)**
Component: ILE: DIV HSD MON & EVAL
- SALARY** : R497 193.per annum. Benefit: 13thCheque, homeowner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
- CENTRE** : Ilembe Health District Office
- REQUIREMENTS** : Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) Degree / Diploma in General Nursing, Current registration with SANC as General Nurse. A minimum of 7 years appropriate/ recognizable nursing experience as a General Nurse. Valid Driver's License (Code 8). Computer Literacy Ms Office (Word, Excel, Outlook & PowerPoint). NB: all the above mentioned documents need not be attached on application will be requested (only if shortlisted). Strong interpersonal and communication skills. Report writing. Knowledge on District Health systems. Knowledge of relevant regulation and policies. Ability to translate and transform objectives into practical plan. Leadership, organizational, decision making and problem-solving abilities within the DHS framework. Information Management Skills. Ability To Work Under Pressure. Sound Project Management Skills. A Strong Policing/ Auditing Attitude. Previous and current work experience (Certificate/S of service) endorsed and stamped by HR Office will be requested (only if shortlisted).
- DUTIES** : Manage the implementation of Quality Assurance plans in the District. Monitor the improvement of service delivery in order to satisfy the requirement of the district client base. Ensure the development of a culture which is sensitive to Quality Assurance issues among health workers at all levels. Conduct inspections to ensure that Quality Assurance plans are implemented and that practices are according to specified policy. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery at all district health institutions. Identify best practice and implement these to continuously advance Quality Assurance procedures and practices. Perform training and guidance activities to instil a culture of service delivery in all service areas within the district. Interact with university and Ideal clinic role players to enhance the Quality Assurance procedures and practices. Evaluate the extent to which the service delivery improvement plans are implemented. Report on Quality Assurance statistics and practices including understanding of policy intentions.
- ENQUIRIES** : Dr R Sahadeo (Dep District Director: Plan M&E) Tel No: (032) 437 3500
- APPLICATIONS** : All applications should be forwarded to: The District Director: Human Resource Management Services, I Lembe Health District Office, Private Bag X10620, KwaDukuza, 4450 or Hand delivered to: 1 King Shaka Street, King Shaka Centre, and KwaDukuza, 4450.
- NOTE** : 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. ILE/03/2022. 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 qualification and other relevant documents 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) Applicants in possession of a foreign qualifications are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested only if shortlisted.

- CLOSING DATE** : 29 September 2023
- POST 32/222** : **OPERATIONAL MANAGER NURSING (GENERAL STREAM): NIGHT DUTY REF NO: ADD/OM36/2023 (X1 POST)**
- SALARY** : R497 193 per annum. Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)
- CENTRE** : Addington Hospital: KwaZulu Natal
- REQUIREMENTS** : Grade 12 /Senior certificate, Degree/Diploma in General Nursing and Midwifery, Registration Certificate with SANC as a General Nurse and Midwife. Current registration receipt with SANC (2023). Certificate of Service. Experience: A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. 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. Must have good knowledge of Cardiac Conditions Basic Computer skills.
- DUTIES** : Provide comprehensive, quality nursing care to patients/clients in a specialty 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 : 22 September 2023

POST 32/223 : **OPERATIONAL MANAGER GENERAL STREAM GRADE 1, 2 REF NO: CTK 24 / 2023**
Branch: Human Resources

SALARY CENTRE REQUIREMENTS : R497 193 per annum, plus 8% rural allowance
: Christ the King Hospital
: Grade 12 qualification. Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the nursing South African Council as a Professional Nurse. Current registration with the South African Nursing Council (SANC) 2023. A minimum of 7 years appropriate/recognisable experience in nursing after registration and Professional Nurse with the SANC in General Nursing. Certificate of service endorsed by HR Recommendations: Computer literacy, Diploma in Nursing Administration / Health Service Management. Knowledge and Skills: Ability to interact with diverse stakeholders and health care users Good verbal and communication skills Facilitation and co-ordination skills. Problem solving skills. Ability to plan, organize and to manage conflicts. Ability to work with the team.

DUTIES : Supervise service delivery and develop all practices and systems to ensure provision of an effective patient care through health promotion programs and adherence to quality improvement practices Maintain constructive working relationships with nursing and other stake holders Manage and monitor proper utilization of human, financial, physical and material resources. Participate in the analysis, formulation and implementation of nursing guidelines, standards and procedures Develop and control risk management in the unit Manage grievances according to prescripts Ensure implementation of EPMDS in the unit Deputize Assistant Manager Nursing both on night and day duty Ensure implementation of National Core Standards in the unit.

ENQUIRES APPLICATIONS : Miss MLN Mthembu Tel No: (039) 834 7500, Ext No. 7503
: Applications may be forwarded to: Assistant Director: HRM, Private Bag X542, Ixopo, 3276 or Hand delivered to: Christ the King Hospital, Human Resource Office, No 1 Peter hauff Drive, Ixopo, 3276

FOR ATTENTION NOTE : Mr Z.C Mhlongo Human Resources Tel No: (039) 834 7500
: The application must include only completed and signed new FormZ83, obtainable from any Public Service Department or on the internet at www.gov.za, and detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. CTK 19/2023. Persons with disabilities should feel free to apply for the post/s. N.B. Failure to comply with the above instructions will disqualify applicants. No e-mailed or faxed applications will be accepted. Appointments are subject to positive outcomes obtained from State

Security Agency (SSA) to the following checks: security clearance (vetting), criminal clearance, credit records, citizenship, verification of educational qualification by SAQA, and verification from the Company Intellectual Property (CIPC). Please note that due to financial constraints no S&T claims will be paid to candidates invited for the interview. The Employment Equity target for this post is African Male. This Department is an equal opportunity, affirmative action employer whose aim is to promote representivity in all levels of all occupational categories in the Department.

CLOSING DATE

:

22 September 2023

POST 32/224

:

OPERATIONAL MANAGER NURSING (GENERAL STREAM): SURGICAL REF NO: ADD/SUR37/2023 (X1 POST)

SALARY

:

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

CENTRE

:

Addington Hospital: KwaZulu Natal

REQUIREMENTS

:

Grade 12 /Senior certificate, Degree/Diploma in General Nursing and Midwifery. Registration Certificate with SANC as a General Nurse and Midwife. Current registration receipt with SANC (2023). Certificate of Service. Experience: A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. 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. Must have good knowledge of Cardiac Conditions Basic Computer skills.

DUTIES

:

Provide comprehensive, quality nursing care to patients/clients in a specialty 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** : 22 September 2023
- POST 32/225** : **PROFESSIONAL NURSE SPECIALTY ADM (MATERNITY) (X1 POST)**
- SALARY** : R431 265 - R497 193 per annum. Other Benefits: Medical Aid (Optional) 13th Cheque, 8% Rural allowance, Housing allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Emmaus District Hospital
: Grade 12 certificate /Senior Certificate, Diploma/Degree in general Nursing Science and Midwifery, A minimum of 4 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC, Post basic qualification with duration of at least one year accredited with SANC in advanced Midwifery and Neonatal Nursing Science, Only shortlisted candidates will submit proof Knowledge & Skills Leadership, Management, planning, organizing and co-ordination skills, Knowledge of relevant acts, prescripts, policies and procedures governing health care services delivery, Sound knowledge of nursing care delivery approaches and scope of practice in the areas under their control. Sound knowledge of priority programs, clinical guidelines, protocols, policies and procedures and best practices in nursing care service delivery. Good communication, interpersonal, negotiation, decision-making, problem solving, conflict management, counselling, teaching, mentorship and supervisory skills.
- DUTIES** : Provide holistic nursing care to patients in all clinic streams in a cost effective and efficient manner, To execute duties and functions with proficiency in support of the vision, mission and strategic objectives of the institution and within the prescripts of all other legislations. Ensure utilization of maternal and guidelines and protocols. Ensure Effective Data Management. To participate in the sub- district perinatal meetings ensuring compliance in MNCWH programmes. Ensure reporting of within his/her unit. Take charge of the unit during the absence of Operation Manager and manage unit accordingly. Provision of nursing care that lead to improved services delivery. Ensure that clinical governance principles are adhered too and ensure that audits are conducted. Ensure that all quality and infection control initiatives are adhered i.e. OHSC/idea Hospital, Evaluation and monitor compliance with clinical protocols, norms and standards of the hospital, Ensure staff ongoing education and training on OSMOE, MBFI, EMTCT etc. Do readjustments as required on the shift to provide adequate nursing coverage. Monitor implementation of EPMDS and EPOC. Participate in implementation of EPMDS and EMTCT. Project and advocate rights of the patient regarding health care. Audit patients records and monitoring of results. Utilize knowledge of development and life stages in the provision of overall care of pregnant women and neonates. Take responsibility and accountability for own decisions, actions or omissions in maternity care delivery. Participates in ethical decisions making within the multidisciplinary team. Utilizes a family centered approach in providing maternal& neonatal nursing care. Ensure implementation of mother baby friendly initiatives.
- ENQUIRIES APPLICATIONS** : Ms. T.N Maphumulo Tel No: (036) 488 1570, ext. 8315
: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus District Hospital.
- FOR ATTENTION NOTE** : Human Resource Manager
: Application should be submitted on the most recent form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidates will be required to submit certified copies of qualifications.ID and driver's license (certified

copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling, Resettlement Allowance will be paid for interview attendance.

- CLOSING DATE** : 22 September 2023
- POST 32/226** : **PROFESSIONAL NURSE SPECIALTY NURSING GRADE 1,2 REF NO: NGWE 115/2023**
Department: Various Clinics
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 7200 per annum
Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% In-hospitable area allowance.
- CENTRE REQUIREMENTS** : Ngwelezana Hospital
: **Grade 1:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allow registration with SANC as a Professional Nurse. A post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as Professional Nurse. A post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 14 years appropriate or recognizable experience in nursing 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 in a specific field after obtaining post basic qualification in that specialized field. Registration with the SANC as a Professional Nurse Knowledge, Skills, Attributes and Abilities Knowledge SANC rules and regulations. Knowledge of Nursing procedures, relevant Acts and policies. Knowledge of Batho Pele principles and Patient's Right Charter. Knowledge of Code of Conduct and labour relations. Good communication and interpersonal skills. Decision making and problem solving skills. Basic Financial management.
- DUTIES** : Implement the activities that are aimed at the reduction of infant, under five and maternal mortality. Implement activities aimed at the improvement women's health. Ensure that high quality nursing care is rendered to all clients accessing maternal services in the facility taking into consideration that CARMA objectives; ESMOE; KING; Helping Babies to breath and ensure IMCI programmes are properly Implemented. Implement BANC and other Antenatal care programmes to enhance antenatal care to all pregnant women accessing care to the facility. Ensure that there is proper management and integration of HAST programmes within the maternity unit. Manage the utilization and supervision of the resources. Coordinate the provision of effective training and research, focusing on the programmes aimed at the improvement of the maternal and child health. Instil discipline, professionalism and work ethics among employees. Ensure compliance to quality, infection prevention and control (IPC) programmes e.g. IDEAL Clinic realization and maintenance (ICRM) and Norms and Standards (N&S). Maintain a constructive working with the multi-disciplinary team members. Provide effective support to Nursing service e.g. assist with relief duties to nursing management.
- ENQUIRIES APPLICATIONS** : Mr. S Mtshali Tel No: (035) 901 7298 / 7224
: Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 22 September 2023

POST 32/227

: **PROFESSIONAL NURSE SPECIALTY (ADVANCE MIDWIFE) REF NO:
EB24/2023 (X2 POSTS)**

SALARY

: R431 265 – R497 193 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), home owners allowance (employees must meet prescribed requirements)

**CENTRE
REQUIREMENTS**

: East Boom CHC
: National senior certificate / Grade 12 or equivalent, Diploma / Degree in General nursing and Midwifery or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse, Current registration with the SANC 2023 as a General and Advanced Midwife, One (1) Year post basic qualification in Advanced Midwifery accredited with the SANC, A minimum of four (4) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Knowledge, Skills, Trainings and Competencies Required for the post: Knowledge of Nursing Care, Processes and Procedures, Nursing Statues and other relevant, legal frameworks such as Nursing Acts, Health Act, Patient Rights Charter, Batho Pele, Principles, Public Service Regulations, Disciplinary Codes and Procedures in the Public, Service, Leadership, organizational, decision making, problem solving and interpersonal skills within the limits of the Public Sector, Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a, team player.

DUTIES

: Provision of optimal, holistic specialized nursing care with set standards and within a professional legal framework, Ensuring clinical nursing practice by the nursing team in accordance with the Scope of, Practice and nursing standards as determined by the relevant health facility, Implement activities aimed at the improvement of women's health, Ensure high quality nursing care is rendered to all clients accessing maternal services in the facility by considering CARMA objectives, ESMOE, KINC, Helping Babies Breath (HBB)and safe Caesarean checklist, Identify high risk clients during ante-natal and post-natal periods, manage and refer, accordingly, Ensure that other antenatal care programs i.e. BANC are

implemented to enhance, antenatal care to all pregnant women, Ensure implementation and integration of HAST programs in O&G departments within the facility, Ensure accurate and proper record keeping for statistical purposes, Ensure adherence to the principles of infection prevention and control practices in the unit., Assess and identify the relationship between normal physiological and specific system, alterations associated with problems, disorders and treatment in the pregnancy, labour, puerperium and neonates, Able to identify, manage, assist medical officer and refer obstetric emergencies according to protocols and guidelines, Participate in training, monitoring and research with a view to increasing the body of knowledge in the midwifery practice. Assist in planning and coordinating of training and promote learning opportunities for all nursing categories, Ensure compliance to quality, IPC, Ideal Hospital realization and maintenance (IHRM), and Norms and Standards, Complete patient related data, partake in PPIP and attend peri-natal meetings, Collate and analyse data before submitting to the next level, Promote, instil and maintain discipline, professionalism and work ethics among, employees, Manage the utilization and supervision of resources, Demonstrate an in depth understanding of legislation and related ethical nursing, practices and how this impact on service delivery, Maintain a constructive working relationship with multidisciplinary team members, Monitor and report patient safety incidence and patients' complaints, Assist in orientation, induction and mentoring of staff.

- ENQUIRIES APPLICATIONS** : Mrs S Gopichand Tel No: (033) 264 4900
- FOR ATTENTION NOTE** : East Boom CHC, Private Bag X4018, Willowton, Pietermaritzburg, 3201 or hand delivered to 541 Boom Street, Pietermaritzburg, 3201.
- Human Resource Practices
- : Please note: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit fully completed Z83 form and detailed curriculum vitae, only shortlisted candidates will be required to submit documents.
- CLOSING DATE** : 22 September 2023
- POST 32/228** : **PROFESSIONAL NURSE SPECIALTY OPERATING THEATRE & SDU REF NO: CBH34/ 2023 (X1 POST)**
- SALARY** : R431 265 – R497 193 per annum. Other Benefits: Medical Aid: optional, commuted overtime, 13th Cheque 8% Rural Allowance
- CENTRE REQUIREMENTS** : Catherine Booth Hospital
- : Standard 10 or Grade 12. Degree / Diploma in General Nursing and Midwifery. A Post Basic Diploma in Operating Theatre. A minimum of 4 years appropriate / recognizable experience after registration as a professional with SANC. Only shortlisted candidates will be required to submit proof of all documents Sound knowledge of latest technology in Theatre Nursing. Sound knowledge of nursing care. Sound of nursing care delivery approach. Sound knowledge of IPC, H&S and other policies. Knowledge in record keeping and communication skills.
- DUTIES** : Ability to handle all operations and able to operate all theatre equipment and ensure safe keeping and utilization. Provide safe, therapeutic environment as laid down by Nursing Act. Provide optimal, holistic specialized nursing care set standards and be within a professional and legal framework. Delegate duties and support staff in the execution of patient care. Effective utilization of human and material resources. Assist with supervision of the unit in the absence of the Operational Manager. Ability to manage all operations and emergencies in the absence of other qualified staff. Manage SDU and keep records. To partake in overall specialized unit functions. Good management of all resources within the unit. Only shortlisted candidates will be required to submit proof of all documents.
- ENQUIRIES APPLICATIONS** : Mrs. P.Z. Mbonambi Tel No: (035) 474 8402
- : All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, UMalazi Municipality Ward15, Amatikulu, 3801
- NOTE** : The following documents must be submitted: Application for employment form (Z83), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za, A comprehensive CV indicating three reference persons: Names and contact numbers. Applicants are not required to submit copies of qualification. Certified copies of qualifications, proof of registration and other

relevant documents will be requested from shortlisted candidates only, which maybe submitted to HR on or before the day of an interview. It is applicants responsibility who have the foreign qualification to be evaluated by SAQA (South African Qualifications Authority). Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above-mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out. Preference will be given to African Male 22 September 2023

CLOSING DATE

:

POST 32/229

:

PROFESSIONAL NURSE SPECIALTY: TRAUMA UNIT REF NO: ADD//TRAUMA34 /2023 (X1 POST)

SALARY

:

Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)

CENTRE REQUIREMENTS

:

Addington Hospital: KwaZulu Natal

:

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 Specialty. Current registration receipt with SANC (2023). Certificate of Service. 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 Specialty. 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 specialty after obtaining the 1-year post-basic qualification in the relevant specialty. 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 specialty 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 NOTE : Human Resource Department
: 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 : 22 September 2023

POST 32/230 : **PROFESSIONAL NURSE SPECIALTY: OPERATING THEATRE REF NO: ADD/OT33 /2023 (X1 POST)**

SALARY : Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)

CENTRE REQUIREMENTS : Addington Hospital: KwaZulu Natal
: 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 Specialty. Current registration receipt with SANC (2023). Certificate of Service. 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 Specialty-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 specialty after obtaining the 1-year post-basic qualification in the relevant specialty-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 specialty 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
APPLICATIONS**

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

: Human Resource Department
 : 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

: 22 September 2023

POST 32/231

: **PROFESSIONAL NURSE GRADE 1 & 2 (SPECIALTY) RE NO: VRH 42/2023 (X1 POST)**

SALARY

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

**CENTRE
REQUIREMENTS**

: Vryheid Hospital (Critical Care)
 : An appropriate B degree/National 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 one year qualification in trauma and emergency nursing/ critical care nursing science. Registration certificates with SANC in General Nurse, Midwifery and Trauma and emergency Nursing/ critical care nursing science. Current registration with the SANC 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 Public Service Policies, Acts and Regulations. Knowledge of Code of Conduct, Labour Relations, Conflict

Management and negotiation skills. Ability to function within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele principles and patients' rights charter.

DUTIES

: Nursing excellence for quality outcomes in practice, education, research, advocacy and management. Advocates implementation of Code of Ethics for nurses, including all aspects like confidentiality, autonomy and accountability. Commitment to professional and social responsibility Demonstrate competence in the management role e.g. human and material resources and data management Ensure availability and adherence to protocols and guidelines of the department when managing clinical condition. Provide optimal, holistic specialized nursing care according to the set standard and within professional and legal framework. Delegate duties and support staff in the execution of patient care delivery Execute disciplinary code and grievance procedure up to a certain level then refer to the nurse manager. Plan/ organize and monitor the objectives of the specialized unit in consultation with subordinates.

ENQUIRIES

: Mrs Khumalo NJ (Deputy Manager Nursing) Tel No: (034) 982 2111, ext. 5916/11

APPLICATIONS

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

NOTE

: The 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 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.

CLOSING DATE

: 22 September 2023

POST 32/232

: **PROFESSIONAL NURSE GRADE 1 & 2 (SPECIALTY) REF NO: VRH 47/2023 (X1 POST)**

SALARY

: Grade 1: R431 265 per annum

: Grade 2: R528 696 per annum

: Other Benefits: 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)

CENTRE

: Vryheid Hospital (Theatre)

REQUIREMENTS

: An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification in operating theatre. Registration certificates with SANC in General Nurse, Midwifery and Operating Theatre Nursing. Current registration with the SANC 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 Public Service Policies, Acts and Regulations. Knowledge of code of conduct, Labour Relations, Conflict Management and negotiation skills. Ability to function within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele principles and patients' rights charter.

DUTIES

: Nursing excellence for quality outcomes in practice, education, research, advocacy and management. Advocates implementation of Code of Ethics for nurses, including all aspects like confidentiality, autonomy and accountability. Commitment to professional and social responsibility Demonstrate competence in the management role e.g. human and material resources and data management Ensure availability and adherence to protocols and guidelines of the department when managing clinical condition. Provide optimal, holistic specialized nursing care according to the set standard and within professional and legal framework. Delegate duties and support staff in the execution of patient care delivery Execute disciplinary code and grievance procedure up to a certain level then refer to the nurse manager. Plan/ organize and monitor the objectives of the specialized unit in consultation with subordinates.

**ENQUIRIES
APPLICATIONS**

: Mrs Khumalo NJ (Deputy Manager Nursing) Tel No: (034) 9822111, ext. 5916/11
: All applications should be forwarded to: Assistant Director: HRM, Vryheid District Hospital, Private Bag X9371, Vryheid, 3100 or be hand delivered at Human Resource Office no 9. NB: Applicants are encouraged to used courier service since we are experiencing challenges with post office.

NOTE

: The 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 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.

CLOSING DATE

: 22 September 2023

POST 32/233

: **CLINICAL NURSE PRACTITIONER REF NO: CTK 32/2023**
Branch: Human Resources

SALARY

: Grade 1: R431 265 - R497 123 per annum
Grade 2: R528 696 - R645 720 per annum

CENTRE

: Christ the King Hospital (Ixopo Clinic)

REQUIREMENTS

: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as General Nurse with Midwifery and Primary Health Care plus, A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. Knowledge, Skills Training and Competencies Required, Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter,

Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. good listening and communication skills. Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skills, Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

DUTIES

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

ENQUIRES

: Miss S. Shezi Tel No: (039) 834 7500, Ext No. 7533.

APPLICATIONS

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

**FOR ATTENTION
NOTE**

: Mr Z.C Mhlongo Human Resources Tel No: (039) 834 7500

: The application must include only completed and signed new FormZ83, obtainable from any Public Service Department or on the internet at www.gov.za, and detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. CTK 19/2023. Persons with disabilities should feel free to apply for the post/s. N.B. Failure to comply with the above instructions will disqualify applicants. No e-mailed or faxed applications will be accepted. Appointments are subject to positive outcomes obtained from State Security Agency (SSA) to the following checks: security clearance (vetting), criminal clearance, credit records, citizenship, verification of educational qualification by SAQA, and verification from the Company Intellectual Property (CIPC). Please note that due to financial constrains no S&T claims will be paid to candidates invited for the interview. The Employment Equity target for this post is African Male. This Department is an equal opportunity, affirmative action employer whose aim is to promote representivity in all levels of all occupational categories in the Department. 22 September 2023

CLOSING DATE

: 22 September 2023

POST 32/234

: **PROFESSIONAL NURSE - SPECIALTY (MATERNITY) REF NO: CTK 33 / 2023**
Branch: Human Resources

SALARY

: Grade 1: R431 265 - R497 123 per annum
Grade 2: R528 696 - R645 720 per annum

**CENTRE
REQUIREMENTS**

: Christ the King Hospital
: Matric /Senior Certificate or equivalent qualification Degree/Diploma in General Nursing. Minimum of 4 years appropriate/recognizable experience as General Nurse. One (1) year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Current registration with South African Nursing Council. NB! Only

Shortlisted Candidates will be required to produce all relevant Qualifications and Registration Certificates as well as submit proof of work. Experience endorsed by Human Resource component / Department. Knowledge, Skills, Training, and Competencies Required: Knowledge of Nursing Care, Process and Procedures, nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organisational, Decision Making, Problem Solving, Co-ordination, Liaisons and Interpersonal Skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, assertive and must be a team player.

DUTIES : Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Provide a therapeutic environment for staff, patients and public. Manage utilization of all resources efficiently and effectively. Maintain competence in the execution of her/his duties, while managing high standards of performance including for others. Assist in the coordination and implementation of the National Core Standards in A & E. and in the whole institution for better quality patient care. Manage the unit in the absence of the Supervisor. Ensure adherence to principles of IPC practices in the unit. Assist with the allocation / change list, day and night duty rosters and inputs for leave. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Demonstrate effective communication patient and families with the multi- disciplinary team, other department within the hospital. Ensure accurate record keeping for statics purposes Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility.

ENQUIRES APPLICATIONS : Miss MLN Mthembu Tel No: (039) 834 7500, Ext No. 7503.
: Applications may be forwarded to: Assistant Director: HRM, Private Bag X542, Ixopo, 3276 OR Hand delivered to: Christ the King Hospital, Human Resource Office, No 1 Peter hauff Drive, Ixopo, 3276

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

CLOSING DATE : 22 September 2023
POST 32/235 : **CLINICAL NURSE PRACTITIONER GRADE 1 & 2 (PHC) REF NO: VRH 48/2023 (X4 POSTS)**

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

CENTRE REQUIREMENTS : Ntombiyephahla 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. Current proof of registration with SANC for 2023 will be required from shortlisted candidates. NB: Proof of current/previous work experience endorsed and stamped by the employer will be required from shortlisted candidates **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill.

DUTIES : 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. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery.

ENQUIRIES : Mrs Sibiya ATS (Assistant Manager Nursing) Tel No: (034) 982 2111, ext. 5918
APPLICATIONS : All applications should be forwarded to: Assistant Director: HRM Vryheid District Hospital Private Bag X9371, Vryheid, 3100 or be hand delivered at Human Resource Office no 9. NB: Applicants are encouraged to used courier service since we are experiencing challenges with post offices

CLOSING DATE : 22 September 2023

POST 32/236 : **CLINICAL NURSE PRACTITIONER: PHC REF NO: EST/59/2023 (X1 POST)**

SALARY : Grade 1: R431 265 – R497 193 per annum
 Grade 2: R528 696 – R645 720 per annum
 Other Benefits: 13th Cheque, Medical Aid (Optional), Home Owner Allowance (Employee must meet prescribed requirements) and 8% Rural Allowance

CENTRE : Estcourt District Hospital (Wembezi Clinic)
REQUIREMENTS : Senior Certificate – Grade 12, Degree/Diploma in General Nursing and Midwifery plus 1 year post basic Qualification in primary Health Care, Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse Experience: **Grade 1** A minimum of 4 years appropriate/ recognized experience in nursing after registration as Professional with SANC in general nursing. **Grade 2:** A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate/ recognizable experience after obtaining the one year post basic qualification in primary Health Care. Knowledge, Skills and Competencies: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles, Good interpersonal relationship skills and good listening skills, Good communication and problem solving skills, Co-ordination and planning skills, Ability to relieve in the services areas, Team building and supervisory skills, Ability to formulate patient care related care related policies.

DUTIES : Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist the unit manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Promote preventive and promotive health for clients and the community in the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Must be able to handle obstetric and emergencies and high risk conditions. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. To provide nursing care that

leads to improve service delivery by upholding Batho Pele principles. Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic. Supervision of patients and provision of basic patient needs e.g. oxygen, nutrition, elimination fluids and electrolyte balance, safe and therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observation of patient in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patient to develop a sense of self care. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock.

ENQUIRES APPLICATIONS : Z.E. Mhlanga Tel No: (036) 342 7232
 : All documents to be posted to: The Chief Executive Officer, Estcourt District Hospital, Private Bag X 7058, Estcourt, 3310 for the attention of Human Resource Section or be hand delivered to Human Resource Office, (Estcourt Hospital) No. 01 Old Main Road Estcourt.

NOTE : Applications should be submitted on the new Z83 form obtainable from any Public Service Department or at www.kznhealth.gov.za website and should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed Please note that to due financial constraints no S&T will be considered for payment to candidates that are invited for interviews. This Department is an equal opportunity, Affirmative Action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. People with disabilities are encouraged to apply.

CLOSING DATE : 22 September 2023

POST 32/237 : **PROFESSIONAL NURSE SPECIALTY–NEPHROLOGY REF NO: GJGM66/2023 (X1 POST)**
 Component: Nursing Management Services

SALARY : Grade 1: R431 265 per annum
 Grade 2: R528 696 per annum

CENTRE REQUIREMENTS : General Justice Gizenga Mpanza Regional Hospital
 : **Grade 1:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allow registration with SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A post basic qualification with a duration of at least One (1) year accredited with SANC in the specialty – Nephrology Nursing. **Grade 2:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. A post basic qualification in Nephrology Nursing Science. A minimum of Ten (10) years appropriate or recognizable experience in nursing after registration as a Professional Nurse after obtaining a 1 year post basic qualification in Nephrology Nursing. Other benefits: 8% Inhospitable Allowance. Knowledge, Skills and Competencies: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project management skills. Basic computer skills.

DUTIES : Assist in planning, organizing and monitoring of objectives of the special unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs, requirements and expectations (Batho Pele). Able to access, plan and take care of patients on dialysis and report any abnormalities to the doctor. Work as part of a multi-disciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and 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 development, analysis and formulation of nursing policies and standard operating procedures. Participate in the compilation of the procurement plan for the unit. Assist in EPMDS evaluation of

staff within the unit and participate in monitoring and training needs of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order and monitor appropriate levels of consumables. Ensure that equipment in the unit is adequate and checked and is in working order. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural and racial and religious differences. Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care of management of all patients and ensure the maintenance of accurate and complete patient records.

ENQUIRIES : Ms M Stevens (Assistant Nursing Manager – Internal Medicine) Tel No: (032) 437 6034

APPLICATIONS : Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450

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

CLOSING DATE : 29 September 2023

POST 32/238 : **PROFESSIONAL NURSE SPECIALTY GRAD 1 OR 2 REF NO: DPKISMH 44/2023 (X1 POST)**
Component: Theatre

SALARY : Grade 1: R431 265 – R497 193.per annum
Grade 2: R528 696 – R645 720.per annum
Benefits: 13th Cheque plus Housing Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)

CENTRE REQUIREMENTS : Dr Pixley Ka Isaka Seme Memorial Hospital
: **Grade 1:** A minimum of four (04) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.
Grade 2: A minimum of fourteen (14) years appropriate /recognizable experience after registration as a Professional Nurse with SANC in General Nursing. At least

ten (10) years of the period referred to above must be appropriate /recognizable experience after obtaining the One year Post Basic qualification in the relevant specialty. Senior Certificate/Grade 12 or Equivalent. Degree /Diploma in General Nursing and Midwifery. One year Post Basic Qualification in Operating Theatre Nursing Science. Current Registration with SANC as a Professional Nurse (2023 receipt). A minimum of four (04) years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing. Proof of current/previous work experience endorsed and stamped by HR. Successful candidate will have to spend minimum one year in service. Unendorsed valid Code B driver's license (Code 08). Certificate of Service endorsed by Human Resource Department. Knowledge Skills Training and Competencies Required: Knowledge of Nursing Care, Processes and Procedures, nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Financial and Budgetary knowledge pertaining to relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, Organizational, Decision Making, Problem Solving, Co-ordination, liaisons and Interpersonal Skills within the limits of the Public Sector and Institutional policy framework. Interpersonal skills including Public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.

DUTIES

: Assist in planning/organizing and monitoring of the objectives of the specialized unit in consultation with subordinates. Demonstrate effective communication to patients, families, multidisciplinary team members and other stakeholders within the hospital. Ensure that high quality of nursing care is rendered to all clients accessing Operating Theatre unit at Dr Pixley Kalsaka Seme Memorial Hospital. Manage utilization and supervision of resources. Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement Operating Theatre nursing. Instil discipline, professionalism and work ethics amongst employees. Ensure compliance to quality, infection prevention and control (IPC) programs e.g. Ideal Hospital realization and maintenance (IHRM) Norms and Standards (N&S). Maintain a constructive working with multi-disciplinary team members. Provide effective support to nursing services e.g. assist with relief duties to nursing management.

**ENQUIRIES
APPLICATIONS**

: Mrs YYN Ngema (Assistant Nursing Manager Theatre) Tel No: (031) 530 1419
 : To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or emailed to: Pixley.recruitment@kznhealth.gov.za

**FOR ATTENTION
NOTE**

: Deputy Director: HRM
 : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. No attachments on application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 40/2023. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all

| | | |
|-----------------------------|---|---|
| | | levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. |
| <u>CLOSING DATE</u> | : | 22 September 2023. |
| <u>POST 32/239</u> | : | <u>PROFESSIONAL NURSE SPECIALTY GRADE 1, 2 REF NO: NGWE 116/2023</u> Department: Orthopaedic Ward |
| <u>SALARY</u> | : | Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 7200 per annum Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% In-hospitable area allowance. |
| <u>CENTRE</u> | : | Ngwelezana Hospital |
| <u>REQUIREMENTS</u> | : | Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with the SANC as Professional Nurse. Registration with the SANC as a Professional Nurse. A one year post basic qualification in Orthopaedic Nursing Science. Current SANC receipt. Grade 1: A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate or recognizable experience in nursing 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 in a specific field after obtaining post basic qualification in that specialized field. Knowledge, Skills, Attributes and Abilities Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work-related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations. |
| <u>DUTIES</u> | : | Executive professional nurses duties and functions with proficiency in support of the strategic objectives and operational plan of the Institution. Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs. Advocate for quality care of patients. Maintain accurate and complete patient records. Do meaningful rounds and monitor client satisfaction by communicating with patients and relatives. Assist the Operational manager with overall management and necessary support for the effective functioning of the unit. Train and supervise junior staff and student nurses Strengthen ethics and professionalism. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure effective and efficient management of resources and availability of essential equipment. Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital programmes. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Participate in staff development using EPMDS System and other work related programmes and training. |
| <u>ENQUIRIES</u> | : | Ms RM Sithole Tel No: (035) 901 7258 |
| <u>APPLICATIONS</u> | : | Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880. |
| <u>FOR ATTENTION</u> | : | Mr MP Zungu |
| <u>NOTE</u> | : | Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website |

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

- CLOSING DATE** : 22 September 2023
- POST 32/240** : **PROFESSIONAL NURSE SPECIALTY GRADE 1, 2 REF NO: NGWE 117/2023**
Department: Psychiatry
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% In-hospitable area allowance.
- CENTRE REQUIREMENTS** : Ngwelezana Hospital
: Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with the SANC as Professional Nurse. Registration with the SANC as a Professional Nurse. A one year post basic qualification in Psychiatric Nursing. Current SANC receipt. **Grade 1:** A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate or recognizable experience in nursing 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 in a specific field after obtaining post basic qualification in that specialized field. Knowledge, Skills, Attributes and Abilities Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.
- DUTIES** : Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital. Co-ordinate clinical activities of the unit. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Advocate for quality care of patients. Participate in staff development using EPMDS System and other work-related programmes and training. Ensure that equipment and machinery is available and functional at all time. Report and challenges and deficiencies within the unit. Attend to meetings, workshops and training programs as assigned by the supervisor.
- ENQUIRIES APPLICATIONS** : Ms RM Sithole Tel No: (035) 901 7258
: Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880
- FOR ATTENTION NOTE** : Mr MP Zungu
: Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83,

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

CLOSING DATE

: 22 September 2023

POST 32/241

: **PROFESSIONAL NURSE SPECIALTY GRADE 1, 2 REF NO: NGWE 118/2023**
Department: Oncology

SALARY

: Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% In-hospitable area allowance.

CENTRE
REQUIREMENTS

: Ngwelezana Hospital
: Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with the SANC as Professional Nurse. Registration with the SANC as a Professional Nurse. A one year post basic qualification in Oncology Nursing. Current SANC receipt. **Grade 1:** A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate or recognizable experience in nursing 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 in a specific field after obtaining post basic qualification in that specialized field. Knowledge, Skills, Attributes and Abilities: Ability to educate patients and/ or families as to the nature of disease and to provide instruction on proper care treatment. Knowledge of supportive care principles and techniques for Oncology patients. Knowledge of the nature and treatments of oncological diseases and of reactions and side effects of related therapy methods. Knowledge of bereavement counselling techniques. Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.

DUTIES

: Render an optimal holistic quality specialized nursing care as directed by the scope of practice and standards determined by relevant specialty. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs. Provides direct nursing care for specified patient including appropriate supportive care and administrative of chemotherapy, blood

components, fluids and electrolyte replacements and other oncology treatments as prescribed. Perform nursing assessments and triage of patient care needs for new and ongoing patients. Provide education to patients, families, and significant others, acts as an information resource to students, health care professionals, patients and public. Provide family support as required, including applicable referrals and bereavement counselling. Follows established departmental policies, procedures and objectives, continuous quality improvement objectives and safety. Train and guide other nursing and support staff engaged in clinical activities, may participate in research and related activities. Performs miscellaneous job related duties as assigned. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Participate in staff development using EPMDS System and other work related programmes and training. Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital programmes. Ensure effective and efficient management of resources and availability of essential equipment. Attend to meetings, and assist with relief duties of supervision as assigned by the supervisor.

**ENQUIRIES
APPLICATIONS**

: Ms RM Sithole Tel No: (035) 901 7258
 : should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni 3880

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 22 September 2023

POST 32/242

: **PROFESSIONAL NURSE SPECIALTY GRADE 1, 2 REF NO: NGWE 119/2023**
 Department: Thokozani Clinic (Men's Clinic)

SALARY

: Grade 1: R431 265 – R497 193 per annum
 Grade 2: R528 696 – R645 720 per annum
 Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% In-hospitable area allowance.

CENTRE

: Ngwelezana Hospital

REQUIREMENTS

: **Grade 1:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing and Midwifery that allows registration with SANC as a Professional Nurse. Registration with the SANC as a Professional Nurse. A post basic qualification with a duration of at least one year in Clinical Nursing Science, Health Assessment, Treatment and Care (Primary Health Care). Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing and Midwifery that allows registration with SANC as a Professional Nurse. Registration with SANC as Professional Nurse. A post basic qualification with a duration of at least one year in Clinical Nursing Science, Health Assessment, Treatment and Care (Primary Health Care). A minimum of 14 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care. Current SANC receipt. Knowledge, Skills, Attributes and Abilities: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Batho Pele Principles, Patient's rights, Nursing Act etc. Good communication, verbal, written, leadership, interpersonal, problem solving, conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele Principles, Patients right's Charter and code of conduct. Basic knowledge of Public service regulations. Good communication and interpersonal relation skills. Conflict handling and counselling skills. Ability to function well with a team. Decision making and problem solving skills. Project management skills. Financial management skills. Report writing skills.

DUTIES

: Monitor and evaluate performance of Clinic staff according to set standards, norms targets and to ensure effective reporting. Ability to plan and priorities issues and other work related matters and to comply with time frames. Ensure provision of Nursing Care through adequate supervision. Provide nursing care that leads to improved service delivery by maintaining client satisfaction especially men. Ensure the efficient and effective control of surgical sundries pharmaceuticals, equipment and miscellaneous stores. Maintain accurate and complete patients records according to legal requirements. Co-ordinate of services with the institution and other services related to community health (NGO, CBO, and CHW). Deal with grievances and Labour relations issues in terms of laid down procedures/policies. Initiate treatment, implementation of programmers and evaluation of patient's clinical conditions. To provide total nursing care that improves of men's health by service delivery. Maintain a constructive working relationship with nursing personnel and stakeholders. Provide knowledge and information to patient through health education men's related issues. Ability to plan and organise own work and that of supporting personnel to ensure proper running in men's clinic.

**ENQUIRIES
APPLICATIONS**

: Mr. S Mtshali Tel No: (035) 901 98 / 7224
: should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

**FOR ATTENTION
NOTE**

: Mr MP Zungu
: Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject

to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

| | | |
|-----------------------------------|---|---|
| <u>CLOSING DATE</u> | : | 22 September 2023 |
| <u>POST 32/243</u> | : | <u>CLINICAL NURSE PRACTITIONER (GRADE 1 OR 2) REF NO: IMBALCHC10/2023 (X2 POSTS)</u> |
| <u>SALARY</u> | : | Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum Other Benefits: 8% Inhospitable allowance, 13th cheque, Housing allowance and Medical aid (employee must meet the prescribed requirements) |
| <u>CENTRE REQUIREMENTS</u> | : | Imbalenhle Community Health Centre Current registration with SANC 2023. Senior Certificate/ Grade 12 or equivalent. Diploma/ Degree in General Nursing Science and Midwifery plus, or equivalent qualification. One (1) Post-basic qualification in Clinical Nursing Science, Health Assessment, treatment and Care (PHC). Experience: Grade 1: A minimum of 4 years appropriate / recognizable experience in nursing, after registration as a Professional Nurse with SANC in General Nursing and Midwifery. Grade 2: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and midwifery of which 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Only shortlisted candidates will be required to submit documents/certified copies of documents on or before the day of the interview. Recommendations: Nirmart trained. Valid driver's license. Computer literacy. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients' Rights Charter, Labour Relations Act, Grievance procedures, etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge. Good driving skills. Time management. Good in-sight of procedures and policies pertaining to nursing care. Computer skills in basic programs. |
| <u>DUTIES</u> | : | Provision of the comprehensive primary health care objectives. Implement standards, practices criteria for quality nursing care. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients in the clinic. Ensure proper utilization of human, material and financial resources and keeping up to date records of resources, Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assist patients to develop a sense of self-care. Participate and oversee development and implementation of clinical policies, procedures and guidelines for MNCWH, HAST, NCDs, APC, NUTRITION, MBFI, PMTCT, and other related programs/projects, e.g. MEN,s Clinic, MMC/Isibaya samadoda etc. Assist the Operational Manager to implement standards, practices, criteria and indicators for quality nursing practices. Collect, analyse and interpret data using standard data collecting tools and undertake management thereof. Implement CCMDD program according to standardized criteria. Participate in staff development using EPMDS System and other work related programs and training. Participate in clinical records audits. Exercise control over any labour issues that |

may arise. Advocate for Nursing Ethics and Professionalism standards. NB: The incumbent will be expected work on day and night shift including weekends.

ENQUIRIES : Mrs LH Sibiya Tel No: (033) 398 9100

APPLICATIONS : Must be forwarded to: Human Resources Department, Imbalenhle Community Health Centre, Private Bag X 9104, Pietermaritzburg, 3200 or Hand delivered at Imbalenhle Community Health Centre- HR, Unit 3, Thwala Road, Imbali, Pietermaritzburg.

CLOSING DATE : 22 September 2023

POST 32/244 : **CLINICAL NURSE PRACTITIONER REF NO SMCHC 09/2023 (X1 POST)**
Directorate: SMCHC

SALARY : R431 265 – R497 193 per annum. Plus 12% rural allowance. plus 13th Cheque, Medical Aid (optional), Housing/Home Owners allowance (Employee must meet prescribed conditions)

CENTRE : St Margaret's Community Health Centre (St Margaret's Gateway Clinic)

REQUIREMENTS : **Grade 1:** Grade 12 (Senior Certificate) standard 10/or (Vocational National Certificate, plus Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care plus, Minimum of 4 years appropriate/Recognisable Experience as a General Nurse. **Grade 2:** Grade 12 (Senior Certificate) standard 10/or (Vocational National Certificate, plus Degree/Diploma in General Nursing Science and Midwifery plus,(1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care plus, Minimum of 14 Years appropriate/Recognisable nursing Experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognisable PHC experience after obtaining a one year post basic qualification in Primary Health Care. Recommendations: Valid driver's License, Computer Literacy, NIMART training. Knowledge, Skills, Training and Competence Required: Knowledge of all applicable legislation such as Nursing Acts, Mental Act, OHS Act, Batho Pele Principles, Patients' Rights Charter, Labour Relations Act, Grievance Procedure etc., Leadership, Organizational, decision making and Problem solving, Conflict handling and counselling. Good listening and communication skills, Co-ordination and planning skills. Team building sills and supervisory skills. Good Interpersonal relationship skills, good insight of procedure and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

DUTIES : Provide administrative services: Plan and organise the clinic, ensure completion of statistics, ensure ordering and control of stationery and consumables, ordering of medication. Ensure implementation of 95 95 95 strategy in all aspects of all programmes. Provision of educational services: In-service training, personnel development, health education to patients. Provision of clinical services: Initiate the implementation of programme and evaluation of patients conditions, initiate minor treatments, individual consultation sessions. Function as a member of the therapeutic team. Continuous evaluation of nursing care and nursing services. Identify community needs. Ensure effective crisis management in the clinic. Initiate resuscitation if necessary. Assist in regional and departmental research projects. Ensure accurate data and information management systems. Ensure accurate monthly reporting to the Operational Manager or Deputy Manger nursing. Ensure implementation of the ideal CHC standards.

ENQUIRIES : All enquiries must be directed to Mr. SP Adonis: Deputy Manger Nursing Tel No: (039) 2599 222.

APPLICATIONS : applications must be directed: St Margaret's CHC, Private Bag X517, Umzimkhulu, 3297 or Hand delivered to: St Margaret's CHC Clydesdale Location UMzimkhulu 3297. All online applications should be forwarded to this Email Address: StmargaretsHospital.JobApp@kznhealth.gov.za

FOR ATTENTION : Mr. TL Nzimande: Human Resource Manager

NOTE : An application for employment Form (Z83) must be completed and forwarded which is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. 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. These will be requested only from shortlisted candidates. This Department is an equal opportunity, affirmative action employer

whose aim is to promote candidates representatively at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g. ref SMCHC 09/2023. 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, there will be no acknowledgement of applications. Should you not hear from us within 60 days of the closing date, kindly consider your application as unsuccessful. And only shortlisted candidates will be advised of the outcome of interview. Please note that due to financial constraints, there will be no payment of S&T Claims covering transport fees to the interview venue.

- CLOSING DATE** : 29 September 2023
- POST 32/245** : **ASSISTANT DIRECTOR: FINANCE REF NO: NDH18/2023 (X1 POST)**
- SALARY** : R424 104 per annum. Plus 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee Must Meet Prescribed Requirements)
- CENTRE** : Northdale Hospital
- REQUIREMENTS** : National Senior Certificate Grade 12/Standard 10 Certificate, Degree / Diploma in Financial Management (NQF Level 7), Three (3) – five (5) years' experience in Finance or Supply Chain Management and a valid driver's license Code B (08) Knowledge, Skills and Competencies Required For The Post: Management and skills, good listening, writing and communication skills, MS Office, proficiency in Microsoft Excel, Good leadership, Management and decision making skills, Knowledge of current Health Public Service Policies, Regulations and Legislation including medical ethics, epidemiology and statistics, Extensive knowledge of BAS and knowledge of PERSAL system.
- DUTIES** : Improve Financial Management for the hospital and the clinics. Ensuring the facility has an effective cash flow management system. Monitor the percentage (%) of budget spent according to projection. Ensure the facility has an approved Procurement Plan and Improve Supply Chain Management. Ensure department meets in strategic objective and Budget is aligned to APP. Approved Bid Committee to ensure effective SCM processes. Ensure the implementation of the total quality management framework and compliance to National Core Standards. Ensure effective functioning of Cash Flow Committee, Board of Survey, Quotation committee and loss control committee. Ensure the equipment, goods and services are procured in a cost effective way. Ensure the facility conducts quarterly and annual stock take and timeously submission of report to Provincial SCM. Conduct analysis on expenditure trends and do budget estimates and link with services delivery outcomes. Maintain adequate availability and efficient utilization of staff in the finance section. Recruitment, selection and placement of personnel in his/her section. Staff performance assessed in terms of the departmental performance management system. Ensure compliance with PFMA, Treasury Regulations, Public Service Act and Regulations. Conduct internal audit and risk management. Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resources mobilization. Timeous updating of bin and ledger cards to avoid stock losses. Cases of fraud or corruption are timeously disclosed to the accounting officer. Disclose of interest/conflict of interest at appropriate structures/times for e,g SCM Committees. Develop and implement and monitor measures designated to optimize the collection of revenue. Checking cash analysis for accuracy and elimination of risk. Ensure revenue reconciliation statements are reported monthly. Advocating the use of all follow-up procedures for recovering outstanding fees before accounts can be considered for write-off.
- ENQUIRIES** : Ms N Xulu Tel No: (033) 387 9007
- APPLICATIONS** : All applications to be posted to: The Human Resource Department, Northdale Hospital, Private Bag X9006, Pietermaritzburg, 3201.
- FOR ATTENTION** : Mr. AS Cele
- NOTE** : The applicants must include only completed and signed new Z83, Obtained from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of identity Documents, Senior

Certificate, and the highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.

- CLOSING DATE** : 29 September 2023
- POST 32/246** : **ASSISTANT DIRECTOR: AUXILLARY REF NO: PSH 24/ 2023 (X1 POST)**
- SALARY** : R424 104 per annum. Other Benefits: Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)
- CENTRE** : Port Shepstone Regional Hospital
- REQUIREMENTS** : Grade 12 / Matric Certificate. Degree/3 years National Diploma in Public Management. 3 - 5 years supervisory experience in Systems management environment. Computer literacy Microsoft Word and Excel Certificate. Valid unendorsed driver's license. Certificate of service. Note: All shortlisted candidates will undergo advanced pre-screening test assessment for the post. Knowledge, Skills and Competencies Required: Knowledge of PFMA, LRA, OHS, Public Service Act, EPMDS and Infection Control. Good verbal and written communication, problem solving, conflict resolutions skills and good interpersonal relations. Computer literacy - proficient in the MS package (Word/ Excel/ Outlook/ PowerPoint. Competence in human resources management, financial management, conflict management and change management. Ability to plan, organize and negotiate and work as a team. Health and Safety /Quality Assurance /Waste Management knowledge is critical. Understanding of information Technology and IT system. Knowledge of relevant acts and regulations for engineering and maintenance management, safety and waste management, IT systems and auxiliary services.
- DUTIES** : Effective management of the following sections: Security, Catering, Laundry, Mortuary, Registry, Telecommunications, Transport, Staff Accommodation, Grounds, Cleaning and Porter-ring Services, Health and Safety, Waste Management, Maintenance, and infrastructure. Develop integrated strategies within auxiliary services to achieve optimal technical expertise that supports the vision of the institution. Manage human resources effectively and efficiently and promote sound labour relations. Implement and monitor effective hospital policies, protocols, practices within the day-to-day operational areas. Contribute as a member of a multi-disciplinary management team towards the effective management of the hospital. Oversee compliance with all systems non-negotiables requirements. Monitor the provision of all hotel services and facilities by contractors in order to ensure contract adherence, with service level agreement and highest level of quality. Monitor and ensure proper utilization of financial and physical resources. Contribute to the formulation of a hospital disaster plan and its compliance. Ensure that safety program requirements are adhered to by all staff. Oversee and provide support on infrastructural engineering and maintenance services.
- ENQUIRIES** : Mr DG Gounden Tel No: (039) 688 6111
- APPLICATIONS** : Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240
- FOR ATTENTION** : Mr. ZM Zulu
- NOTE** : Detailed application for employment (Z83) and Curriculum Vitae. (Only shortlisted candidates will be requested to submit proof of qualifications and other related documents). Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.
- CLOSING DATE** : 22 September 2023

POST 32/247 : **HEALTH AND SAFETY OFFICER REF NO: EB22/2023 (X1 POST)**

SALARY : R359 517 – R420 402 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), home owners allowance (employees must meet prescribed requirements)

CENTRE REQUIREMENTS : East Boom CHC
: Senior Certificate (Grade 12), Appropriate Degree/National Diploma in Environmental Health/ Four year B. Tech degree/ National Diploma in Safety Management, A minimum of 3 to 5 years' experience in Safety Management. Recommendations: Valid code 08/10 drivers license, Qualification in Project Management, Computer literacy (Ms Word, Excel, PowerPoint, Outlook). Knowledge, Skills, Training and Competencies Required: Vast knowledge of Occupational Health & Safety Act 85 of 1993, Vast knowledge of Compensation of Injuries and Disease Act 130 of 1993, Good communication and negotiation skills (Verbal & written), Good report writing and presentation skills, Ability to identify, monitor, control and investigate hazards and accidents., Strong leadership qualities, good decision making, communication skills and problem solving skills, Sound computer skills(MS Office applications), Ability to work in a team environment.

DUTIES : Identify potential situations that could lead to injury/disability/death of a staff member or visitor, property damage or loss, internal disasters, medico legal claims and reporting thereof to the Assistant Director: Facilities Management, Assisting in the development and compilation of manuals, policies and protocol that will be included in the rolling out of health & safety training, orientation and induction programs, Ensure that the delegated management and administrative functions are carried out timeously and correctly to ensure the effective functioning of Health and Safety in the C.H.C., Participate in safety audits for the clinic in compliance with the Health & Safety Act 85 of 1993, Assist the Systems Manager in ensuring that the building, construction, plants and machinery meet and maintain compliance certificates that are regulated by the Occupational health and Safety Act 85 of 1993 and its regulations, Liaise with the Compensation Commissioner regarding Injuries on Duty, Ensure compliance with KZN Health & Safety and Patients' Rights Charter, Meet COHSASA standards for Health & Safety, Ensure that the Health and Safety Committee is functional, Ensure safety statistics are captured, analysed, interpreted and reported, Ability to function in a resource constraint environment.

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

FOR ATTENTION NOTE : Human Resource Practices
: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit fully completed Z83 form and detailed curriculum vitae, only shortlisted candidates will be required to submit documents.

CLOSING DATE : 22 September 2023

POST 32/248 : **ADMINISTRATION CLERK SUPERVISOR (MORTUARY) REF NO: MURCH 32/2023 (X1 POST)**

SALARY : R294 321 per annum (Level 07). Other Benefits: 13TH cheque/service bonus plus Home owners allowances, Employee must meet prescribed requirements plus Medical Aid (Optional)

CENTRE REQUIREMENTS : Murchison Hospital
: Senior certificate/Grade 12/Standard 10. 3-5 years' experience in the relevant department (Mortuary). Current and previous experience endorsed and stamped by Human Resource (Employment History) only shortlisted candidates will submit proof. Recommendation: Possession of driver's license code 8 or 10. Computer literacy certificate. Knowledge, Skills, Training and Competencies Required: Good communication and interpersonal relations. Ability to work under pressure. Knowledge of the procedures, regulations and relevant prescripts applicable to the area of operation. Applicable public service policies, legislation and procedures. Knowledge of office procedures, practices. Report writing/planning and organizing

- skills/decision making skills and problem solving skills. Staff supervision/concern for excellence/courtesy/drive and enthusiasm
- DUTIES** : Supervise mortuary staff. Collecting the deceased patients files from the wards to the doctors. Ensure that BI-1663 form has been correctly filled. Ensure that all administrative mortuary duties are performed according to SOP's as well as in line with relevant guide lines and regulations. Arrange pauper burial when need arises. Ensure that all infection control measures are being taken care of.
- ENQUIRIES** : Mrs. N. Sisilana Tel No: (039) 687 7315, ext. 125
- APPLICATIONS** : All applications should be forwarded to: Chief Executive Officer P/Bag X701 Portshepstone, 4240 or Hand delivered to: Human Resources Department Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae (CV). The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 32/2023. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must have an evaluation certificate from the South African Qualifications Authority (SAQA) when the applicant is shortlisted. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof when the applicant is shortlisted). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.
- CLOSING DATE** : 22 September 2023
- POST 32/249** : **FACILITY INFORMATION OFFICER REF NO: UMZIN/21/2023**
- SALARY** : R294 321 per annum (Level 07). Plus 13th cheque Medical aid: Optional Homeowner's allowance: Employee must meet prescribed requirements.
- CENTRE** : Umzinyathi Health District Office
- REQUIREMENTS** : Senior Certificate (Grade 12). National Diploma/ Degree in Information Technology/Management Information Systems/ Statistics/ Computer Science. Valid Driver's License (Minimum Code EB). 2-3 Year experience in Data Management section with District Health Information Systems. Computer Literacy (Ms. Word, Excel, Power point). 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, Programme 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 database. 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** : Mrs. A Shabangu Tel No: (034) 299 9100
- APPLICATIONS** : All applications should be forwarded to: The District Director, 34 Wilson Street, Umzinyathi Health District Office, Dundee, Private Bag X2052, Dundee, 3000
- FOR ATTENTION** : Ms. M Ngwenya
- NOTE** : Please note that due to financial constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 22 September 2023
- POST 32/250** : **ADMINISTRATION CLERK SUPERVISOR REF NO: POM 17/2023**
- SALARY** : R294 321 – R334 194 per annum. Other benefits: 13th cheque. Medical aid (Optional). Home Owner`s allowance: Employee must meet prescribed requirements.
- CENTRE** : Pomeroy CHC
- REQUIREMENTS** : Senior Certificate / Grade 12. 3– 5 years' work experience in patient administration. Computer Literacy: MS Office software. Recommendation: Valid Driver's license. Knowledge; Skills; Training and Competencies Required: Supervisory and analytic skills. Good interpersonal skills. Planning and organizing skills. Knowledge of Laws, Regulations, Policies, Practices, Note, Public, Finance, Management Act, Treasury Regulation and Treasury Guidelines. Good organizing ability to prioritize issues and other related matter.
- DUTIES** : Ensure that patient related files are properly monitored and maintained. Ensure that archiving policy is properly followed regularly. Implement disciplinary procedures with the section. Conduct orientation and induction to the newly appointment staff members. Proper assessment through EPMDs to staff under your supervision. Ensure effective arching & disposal of records within CHC & clinics. Ensure billings of paying clients to third party are done. Provide Patients/clients with information & Ensure triaging took place. Assist in ensuring functionality of record committee. Attend and resolve complains at patient administration. Manage the flow of patients arriving at the reception desk for appointment prescription or queries. Ensure capturing of HPRS on daily basis. Verify & Analyse Data before it is submitted to Data Management. Put control measures in movement of files & manage health records. Ensure filing & retrieval of patients records are done according to prescripts of record management act/policy. Effectively manage all resources allocated to the component.
- ENQUIRIES** : Ms. CS Ngcobo Tel No: (034) 662 3300
- APPLICATIONS** : All applications should be posted on: Human Resource Manager; Pomeroy CHC; Private Bag X529; Pomeroy; 3020 or Hand Deliver at Pomeroy CHC Human Resource Management Offices; Office Number 16-114.
- NOTE** : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: Applications must be submitted on the prescribed most recent Application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must be originally signed and dated. The application form (Z83) form must be accompanied by detailed Curriculum Vitae. 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 (POM 07/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualifications by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (This 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). NB: Please note that due to financial constraints, there will be no payment of S&T and resettlement payment for attending interviews. accommodation will only be allocated when it is available otherwise successful candidate must arrange their private accommodation prior to assumption of duty. No interim accommodation in a form of bed and breakfast or hotel accommodation 22 September 2023

CLOSING DATE

:

POST 32/251

:

PRINCIPAL TELECOM OPERATOR REF NO: EB23/2023 (X1 POST)

SALARY

:

R241 485 – R281 559 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), home owners allowance (employees must meet prescribed requirements.

CENTRE

:

East Boom CHC

REQUIREMENTS

:

Senior Certificate (Grade 12), 3 to 5 years' experience in general support office environment, Computer literacy (MS Word, Excel, PowerPoint, (Outlook), Proof of previous and current work experience in Office Administration endorsed by your Human Resource Department will be required only from shortlisted candidates. Recommendations: Knowledge of operating a PABX/switchboard and computerised billing system, National Diploma in Office Management/ Public Management. Knowledge, Skills, Training and Competencies Required: Applicable knowledge of Public Service policies, legislation and procedures including but not limited to Batho Pele, Labour Relations Act, Public Service Act, Public Service Relations, and Basic Conditions of Employment Act, Principles and practices of Public Administration, Knowledge of computerised telephonic billing system, Broad knowledge of office procedures, practices and equipment, Good decision making, verbal and communication skills, Ability to work under pressure and meet deadlines, Must be driven, courteous enthusiastic and demonstrate a high level of efficiency, Have a high level of planning and organisational skills.

DUTIES

:

Ensure that all telecommunication equipment is in working order at all times, Ensure all telephonic and repro graphic equipment is tested regularly, All telecommunication faults at East/Boom CHC and supported clinics to be reported and followed up timeously, Communicate with service provider regarding installation of new lines/handsets at supported facilities, Supervise all telecommunication activities and staff, Administer the switchboard daily, receive calls and transfer them to the relevant department, Take telephonic messages for staff members, Meet with component Managers to determine staff telephone access/restrictions for staff, Implement pin codes and barring levels on all telephones at East/Boom C.H.C, Prevent misuse by identifying private calls made by staff and billing accordingly, Control length of calls by imposing time limits utilising computerised billing system, Monitor monthly usage of telephones in the facility via computerised billing system, Identify private calls on system, extract, print and distribute monthly telephone accounts, Ensure payment of telephone accounts by staff and handing over of monies to Revenue Clerk.

ENQUIRIES

:

Mr EJ Wynia Tel No: (033) 264 4904

APPLICATIONS

:

applications to be submitted, East Boom CHC Private Bag X4018, Willowton, Pietermaritzburg 3201 or hand delivered to 541 Boom Street, Pietermaritzburg 3201

FOR ATTENTION

:

Human Resource Practices

NOTE : Please note: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit fully completed Z83 form and detailed curriculum vitae, only shortlisted candidates will be required to submit documents.

CLOSING DATE : 22 September 2023

POST 32/252 : **NHI SESSIONAL MEDICAL OFFICER REF NO: NDH19/2023 (X1 POST)**

SALARY : R436 per hour: Less than 5 years experience, after completion of community service
R498 per hour: At least 5 years experience, but less than 10 years
R576 per hour: 10 Years and more experience, after completion of community service

CENTRE REQUIREMENTS : Hours worked will be limited to 15 sessions (15 hours) per week at the PHC clinic.
Northdale Hospital
MBCHB or equivalent Medical Degree. Registration with the HPCSA as an Independent Medical Practitioner plus current registration certificate with the HPCSA and renewal for 2023/ 24. Unendorsed valid Driver's License. Doctors should ideally be residing within uMgungundlovu District. Six years (6) relevant experience after registration as Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa) NB: Only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. Knowledge, Skills and Experience: Sound knowledge, experience and clinical skills in General Medicine, but especially in the following fields: Primary Health Care, Antenatal care, Child Health and IMCI, HIV and TB Medicine, Non-communicable Diseases, Emergency care, Good communication and leadership skills, Knowledge and understanding of National Health Insurance, Batho Pele Principles and Patient's Rights Charter, Ability to work as part of the PHC Team, Sound medical ethics, A Diploma in HIV Care or Family Medicine would be an advantage.

DUTIES : Work as a consulting doctor in Primary Health Care Clinics in uMgungundlovu District as per the requirements of the NHI Contract. Provision of good quality, patient-centered and community-orientated care for all patients. Examine, investigate, diagnose and treat patients, including: Acute and chronic illnesses, TB, patients for ARVs, sick children, antenatal patients and mental health care users. NHI doctors will be required to dispense medication in the consulting room. Participate in CPD (Continuous Professional Development). Ensure compliance with Essential Medicine List (EML) Standard Treatment Guidelines (STG) and Adult Primary Care (APC). Provide medical support to PHC nursing staff. Ensure that relevant patient statistics are maintained, including Tick Register. Administration: Sign the clinic security and attendance registers and submit monthly statistics timeously. Maintain accurate health records in accordance with Legal Ethical considerations. Provide preventive health interventions and measures to promote health. Handle a limited number of disability grant assessments. Perform duties as delegated by supervisor. The incumbent will be accountable to the Clinic Operational Manager and supervising Institutional Medical Manager or Clinical Manager.

ENQUIRIES APPLICATIONS : Dr L Meneses-Turino Tel No: (033) 397 6512
: All applications to be posted to: The Human Resource Department, Northdale Hospital, Private Bag X9006, Pietermaritzburg, 3201.

FOR ATTENTION NOTE : Mr. AS Cele
: Cost for Kilometers travelled will be reimbursed, but capped at no more than 200km return-trip per day and up to a maximum of 2.0 Litre engine capacity. Exclusion: Doctors already working full time for the Department of Health will not be considered for NHI posts. General practitioners in private practice may apply.

CLOSING DATE : 29 September 2023